



Boyd County Fiscal Court

Safety Policy

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Chapter 1

SAFETY POLICY STATEMENT

The Safety Policy for the Boyd County Government has at its core the health and well-being of county personnel and the preservation of its assets. The Boyd County Safety Department has responsibility of formulating, implementing, and managing policies and procedures that shall minimize the County's personnel, property and revenue losses.

The Safety Coordinator along with the department supervisors shall utilize a four-step process to ensure a safe and suitable working environment within the county. The first step is to identify risks to county personnel and assets. Then, they will develop risk management techniques to mitigate losses. Next, the most viable technique will be implemented. Finally, they will monitor the risk and formulate new techniques as required by the situation.

This process will require refinement as regulatory and practical changes dictate. The risk management system should always evolve to meet the needs of county personnel.

Exposures encountered within the County vary, are governed by different laws and statutes, and must be handled in a variety of ways. Consequently, no single technique can be applied to mitigate all the County's exposures. Rather, combinations of control techniques (i.e. loss prevention and loss control) are used to lower the severity and frequency of loss.

The safety policies included herein have the full support of the County administration. Each employee is obligated to follow these policies, and each supervisor shall enforce them.

Chapter 2

PROGRAM RESPONSIBILITIES

SAFETY COORDINATOR

The Safety Coordinator is responsible for the development, organization, coordination and implementation of safety programs and safety education. His/her responsibilities also include work-site inspections, hazard reduction, and/or elimination and accident/injury investigation, reporting, and management. The Safety Coordinator's ultimate responsibility is to the safety of county workers and its citizens, as a result, they are required to shut down any work site that they deem to be an immediate and significant hazard.

The Safety Coordinator shall advise the County Administrator as well as department supervisors, compliance team members, team leads and employees of unsafe conditions, problems related to accident prevention, and recommendations for loss control. The Safety Coordinator cannot fulfill obligations of department supervisors, compliance team members, or team leads relative to providing safe work environments, necessary equipment, training, or inspections in the interest of accident prevention.

DEPARTMENT SUPERVISORS

The department supervisor is responsible for fulfillment of departmental goals and objectives, as well as the health and welfare of each employee in the department. In this Safety Policy, the highest priority has been placed on employee safety. Even though it is normal practice for department supervisors to delegate the authority for carrying out safety policies, the responsibility for meeting safety related objectives and the protection of employees in performance of their assignments cannot be transferred. A department supervisor can transfer the workload but is ultimately responsible for the program.

TEAM LEADS

Team Leads assume the responsibility of thoroughly instructing their personnel in the safe practices to be observed in the work place. They are to consistently enforce safety standards and requirements to the utmost of their ability and authority.

Team Leads shall act positively to eliminate any potential hazards within the activities under their jurisdiction and they must set the example of good safety practice in all spheres of their endeavors. Safety records shall be measured along with other phases of the leads performance.

The principal duties of supervisors in discharging responsibilities for safety are:

- Enforce all safety regulations in effect and make employees aware that violations of safety rules shall not be tolerated.
- Make sure all injuries are reported promptly, treated properly, and all accidents are reported, even if injury is not apparent.
- Conduct thorough investigations of all accidents and take necessary steps to prevent recurrence through employee safety education, operating procedures, or equipment modification.
- Provide employees with complete safety instructions regarding their duties prior to the employee actually starting work.
- Conduct regular safety checks of the area, including a careful examination of all new and relocated equipment before it is placed in operation.
- Properly maintain equipment and issue instructions for the elimination of fire and safety hazards.
- Continuously inspect for unsafe practices and conditions and promptly undertake corrective action when necessary.
- Develop and administer an effective program of good housekeeping.

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- Provide safety equipment and protective devices for each job based upon knowledge of applicable standards, or on recommendations of the Safety and Training Manager.
- Conduct safety briefings at organizational meetings and encourage employee safety suggestions.
- Give full support to all safety procedures, activities and programs.

SAFETY TEAM MEMBERS

The Safety Team members work directly with the Safety Coordinator and Department Supervisors to ensure regulatory compliance with health and safety requirements within their departments. Safety team members shall act as primary communication sources for their departments and shall assist with scheduling safety training, reviewing and updating safety programs, routine performance and/or scheduling of facility inspections, and maintaining compliance records and documents.

EMPLOYEE

Each employee is expected to place safe work practices and identification of unsafe conditions as a high priority while performing their daily tasks. Each employee is responsible for:

- Using the safety equipment that has been provided.
- Wearing any uniform required.
- Not operating equipment or using tools for which training or orientation has not been received.
- Warning co-workers of unsafe conditions or practices they are engaged in which could lead to or cause an accident.
- Reporting defective equipment immediately to a supervisor.
- Reporting dangerous or unsafe conditions that exist in the work place as well as those throughout the County such as defective sidewalks, broken curbs, hanging limbs, loose handrails, open manholes, sunken basins, sewers, missing signs, etc.
- Immediate reporting of all injuries or accidents.
- Protection from unsafe conditions that have resulted from County related work and could present a hazard to the public.
- Taking care of County property (vehicles, equipment, tools, etc.). County property shall not be abused or mistreated, and should be maintained in safe condition.

Chapter 3

DISCIPLINARY PROCEDURES

Any employee found in violation of the county Safety Policy as written in this manual are governed by the following disciplinary procedures, subject to the laws, rules, regulations and standards as established by the Congressional Federal Register and the Kentucky Revised Statutes and any federal and state regulatory bodies unless other disciplinary actions are stated in specific set of policies and procedures and/or rules and regulations referenced within.

