

SAFETY & HEALTH
RULES
for
Employees
of
WARREN COUNTY
TENNESSEE

Welcome
to the
Warren County
Team!



Revised 7/13

INSURANCE

Warren County is proud of the record and recognition it has achieved with the Safety Program now in place and is developing on a daily basis for even greater accomplishments.

The continued success of the Warren County Safety Program – and the savings of the County human and monetary resources – is the direct result of all employees', elected and appointment, efforts to make our County the ideal place to live that is free of accidents and suffering.

In order to preserve the people and resources and to have the funds needed for improved equipment, salaries, or other operating necessities, all employees are expected to make SAFETY FIRST in each and every phase of their efforts.

The SAFETY WORK RULES and MOTOR VEHICLE SAFETY RULES, as well as the related programs of Drug and Substance Abuse, Hazardous Materials or Right-To-Know, are for the benefit of each and every employee and citizen of Warren County.

You should proudly know and display these as your guide to a greater Warren County.

It is important that the employees of Warren County understand that much of the coverage for property and liability including worker's compensation is self-insured. That means that most of the dollars paid out for losses comes from County funds. For this reason, it is important that each employee take ownership in the safety program of Warren County. Every dollar spent on losses cannot be spent on other items.

SAFETY WORK RULES

This guide provides general instructions in the hazard categories that our employees are most likely to be exposed. Further information on each category is available in the County Safety Manual located with your department supervisor. A section is provided in the Safety Manual for department specific risk instructions.

ACCIDENT REPORTING AND FIRST AID

1. **All** accidents or injuries must be reported **immediately** for proper first aid, medical attention, or necessary repair and clean up.
2. Only qualified persons who have received certified training are to perform any medical aid and then only such aid as they are qualified to administer, nor distribute any medicine not prescribed by a doctor.
3. Serious injury or incidents are to be reported immediately to proper authorities such as fire, police, or emergency or medical officials.
4. Additional information and instructions are to come from the Safety Coordinator, Safety Committee, and your immediate supervisor.
5. ANY ACCIDENT MUST BE REPORTED WITHIN 24 HOURS to your supervisor and the County Safety Coordinator and any medical assistance is to be provided by an approved provider as noted on the bulletin board of your department and on authorized report forms. Appointments are to be made by your department manager or their designee for coverage to be approved. Exceptions to this will be allowed only in extreme emergencies.

6. All reporting is to be completed on the County's report forms supplied to the department managers by the Safety Coordinator which require the employee's signature.
7. All paperwork provided to the employee by the medical treatment provider is to be given to your supervisor immediately following your medical visit.

PERSONAL PROTECTIVE EQUIPMENT AND APPAREL

1. The use of personal protective items such as safety **glasses, hearing protection or safety shoes is REQUIRED IN DESIGNATED AREAS** while operating or attending the operation of any equipment with moving parts.

Violation of this rule will result in disciplinary action that may ensue in termination or leave of absence without pay.

2. Clothing that is appropriate for the work to be performed is required and there shall be no personal property used or worn that may endanger the individual or any employee working with or near the employee.
3. Any safety equipment issued is to be used in accordance with rules, regulations, or manufacturer recommendations and in accordance with the PPE Hazard Assessment posted in your work area.
4. Anyone working with paints, solvents, or other materials that may be hazardous will check with their supervisor for proper personal protective equipment. When in doubt about task to be performed, all labels or other warnings are to be followed carefully as set out in

Material Safety Data Sheets, as directed by the Hazard Communication, Right-To-Know Program.

5. Employees are required to maintain their personal protective equipment in a clean and efficient manner at all times.
6. If unauthorized persons enter any area, the employee is to stop all operations and report that entry immediately and continue that work stoppage until the area has been cleared or protective equipment is in place.
7. No one is to enter any area marked “Danger” or “Caution” without proper instructions, authorizations, and personal protective equipment.
8. Clothing and/or personal effects that may not be appropriate or proper for the job to be performed shall not be present while at work and all clothing and personal effects will be subject to the direction of the Supervisor in charge and shall not be allowed where there is danger caused by the items.