Unless particular circumstances warrant extreme action, employees who willingly violate these policies and procedures may be subject to:

- A. Given a verbal warning by their immediate supervisor.
- B. Given a written warning that shall be placed in their personnel file.
- C. Suspended from employment without pay (time of suspension is to be determined by the Judge-Executive or County Administrator).
- D. Terminated from employment.

The procedures concerning discipline in the County Administrative Code are to be followed when the above disciplinary measures are called for.

Chapter 4

INCIDENT REPORTING

PURPOSE

In order to facilitate a safe working environment, the county has instituted a clear process for reporting, recording and investigating any workplace incidents. This process allows prompt investigations to find the root causes of incidents so that preventative measures may be implemented.

DEFINITIONS

Automobile Liability Vehicle Collision (AL/VC): When the operation of a County licensed vehicle, regardless of liability, causes damage or potential damage to a third party's property, and/or bodily injury or potential bodily injury to his/her person, an AL claim results. A VC claim results when damage occurs to a licensed County vehicle due to a collision, regardless of liability.

General Liability (GL): When the County has caused or allegedly caused damage to a third party's property or injury or potential injury to his/her person through activities other than the operation of a County licensed vehicle.

Property Damage (PD): When damage occurs to County property other than a licensed County vehicle. If damage occurs to County property as the result of vandalism, or theft occurs, this would also be reported as a PD claim.

Reportable Incident: Any occurrence regardless of fault, which causes or has potential to cause bodily injury, and/or the loss or damage to property without respect to ownership or anticipated monetary loss.

Workers' Compensation (WC): When a County employee has been injured on the job or becomes ill as a result of working conditions.

POLICY

The prompt and accurate reporting of all accidents and injuries is essential to the effective management and handling of claims, and the future prevention of similarly related occurrences. It is both the Supervisors and the employees' role and responsibility to report any and all incidents as soon as possible following the occurrence, regardless of how minor the incident may seem. For the County's reporting purposes, reportable incidents are broken into four categories. These categories are listed below and a few examples are given for each.

PROCEDURES

The department supervisors shall be responsible for assigning an individual responsible for ensuring all employees are familiar with the written procedures in this policy regarding their conduct and responsibility at an accident scene. Additionally, an individual must be assigned and be responsible for understanding and ensuring the proper reporting procedures provided in this policy are followed, making sure the correct forms are completed for each type of claim or occurrence and delivered to the appropriate persons.

The following sections describe proper employee conduct at the scene of an accident as well as reporting procedures that are to be used for the proper gathering of information and completion and distribution of reporting forms. The procedures outlined below are organized by claim type.

AL/VC Claim

When an employee is involved in an accident, he/she along with the immediate supervisor are to follow the steps outlined below:

- Employee(s) involved should determine if emergency services are required on the scene and if so phone them immediately. Then contact their supervisors or dispatch.
- Do not move vehicle unless instructed by an authority or unless it is necessary to prevent further injury or property damage.
- Do not discuss the accident with anyone except the police.
- Do not admit guilt or assume liability for damages.
- If the County employee is driving a County owned vehicle, issue the proper insurance information to the other party.
- Follow all directions of the police officer.
- The employee shall be sent for post-accident drug and alcohol testing.
- For the protection of the County and the employees, all accidents must be reported regardless of who is at fault and regardless of any comments made by the involved party regarding the accident.
- Supervisors must immediately report the ALVC claim to the Safety Coordinator via telephone.

Note: It is all too common for an individual to realize he is injured or identify damage to property after leaving the accident scene. Report all accidents!!!!

The Department Supervisor or designee is responsible for making sure the following items are submitted as soon as possible, but no longer than 24-hours following the accident. All of the following items are to be submitted to the Safety Coordinator. The Safety Coordinator shall make sure a supply of all forms is readily available:

- Uniform Police Traffic Accident Report
- Traffic citations (if applicable)
- Boyd County Government Incident Report

Note: If an employee is injured as a result of the incident, even if treatment is not sought, the WC reporting procedures must be followed and the required forms completed for that employee and submitted to the Safety Department.

GL Claim (Property or Injury)

When an employee is involved in or witnesses a GL Claim, he/she along with their immediate supervisor must follow the steps outlined below:

- The employee(s) involved should determine if emergency services are required and call authorities immediately. Then, they must contact their supervisor or dispatch.
- Do not admit guilt or assume liability for damages.
- Follow all directions of the police officer (if police are involved).
- If the claimant is requesting a response from the County regarding the claim or incident, the immediate supervisor or designated person is to obtain the required information by completing the proper form listed below, and inform the claimant that they shall be contacted by the Safety Coordinator.
- All incidents must be reported regardless of who is at fault and regardless of any comments made by the involved party/claimant regarding the accident.
- Immediately report the claim to the Safety Coordinator via telephone.

Note: What may seem as a very minor incident now may be something entirely different later. It is essential that all reports are completed and forwarded to the Safety Coordinator, regardless of how minor the incident may seem.

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The Department Supervisor or designee is responsible for making sure the following items are submitted as soon as possible, but always within 24-hours following the incident, to the Safety Coordinator. The Safety Coordinator shall make sure a supply of all forms is readily available.

- Boyd County Government Incident Report

PD Claim

When an employee is involved in a PD Claim, he or she along with their immediate supervisor must follow steps outlined below:

- The employee(s) involved should notify dispatch or their supervisor immediately. Dispatch or supervisor shall notify the appropriate authorities/emergency responders as necessary.
- The required form listed below is to be completed and submitted to the Safety Coordinator.
- Immediately report the claim to the Safety Coordinator via telephone or e-mail.

Note: It is essential that all reports are completed and forwarded to the Safety Coordinator, regardless of how minor the incident may seem.

The Department Supervisor or designee is responsible for making sure the following item is submitted as soon as possible, but no longer than 24-hours following the accident, to the Safety Coordinator. The Safety Coordinator shall make sure a supply of all forms are readily available.

- Boyd County Government Incident Form

WC Claim

When an employee has been injured on the job or becomes ill as a result of working conditions, the employee or supervisor must perform the items outlined below.

Employee and supervisor should decide if medical attention is necessary. Depending on the severity of the injury, the supervisor or employee shall:

- 911 Type Emergencies: Employee should be taken to the closest hospital as soon as possible, and the appropriate persons shall be notified. All 911 type emergencies shall be reported immediately to the Safety Coordinator who shall be responsible for contacting the immediate family.
- Non-Life Threatening injury: Immediate supervisor or appointed office associate shall make an appointment with a physician. Employees have the opportunity to choose the physician. When making appointment, be prepared to provide the injured employee's full name, phone number, and social security number. Advise the physician this could be a workers' compensation covered injury. If all other facilities available are closed, the injured employee should be taken to the emergency room. The Department Supervisor and Safety Coordinator should be notified as soon as possible during the next business day.

The employee shall return all physician statements and a physician's excuse for missed work to his/her immediate supervisor. If the employee may return to work with restrictions, the restrictions and time limit must be specifically stated. Without this information, workers' compensation checks cannot be issued.

Supervisors shall determine if modified/light duty is available and meets the restrictions placed on the injured employee. If no modified/light duty work is available within the Department, the Human Resources Department shall be immediately notified. It is the County's position that any employee who has been placed on modified/light duty by their physician shall be assigned a modified/light duty position in their own Department or another County Department assigned by Safety Coordinator. No employee who is able to work modified/light duty shall be sent home without notifying the Safety Coordinator.

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Immediately report the claim to the Safety Coordinator via telephone.

The Department Supervisor or his designee are responsible for making sure the following items are completed in their entirety and submitted as soon as possible, but no longer than 24-hours following the injury/incident, to the Safety Coordinator. The Safety Coordinator shall make sure a supply of all forms is readily available.

- OSHA 301A Form
- Boyd County Government Incident Form

Note: It is essential that all reports are completed and forwarded to the Safety Coordinator, regardless of how minor the incident may seem, and regardless of whether treatment was received or initially sought.

The items listed below are to be compiled and forwarded to Safety Coordinator as soon as they are received and/or completed. It is the responsibility of the Department Supervisor or designee to see the following is completed within a timely fashion:

- Physician statements/notes with regard to time off or restricted duty.

Note: If an employee returns to work without a physician's statement, Department Supervisor shall be notified. If the Safety Coordinator or County Administrator, or the workers' compensation carrier does not authorize treatment, the employee shall be responsible for payment of treatment.

TRAINING

Supervisors shall be trained on proper use of county forms and employees shall be trained on their responsibility in accident and injury reporting.

RECORD KEEPING

The Safety Department shall maintain all investigation forms in the affected employees personnel file. The OSHA 301 Form and Medical Authorization Form shall be kept in the employee's medical file.

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Use this form to report accidents, injuries or medical situations (Incidents involving a crime or traffic incident should be reported directly to the Sheriff's Department.) If possible, the report should be completed within 24 hours of the event. Submit completed forms to the Safety Office.

INFORMATION ABOUT PERSON INVOLVED IN THE INCIDENT			
Full Name			
Home Address			
<input type="checkbox"/> Employee	<input type="checkbox"/> Citizen	Unit #	CDL <input type="checkbox"/> Yes/No <input type="checkbox"/>
Phone Numbers	Home	Cell	Work
INFORMATION ABOUT THE INCIDENT			
Date of Incident	Time	Police Notified <input type="checkbox"/> Yes/No <input type="checkbox"/>	
Location of Incident			
Damage Caused by County Equipment <input type="checkbox"/> Yes <input type="checkbox"/> No VIN #			
Description of Incident (what happened, how it happened, factors leading to the event, etc.) Be as specific as possible (attach additional sheets if necessary)			
Were there any witnesses to the incident? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, attach separate sheet with names, addresses, and phone numbers.			
Was the individual injured? If so, describe the injury (laceration, sprain, etc.), the part of body injured, and any other information known about the resulting injury(ies).			
Was medical treatment provided? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Refused If yes, where was treatment provided: <input type="checkbox"/> on site <input type="checkbox"/> Urgent Care <input type="checkbox"/> Emergency Room <input type="checkbox"/> Other Employee signature if treatment was refused: _____			
REPORTER INFORMATION			
Individual Submitting Report (Print Name)			
Signature			
Date Report Completed			