FIRE PROTECTION & FLAMMABLE MATERIALS

1. No fires are to be ignited without the knowledge and approval of the Supervisor in charge.
2. No smoking will be allowed within 50 feet of any fuel tanks, oil storage, or other flammable or explosive materials.
3. Portable fire extinguishers should be mounted to the wall or columns throughout the workplace.
4. Fire extinguishers must be kept clean and marked and are to be used only for fighting fires. Use of a fire

extinguisher or discovery of a low charged fire extinguisher is to be reported immediately.

5. No employee is to enter any area where a fire is in progress until instructed to do so by his or her supervisor, and then only when it is safe to do so.
6. Any fire hazard KNOWN by anyone is to be reported immediately.
7. Obey all warning signs.
8. Class A, B, and C extinguishers are primarily used throughout.

GENERAL HOUSEKEEPING

1. Good housekeeping is the basic part of accident and fire prevention. It can eliminate workplace hazards and especially slip and trip hazards in halls and floor areas.
2. Bottles, paper, or any other trash is to be placed in trash containers.
3. Any unnecessary material in the work area is to be picked up and disposed of or stored in an orderly manner.
4. Any drinking or food dispensing containers will be kept clean and orderly at all times. No food or drink is to be in chemical storage areas.
5. Any hazardous location must be clearly marked and secured and only authorized employees are to be allowed in such areas after proper instructions.

6. Proper lighting for job performance is to be obtained by employees before proceeding with assigned tasks.
7. No guard or barricade is to be removed but is to be kept in place at all times.
8. Any **storage** facility is to be **used only as marked or designated** and is to be **kept clean and orderly** at all times.
9. There will be no obstructions of exits, walkways, stairs, equipment controls, or other pathways used in the operations or controls of work or material storage.
10. Working surfaces, walkways, or stairways are to be cleaned or treated as necessary if ice, snow, or other conditions may make them hazardous.
11. Heating, air conditioning, mechanical or electrical rooms shall not be used as storage facilities.
12. Unobstructed access (36") to electrical panels must be maintained at all times.

TOOLS AND EQUIPMENT

1. No tools are to be used if they have broken handles, frayed cords or broken edges, unsafe or broken parts, or other dangerous parts.
2. **Personal tools are not to be used** without approval and permission of the Supervisor.
3. Any electric tool must be disconnected before any adjustments or repairs are made and all electric tools must be defect free ground wire protection or double insulation.

4. No guard or other safety switch or device is to be removed or made inoperable on any tool or machinery for any purpose.
5. There will be no servicing of moving equipment or machinery.
6. No hand tools or equipment should be left on the floor where they can be damaged or create trip hazards.
7. All tools and equipment are to be returned to their normal storage place after use.

COMPRESSED AIR OR GAS CYLINDERS

1. Compressed air or gas is not to be used for the cleaning of a person or clothing, but is to be used only for the intended purpose and as directed by the manufacturer of the equipment and with the correct personal protective measures.
2. All compressed gas cylinders are to be in an upright position and secured with their caps in place at all times and are not to be allowed to lay on their sides at any time.
3. No oxygen, compressed air, or other gas cylinder is to be taken into any confined space without proper instructions and approval.

MATERIAL HANDLING

1. Each employee must be sure he has the proper equipment before handling any material and when in doubt ask supervision about what is needed to safely perform the task.
2. NO ONE IS TO LIFT OR CARRY ANYTHING BEYOND HIS OR HER CAPABILITY OR CAPACITY AND

WHEN IN DOUBT MUST GET HELP FROM OTHERS
OR HIS OR HER SUPERVISOR.