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IA-1 WORKERS COMPENSATION – FIRST REPORT OF INJURY OR ILLNESS

General		Employer (Name & Address incl. zip)		Carrier/Administrator Claim Number		Report Purpose Code							
		Boyd County Fiscal Court P.O. Box 423 Calletsburg, KY 41129		Jurisdiction		Jurisdiction Claim Number							
Carrier/Claims Admin		Insured Report Number		Employer's Location Address (if different)		Location No.							
		Sic Code				Employer FEIN 61-6000-733		Phone No.					
Carrier/Claims Admin		Carrier (Name, Address & Phone Number)		Policy Period		Claims Admin (Name, Address & Phone Number)							
		KACo Claims Department P.O. Box 991009 Louisville, KY 40269-1009 1.866.367.5226 fax 1.502.489.6430		To									
Carrier FEIN		Policy Number or Self-Insured Number 0384		Administrator FEIN									
Agent Name & Code Number													
Employee/Worker		Legal Name (Last, First, Middle)		Date of Birth		Social Security Number		Date Hired		State of Hire			
		Address (Incl. Zip)		Sex		Marital Status		Occupation/Job Title					
				<input type="checkbox"/>	Male	<input type="checkbox"/>	Unmarried/ Single/Div.						
				<input type="checkbox"/>	Female	<input type="checkbox"/>	Married	Employment Status					
Phone		No. of Dependents		<input type="checkbox"/>	Unknown	NCCI Class Code							
Wage Rate \$		<input type="checkbox"/>	Day	<input type="checkbox"/>	Month	# Days Worked/WK		Full Pay for Date of Injury?		<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
		<input type="checkbox"/>	Week	<input type="checkbox"/>	Other	# Hrs Worked per Day		Did Salary Continue?		<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Time Employee Began Work		<input type="checkbox"/>	AM	Date of Injury or Illness	Time Occurred	<input type="checkbox"/>	AM	Last Work Date	Date Employer Notified	Date Disability Began			
		<input type="checkbox"/>	PM			<input type="checkbox"/>	PM						
Employer Contact Name/Phone Number				Type of Illness/Injury				Part of Body Affected					
Did Injury/Illness Exposure Occur on Employer's Premises?		Yes	<input type="checkbox"/>	Type of Illness/Injury Code				Part of Body Affected Code					
No		<input type="checkbox"/>											
Occurrence		Department or location where accident or illness exposure occurred				All Equipment, Materials, or Chemicals Employee was using when accident or illness exposure occurred.							
		Specific Activity the Employee was engaged in when the accident or illness exposure occurred.				Work Process the Employee Was Engaged in when accident or illness exposure occurred.							
		How injury or illness/abnormal health condition occurred. Describe the sequence of events and include any objects or substances that directly injured the employee or made the employee ill.								Cause of Injury Code			
		Date Returned to Work		If Fatal, Date of Death		Were Safeguards or Safety Equipment Provided?		<input type="checkbox"/>	Yes	<input type="checkbox"/>	No		
						Were they used?		<input type="checkbox"/>	Yes	<input type="checkbox"/>	No		
Treatment		Physician/Health Care Provider (Name & Address)		Hospital (Name & Address)				Initial Treatment 0 <input type="checkbox"/> No Medical Treatment 1 <input type="checkbox"/> Minor: By Employer 2 <input type="checkbox"/> Minor Clinic/Hosp 3 <input type="checkbox"/> Emergency Care 4 <input type="checkbox"/> Hospitalized > 24 hr. 5 <input type="checkbox"/> Future Major Medical/Lost Time Anticipated					
Other		Witness to Accident (Name & Phone Number)								Preparer's Phone Number			
		Date Administrator Notified		Date Prepared		Preparer's Name & Title							
		IA-1 (2/95)		SEE NEXT PAGE FOR IMPORTANT STATE INFORMATION/SIGNATURE									

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Chapter 4 APPENDIX C

OSHA 301 FORM

OSHA's Form 301 Injury and Illness Incident Report

This *Injury and Illness Incident Report* is one of the first forms you must fill out when a recordable work-related injury or illness has occurred. Together with the *Log of Work-Related Injuries and Illnesses* and the accompanying *Summary*, these forms help the employer and OSHA develop a picture of the extent and severity of work-related incidents.

Within 7 calendar days after you receive information that a recordable work-related injury or illness has occurred, you must fill out this form or an equivalent. Some state workers' compensation, insurance, or other reports may be acceptable substitutes. To be considered an equivalent form, any substitute must contain all the information asked for on this form.

According to Public Law 91-596 and 29 CFR 1904, OSHA's recordkeeping rule, you must keep this form on file for 5 years following the year to which it pertains.

If you need additional copies of this form, you may photocopy and use as many as you need.

Completed by _____
Title _____
Phone (____) _____ - _____ Date ____/____/____

Attention: This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.



Form approved OMB no. 1218-0176

Information about the employee

- 1) Full name _____
- 2) Street _____
- City _____ State _____ ZIP _____
- 3) Date of birth ____/____/____
- 4) Date hired ____/____/____
- 5) Male
 Female

Information about the physician or other health care professional

- 6) Name of physician or other health care professional _____
- 7) If treatment was given away from the worksite, where was it given?
Facility _____
Street _____
City _____ State _____ ZIP _____
- 8) Was employee treated in an emergency room?
 Yes
 No
- 9) Was employee hospitalized overnight as an in-patient?
 Yes
 No

Information about the case

- 10) Case number from the Log _____ (Transfer the case number from the Log after you record the case.)
- 11) Date of injury or illness ____/____/____
- 12) Time employee began work _____ AM / PM
- 13) Time of event _____ AM / PM Check if time cannot be determined
- 14) **What was the employee doing just before the incident occurred?** Describe the activity, as well as the tools, equipment, or material the employee was using. Be specific. Examples: "climbing a ladder while carrying roofing materials"; "spraying chlorine from hand sprayer"; "daily computer key-entry."
- 15) **What happened?** Tell us how the injury occurred. Examples: "When ladder slipped on wet floor, worker fell 20 feet"; "Worker was sprayed with chlorine when gasket broke during replacement"; "Worker developed soreness in wrist over time."
- 16) **What was the injury or illness?** Tell us the part of the body that was affected and how it was affected; be more specific than "hurt," "pain," or sore. Examples: "strained back"; "chemical burn, hand"; "carpal tunnel syndrome."
- 17) **What object or substance directly harmed the employee?** Examples: "concrete floor"; "chlorine"; "radial arm saw." If this question does not apply to the incident, leave it blank.
- 18) **If the employee died, when did death occur?** Date of death ____/____/____

Public reporting burden for this collection of information is estimated to average 22 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Persons are not required to respond to the collection of information unless it displays a current valid OMB control number. If you have any comments about this estimate or any other aspects of this data collection, including suggestions for reducing this burden, contact: US Department of Labor, OSHA Office of Statistics, Room N-3644, 200 Constitution Avenue, NW, Washington, DC 20210. Do not send the completed forms to this office.

Chapter 5

CONFINED SPACE

PURPOSE

The purpose of Boyd County Fiscal Court Confined Space Program is to set procedures that will ensure workers safe entry into confined spaces and permit-required confined spaces to perform routine tasks associated with their employment. This procedure is designed to provide the minimum safety requirements in accordance with the Occupational Safety and Health Administration's (OSHA) Confined Space Standard, 1910.146.

DEFINITIONS

Confined space: A space that is large enough and so configured that an employee can bodily enter and perform assigned work; and has limited or restricted means for entry or exit (for example, tanks, vessels, silos, storage bins, hoppers, vaults, and pits are spaces that may have limited means of entry.); and is not designed for continuous employee occupancy. In some cases, even ditches or trenches may be considered confined spaces. Usually those deeper than four feet.

Emergency: Any occurrence (including any failure of hazard control or monitoring equipment) or event internal or external to the permit space that could endanger entrants.

Employee: An employee of the Boyd County Fiscal Court.

Non-permit confined space: A confined space that does not contain or, with respect to atmospheric hazards, have the potential to contain any hazard capable of causing death or serious physical harm.

POLICY

General Requirements

The County shall identify those spaces under its care, custody, or control that are to be classified as confined spaces and determine if entry into them shall or shall not require a permit. **There are currently no confined spaces in the county classified as permit required.**

Before being allowed into permit-required confined spaces, the County requires the employee entering the space and his entry supervisor complete a Confined Space Entry Permit. No entry is allowed until this process is complete.

Rescue and Emergency Services

In order to ensure employees can escape from the confined space if unforeseen hazards materialize, the County shall provide employees working within the space with effective self-rescue equipment, constantly monitor employees working within the space, and have in place an emergency evacuation plan if the person in the confined space cannot self-rescue.

Contractors

The County shall advise contractors and other than County employees who enter a permit-required confined space of the hazards associated with the particular confined space being entered and that entry is only allowed through compliance with a confined space permit program in accordance with the Department of Labor, Occupational Safety and Health Administration 29 CFR Part 1910.146. In addition, the County shall apprise the contractor or other than County employee of any cautions and procedures that the County uses when entering the confined space and shall debrief the contractor or other than County employee at the end of the entry operations regarding the permit program followed and to follow-up on any hazards confronted and/or created.

PROCEDURES

Confined Space Identification

The Safety Coordinator or Department Supervisor as applicable is responsible for identifying all confined spaces under the County's care, custody, or control and determining if entry into these spaces requires a permit. Permit required confined spaces include an atmosphere that is flammable or explosive, a lack of sufficient oxygen to support life, contact with or inhalation of toxic materials or a general safety or work hazards such as steam or high pressure materials.

A list of all confined spaces shall be maintained. There are currently no listed permit required confined spaces for the county. This list shall identify the space, its location, when a baseline gas monitoring of the space was conducted, and the results of this monitoring. All spaces shall be evaluated using the Permit-Required Confined Space Determination Worksheet to determine whether or not the space requires a permit in order to be entered. The list shall be updated when additional confined spaces are identified or if conditions within a particular confined space change. A Permit-Required Confined Space Determination Worksheet shall be completed for any new space or for a space whose conditions have changed.

Safety Equipment

While performing work in a permit-required confined space, the employee must be equipped with an appropriately calibrated gas monitor that shall audibly sound if non-acceptable limits of O₂, CO, H₂S, or LFL are encountered and a two-way communication device that puts the employee in contact with the attendant.

If the employee is entering a space where the entry is over five feet away from the work site and a hazardous atmosphere is not present or expected to be present during entry into the space, a force air ventilation system shall be used to ensure an adequate neutral air supply. Employees entering such a space shall wear a full body harness that is attached via a life line to appropriately anchored retrieval equipment

Employees entering a space known to contain or having a history of containing a hazardous atmosphere shall, in addition to wearing a full body harness that is attached via a life line to appropriately anchored retrieval equipment and being equipped with an appropriately calibrated gas monitor, be equipped with an emergency SCBA that shall, if used, allow the employee enough time to exit the confined space if his gas monitor sounds an alarm. The attendant shall also be equipped with a similar SCBA.

Any lights that must be used by employees in confined spaces shall be of the types that are classified as explosion proof (Class I, Division I, Group D).

All appropriate PPE in addition to those described above shall be worn by employees entering the confined space and the attendants (e.g. hard hats, safety glasses, safety shoes, gloves, etc.).