3. No bulky materials will be carried through dangerous passageways until it is determined to be safe to do so.
4. No material is to be stacked or stored in such a manner as to be a hazard from falling or from the blocking of aisles and walkways.

EQUIPMENT OPERATION

1. Equipment is not to be operated by anyone not familiar or not trained to operate that equipment or machinery.
2. No one shall ride equipment that does not have a seat and seat belt for the rider and seat belts shall be used at all times by all persons. Exceptions can only be allowed by supervisors where specific rules and regulations permit.
3. Equipment operators shall be certain the area of their work is free and clear of people or obstructions.
4. Any defect discovered in any equipment at any time is to be reported immediately for necessary repair or other needed actions.
5. Servicing of equipment shall take place only after it has been turned off and put into such a position as to cause no danger. Lockout procedures should be followed as prescribed.
6. Do not operate equipment while taking prescription drugs that advise otherwise. Violation of this rule may result in disciplinary action.

GENERAL CONDUCT

1. **THERE SHALL BE NO “HORSEPLAY”, FIGHTING, GAMBLING, DRINKING OF ALCOHOLIC BEVERAGES, OR USE OF DRUGS OR STIMULANTS ON COUNTY PROPERTY DURING OR IN THE COURSE OF WORK. FIREARMS ARE RESTRICTED TO PERMIT GUN HOLDERS AND THE GUN MUST BE OUT OF SIGHT IN A LOCKED VEHICLE.**
2. No one shall work at any task or at any time if his or her mental, physical, or other condition may impair his or her ability to perform the assigned task safely.
3. Employees will not allow anyone or anything to distract their attention from the assigned task and thereby create a danger to themselves or others.
4. Running will be permitted only in extreme emergencies. Employees will take such time to perform their tasks as is required to do the work safely and efficiently.
5. Employees will obey all signs and instructions and will not remove any labels, signs, covers, or barricades.
6. No one will leave his personal vehicle or other personal property where it may be damaged during county operations.
7. Members of families, friends, or others not involved in County operations are to remain a safe distance from the work and shall not enter areas where work is being performed without the approval of the supervisor in charge.
8. Employees are to review the bulletin board of their work area regularly. *Employees having questions

regarding government regulation or laws governing their work are to make known their questions to their supervisor. *Further details of work requirements will be governed by the Tennessee Occupational Safety and Health regulations (Public Chapter No. 561, TCA).

9. It is everyone's responsibility to report faulty traffic signals or missing road signs, (Example – stop and yield signs).

MOTOR VEHICLE RULES

1. It is the responsibility of assigned drivers to inspect their vehicle for safe operating conditions before the vehicle is moved from the yard each day.
2. Inspections **must at least include** a check of:
lights horns mirrors
signals glass tires
brakes fuel lines steering
wipers defrosters
Safety and Emergency Equipment
*Note on a Daily Inspection Report malfunctions or mechanical defects.
3. **ONLY AUTHORIZED PERSONS** shall ride in County vehicles and no one is to be allowed to ride outside of the passenger compartment of the vehicle.
4. **SEAT BELTS MUST BE USED AT ALL TIMES.**
5. All loads must be secure and checked during the course of any trip and no loose articles are to be allowed on or in the vehicle.
6. Drivers must remain with their vehicle while loading or unloading. Drivers must remain in full control at all times.

7. There shall be no backing of a vehicle without checking the area behind or unless directed by a flag person or other individual who can see the area.
8. All motor vehicle operators will know and observe laws that govern safe operation of their vehicle.
9. Cars, trucks, motor vehicles, or any other motorized equipment owned by Warren County are to be used for County BUSINESS ONLY and are not to be used during or after normal work hours for any use other than County Business! Exceptions to this policy are to be allowed only by County Department Heads when County equipment is needed to deliver personal needs of employees to remote areas where County work or business is in progress.
10. Any County employee hired to drive a motor vehicle must have completed successfully a Motor Vehicle Review by the Tennessee Department of Safety in accordance with the County's MVR Policy. All components of the Vehicle Use Agreement must be complied with as long as your job duties fall under the MVR guidelines.