TRAINING

All employees who shall work in permit-required confined spaces shall be trained before being allowed to enter these spaces. The Safety Coordinator shall ensure the conduct the initial training, all ongoing training that is deemed necessary when employees transfer to positions that involve work in permit-required confined space, the training of any new employees, and/or other training that is warranted. The County shall ensure that employees who work in confined spaces acquire the understanding, knowledge and skills necessary to work safely in confined spaces

CONTRACTORS

All contractors and other than County employees who wish to enter permit-required confined spaces under the County's care, custody, or control shall present a Request for Entry into Confined Space to the Safety Coordinator. This request shall contain the date and the time that the entry shall take place and description of the precautions that the contractor or other than County employee shall take during entry.

RECORD KEEPING

The Safety Department shall maintain the following records:

Boyd County Fiscal Court

Safety Policy

- A list of all identified confined spaces.
- Confined Space Training Record.



List of Boyd County Identified Confined Spaces

Chapter 6

FACILITY INSPECTIONS

PURPOSE

The maintenance of buildings and other county used facilities are vital to the safety of county employees and citizens. As a result, formal inspections are necessary of buildings, machinery, fixtures and the equipment contained. These inspections shall be used to identify hazardous situations that must be corrected to ensure public safety.

Vehicles and other motorized equipment are not covered by this section. This section concerns itself with the condition of buildings, grounds, parks, cemeteries, parking lots, or other fixed property that the County owns, leases, rents, or legally assumes responsibility.

DEFINITIONS

Ground Fault Circuit Interrupter (GCFI): A device intended for the protection of personnel that functions to deenergize a circuit or a portion of a circuit within an established period of time when a current to ground exceeds some predetermined value that is less than that required to operate the overcurrent protective device of the supply circuit.

National Fire Protection Association: A US organization with international membership, it establishes and updates fire protection and prevention safeguards.

PROCEDURES

These procedures establish minimum requirements that are to be followed by employees who are charged with making facility inspections.

Compliance with This Section

Department Supervisors or designees are responsible for ensuring inspections are conducted for facilities for which they are responsible. Completed inspection checklists shall be maintained by the Department Supervisor for a period of at least one year. These lists shall be reviewed annually by the Safety Coordinator who shall conduct annual inspections of all major county owned, leased, or rented facilities.

Inspection Checklists

The Safety Coordinator shall assist Department Supervisors or designated inspectors in utilizing the actual self-inspection checklists. However, it is the responsibility of the Department Supervisor to train the designated employee to use the actual checklist.

Building Inspections

Checklists developed for self-inspecting all buildings shall incorporate, as appropriate, the following items and look for the following conditions. These checklists serve as a guide and should be used on at least a monthly basis.

Exterior

- All building sides are assessable to emergency equipment.
- Fire hydrants are accessible.
- Sprinkler/standpipes are accessible and clearly marked.
- Building is free from signs of vandalism.
- Exterior walls are free from cracks or other damage.
- Exterior windows are free from cracks or broken panes.
- Vegetation is cut back from the building.
- Combustible materials are stored away from the building.

Safety Policy

- Exterior lighting is adequate and functioning.
- Parking lots are free from obvious trip and fall hazards.

Interior

- All electrical panels are secured.
- A three foot clearance is provided around electrical panels.
- All electrical rooms are free of combustible storage.
- All electrical panels are cool to the touch.
- All electrical panels are free from evidence of burning.
- All electrical switches and outlets are in good condition/repair.
- Extension cords are not being used as permanent wiring.
- GFCI receptacles are present and functioning on circuits in proximity to water.

Heating systems

- A three foot clear space is provided around all heating equipment.
- Furnace/boiler room doors are key access only and are found to be locked.
- Furnace/boiler rooms are free from combustible storage
- Pressure gauges on boilers indicate pressure within acceptable levels.

General housekeeping

- Storage is restricted to designated areas.
- Storage areas are well maintained with easy access to all stored items.

Fire protection

- Any hazardous or flammable materials that are stored inside are in approved cabinets or segregated in a controlled and limited access location.
- Manual fire alarm pull stations are found in the “untripped” position.
- Smoke alarms are tested and found to be properly functioning.
- The fire alarm system functions, providing an alarm in the building and signaling the monitoring company.
- The fire alarm system control panel is found to be in a normal operation configuration.
- Fire extinguishers are located where required, properly tagged and accessible.
- Flammable/combustible materials are properly stored in approved cabinets or containers in designated areas.
- No items are being stored under stairs.
- If the building has a sprinkler system:
 - The base of the riser is completely accessible.
 - The 2" drain test activates the alarm and allows the free flow of water.
 - The OY valve can be closed and reopened. ◦ The OY valve is found and locked in the open position. ◦ Spare sprinkler heads are available near the base of the riser

Safety

- All emergency lighting and exit signs are in proper working order.
- All exits and travel paths are clear of obstructions.
- All exits are unlocked and operational.
- Evacuation diagrams are posted as required.
- Access to building from exterior, including roof is properly secured.
- Emergency power generators are functioning and have been tested in last 30 days.
- First aid kits are adequately stocked.
- Exterior grounds, sidewalks, walkways, steps, stairs, and parking lots are free of conditions that might lead to slipping and falling.
- Interior stairs, hallways, and offices are free of conditions that might lead to slips and falls.
- All stairs and ramps, where required, are equipped with securely fastened railings.

- All hazardous materials are properly stored in segregated and secured locations.

Equipment, furniture, and fixtures

- All electrical equipment is properly maintained and equipped with point of operation and power transmission guarding.
- Fixtures are properly secured with no signs of structural fatigue or damage.
- Furniture is in a well maintained condition free of any breakage.

Outdoor Facilities

Where applicable, the following items will be considered in developing those checklists that pertain to outdoor facilities.

Lighting/Outdoor Electrical (MONTHLY)

- Circuit breaker tests conducted on all pole distribution boxes
- Insulation around wiring shows no signs of cracking or breaking
- No bare wires or exposed connections are observed on poles or with respect to scoreboards
- Light poles do not appear damaged, corroded or rotten
- Light poles aren't leaning
- All wiring is properly secured, not entangled with foliage
- No bug or bird infestations noted around conduits and cables
- External electrical outlets are equipped with functioning GFCIs
- Luminary housings show no signs of cracking and/or water damage
- All luminary fuses are operational

Playgrounds (MONTHLY)

- All equipment is free of visible cracks, warping, bending, rusting or breakage
- No deformation of open hooks, shackles, rings, links, etc. are present
- No worn swing hangers or chains are present
- No missing, damaged or loose swing seats are present
- No accessible sharp edges or points are present
- There are no broken or missing rails, steps, rungs or seats
- No pinch or crush points (exposed mechanisms, junctures or moving components, e.g.; axis of seesaw) are present
- No splintered, cracked or deteriorated wood is present
- All exposed ends of tubing that need to be covered by plugs or caps have them
- Painted surfaces are not cracking or peeling
- Footings are not exposed, cracked or loosely anchored in the ground
- No loose nuts and bolts are present
- Protruding bolt ends have smooth finished caps and covers
- Equipment and surround area is surrounded by energy absorbing material

TRAINING

Training shall be provided to ensure that the purpose and function of this section is understood and that the knowledge and skills required for performing facility inspections are acquired by affected employees. The Safety Coordinator shall, after the checklists are developed, assist those employees who shall be conducting the inspections as needed to ensure that the inspections are correctly undertaken. Employees' assigned responsibility for performing self-inspections shall first be trained by a person or organization/agency that is competent in the inspection and review of those facilities to be inspected. All training shall be documented.

RECORD KEEPING

The Safety Coordinator or his (her) designee shall maintain copies of all facility inspections with each department keeping the originals. All inspections performed shall be kept on file for a period of three years.

Chapter 6 APPENDIX A

 BOYD COUNTY OFFICE OF SAFETY EMPLOYEE SAFETY & HEALTH BRANCH FACILITY SAFETY INSPECTION		TC 25-159 Rev. 05/2017 Page 1 of 3					
SECTION 1: FACILITY INFORMATION							
DATE TYPE OF FACILITY	TIME INSPECTED BY	TYPE OF INSPECTION					
		<input type="checkbox"/> Monthly	<input type="checkbox"/> Annual				
SECTION 2: INSPECTION (O = OK/Satisfactory, X = Requires Correction, H = Immediate Hazard, N/A = Not Applicable)							
GENERAL		O	X	H	N/A	CORRECTIVE ACTION	
General Housekeeping (trip hazards, storage, grease/oil, etc)							
Chemical containers properly labeled/identified							
Extension cords, hoses not in walkway							
Eyewash Stations working, stocked, and unobstructed							
Fire Extinguishers unobstructed							
Fire Extinguishers mounted, marked, and properly charged							
Annual Fire Drill conducted							
Exits marked, unobstructed, and unlocked							
Doors not for exit properly marked							
Lighted exit signs and/or emergency lights operational							
Exit signs mounted (if lighted exit signs are not installed)							
First aid kit(s) stocked and available							
Bloodborne Pathogen cleanup kit stocked and available							
Sharps containment							
Break/Crew Room clean (food area, ice machine, refrigerator)							
Restroom(s) clean							
Gas furnace/water heater burners, vents, and air inlets intact and unobstructed							
Gas shutoff for building unobstructed							
Rolling stairs/ladders in good condition							
Battery charging area - PPE, eyewash station present							
Warning signage							
Other							
FLAMMABLE/COMPRESSED GAS		O	X	H	N/A	CORRECTIVE ACTION	
All compressed gas cylinders secured (full or empty)							
Oxygen and fuel gas cylinders stored separately							
No more than 25 gallons of gasoline stored in enclosed, heated building							
Safety gas cans with self-closing lid and spark arrestor							
Oily/greasy rags properly disposed							
Storage away from open flame/spark producing operation							
Waste oil							
Container labeling							
No LPG cylinders stored in enclosed area unless connected to appliance							
Other							

 BOYD COUNTY OFFICE OF SAFETY EMPLOYEE SAFETY & HEALTH BRANCH FACILITY SAFETY INSPECTION					TC 25-159	
SECTION 2: INSPECTION (cont.) (O = OK/Satisfactory, X = Requires Correction, H = Immediate Hazard, N/A = Not Applicable)					Rev. 05/2017	
					Page 2 of 3	
ELECTRICAL		O	X	H	N/A	CORRECTIVE ACTION
Circuit breaker boxes covered, closed, and labeled						
Electrical disconnects labeled and unobstructed						
Electrical - no open holes, boxes, or damaged/missing faceplates						
Appliances - cords in good condition, ground pin in place						
Power tools - cords in good condition, double insulated, or ground pin in place						
Extension cords - good condition; no frays, cuts, splices, ground pin is intact						
No extension cords used as permanent wiring						
Electric outlets subject to weather/water splash covered or protected						
Electric outlets near sinks or wet locations GFCI protected						
Pressure washer GFCI protected						
Droplights - cords in good condition, ground pin intact, bulb cage intact, socket good						
Other						
WORKBENCH/WELDING AREAS		O	X	H	N/A	CORRECTIVE ACTION
Bench grinder - tool rests 1/8", eye shields intact, wheel rpm rating > machine rpm						
Angle grinder disc guards in place						
Welding leads in good condition, stick electrode removed						
Welder screen in good condition and ready for use						
Oxygen and fuel gas cylinder valves "off" if not in use						
Oxygen and fuel gas hoses in good condition (<i>no cuts, fraying, or abrasions</i>)						
Proper PPE available (<i>gloves, eye protection, etc.</i>)						
Guarding in place on any mechanical, rotating, or entanglement hazards under 7 ft.						
Overhead hoist - capacity marked and not exceeded, chain/cable/hook in good condition						
Other						
POSTINGS/SAFETY DOCUMENTS/BULLETIN BOARDS		O	X	H	N/A	CORRECTIVE ACTION
Emergency numbers listed						
OSHA 300A Summary (<i>Jan-Apr posted, last 5 years on file</i>)						
Labor/Wage Law Poster						
Other Posting Requirements						
SDS Book, accessible and up-to-date						
Safety meeting records						
Daily safety inspection records for each vehicle and equipment						
Other						