Persons who drive motor vehicles incidental to their main responsibilities must also meet the requirements of a valid Tennessee Driver License and minimum state insurance coverage.

Periodic checks will be made among employees for compliance of these requirements and anyone found to be in violation will be suspended from County employment, without pay, until such time as proof can be shown that deficiencies have been corrected.

11. All accidents shall be considered preventable and all operators shall do all things possible to prevent accidents.

12. Before County employees may be reimbursed for use of personal vehicles they must have a Certificate of Insurance on file with their supervisor.
13. In case of an accident, after taking care of physical needs of persons involved, and notification of public emergency authorities, do not give any statements to anyone concerning the accident except to police, other authorized public officials, or County safety representatives. At no time is anyone to make any accusations that might complicate the investigation or further legal positions.
14. ALWAYS DRIVE DEFENSIVELY.

DRUG-FREE WORKPLACE REQUIREMENTS

In the interest of full compliance with the provisions of the Acts of the United States Congress in the Omnibus Drug Bill of 1988 the following principles shall stand:

1. No one employed by or engaged in service to Warren County shall distribute, dispense, possess, manufacture, use, or otherwise engage in the use of or the encouragement of the promotion of any drug or substance that will in any way impair the performance of anyone performing duties or may be in any way involved in operations of Warren County
2. Those having management and supervisory responsibilities shall be alert for any violations of this Policy. They shall inform employees through Safety Meetings and printed material that may become available, the provisions of this Policy and Program and they shall take such actions as may be feasible to refer anyone found to be in violation of this Policy and Program to competent medical or professional counseling or rehabilitation assistance that may be available.

3. Anyone found to be in violation of the stated principles of this Policy and Program shall be immediately removed from County responsibilities out of concern for their personal safety and the safety of all others and County assets. Managers and/or supervisors shall counsel any individual within the limits of their own knowledge and skill with the intent of rehabilitation.
4. Any employee or individual performing services for Warren County who has received disciplinary actions from public or private authority for drug or substance abuse shall give notice of that action to their supervisor or to representatives of Warren County.
5. Any employee of Warren County could be part of a random drug screen as part of our efforts to ensure a Drug Free Workplace. An individual may be screened if just cause is presented and meets the intent of the Tennessee Drug Free Workplace requirements. See the Safety Manual for the full Drug-Free Policy.
6. Employees or associates of Warren County in violation of this Policy and Program shall be subject to termination of employment, temporary removal from employment, rehabilitation requirements, or other measures deemed necessary by County officials based upon gravity of the situation, danger to operations, County employment needs, or other factors those officials may deem important to the safety, quality of work, productivity, and overall economy of Warren County.
7. Any employee injured while abusing any portion of this section will be denied worker's compensation benefits. The employee will be entirely responsible for all medical bills and there will be no disability or life benefits paid. In addition, the County will take disciplinary action that may result in termination or leave of absence without pay.

***IT SHALL BE THE GOAL OF ALL PERSONS
EMPLOYED BY OR ASSOCIATED WITH WARREN
COUNTY TO MAINTAIN A WORK PLACE FREE OF
DRUGS OR SUBSTANCE ABUSE!!***

I, _____
(name)

being an employee of Warren County, Tennessee do hereby acknowledge that I have been provided a copy of and am informed of all safety rules applying to my work or task in my service to Warren County as covered in the July 2013 Revision.

I hereby, signify my intent to abide by the rules, regulations, and requirements of the Safety Program of Warren County and that I intend to do all that I can to encourage and promote safety within the scope of my assignment and the realm of my influence.

(signature)

(date)

Please execute the above and return to your immediate supervisor for inclusion in your employment file.

Rules reviewed with supervisor.

(supervisor)

(date)