 BOYD COUNTY OFFICE OF SAFETY EMPLOYEE SAFETY & HEALTH BRANCH FACILITY SAFETY INSPECTION					
TC 25-159 Rev. 05/2017 Page 3 of 3					
SECTION 2: INSPECTION (cont.) (O = OK/Satisfactory, X = Requires Correction, H = Immediate Hazard, N/A = Not Applicable)					
STORAGE	O	X	H	N/A	CORRECTIVE ACTION
Heavy materials stored low to floor or ground					
Racks/shelf units secured to floor, wall, or each other to prevent tipping					
Racks/shelf units not overloaded, damaged, or inappropriate for use					
No storage near heating elements, gas water heater/furnace					
No unstable stacks, piles, or other storage					
Overhead storage					
Hazardous chemicals					
Chemicals/pesticide/herbicide storage marked, secured, no leaks/damage					
Container labeling					
Other					
WRITTEN PROGRAMS	O	X	H	N/A	CORRECTIVE ACTION
Emergency Action Plan					
BBP					
Fall Protection					
HAZ COM					
Respiratory Protection					
Lockout/Tagout					
Confined Space					
Excavations and Trenching					
Electrical					
PPE and JHA					
Other					
OUTSIDE FACILITY	O	X	H	N/A	CORRECTIVE ACTION
Building exterior					
Outside lot - fence and storing sheds sound					
Equipment storage					
Other					
OTHER	O	X	H	N/A	CORRECTIVE ACTION
SECTION 3: COMMENTS					
SECTION 4: SIGNATURES					
I have discussed and reviewed follow-up inspections and any required corrective actions with the building supervisor.					
Employee Safety & Health Branch Representative			Facility Representative & Title		

Chapter 6 APPENDIX B

Item	Y	N	N/A	Corrective Action
All equipment is free of visible cracks, warping, bending, rusting or breaking.				
No deformation of open hooks, shackles, rings, links, etc. are present.				
No worn swing hangers or chains are present.				
No missing, damaged or loose swing seats are present.				
There are no broken or missing rails, steps, rungs or seats.				
No splintered, cracked or deteriorated wood is present.				
Footings are not exposed, cracked or loosely anchored in the ground.				
No loose nuts and bolts are present.				
No accessible sharp edges or points are present				
Ensure that surface around playground has appropriate fall protection safety materials.				
Protective surfacing extends at least 6 feet in all directions from play equipment.				

Chapter 7

FALL PROTECTION

PURPOSE

The Boyd County Government Fall Protection Policy complies with the Occupational Safety and Health Administration (OSHA) standard as described in 29 CFR 1926.500-503. This policy applies to all employees whose work areas contain potential fall hazards.

DEFINITIONS

Anchorage: A secure point of attachment for lifelines, lanyards or deceleration devices.

Body harness: Straps which may be secured about the employee in a manner that will distribute the fall arrest forces over at least the thighs, pelvis, waist, chest and shoulders with means for attaching it to other components of a personal fall arrest system.

Connector: A device which is used to couple (connect) parts of the personal fall arrest system and positioning device systems together. It may be an independent component of the system, such as a carabiner, or it may be an integral component of part of the system (such as a buckle or -ring sewn into a body belt or body harness, or a snap-hook spliced or sewn to a lanyard or self-retracting lanyard).

Controlled access zone (CAZ): An area in which certain work (e.g., overhand bricklaying) may take place without the use of guardrail systems, personal fall arrest systems, or safety net systems and access to the zone is controlled.

Deceleration distance: The additional vertical distance a falling employee travels, excluding lifeline elongation and free fall distance, before stopping, from the point at which the deceleration device begins to operate. It is measured as the distance between the location of an employee's body belt or body harness attachment point at the moment of activation (at the onset of fall arrest forces) of the deceleration device during a fall, and the location of that attachment point after the employee comes to a full stop.

Free fall: The act of falling before a personal fall arrest system begins to apply force to arrest the fall.

Free fall distance: The vertical displacement of the fall arrest attachment point on the employee's body belt or body harness between onset of the fall and just before the system begins to apply force to arrest the fall. This distance excludes deceleration distance, and lifeline/lanyard elongation, but includes any deceleration device slide distance or self-retracting lifeline/lanyard extension before they operate and fall arrest forces occur.

Lanyard: A flexible line of rope, wire rope, or strap which generally has a connector at each end for connecting the body belt or body harness to a deceleration device, lifeline, or anchorage.

Leading edge: The edge of a floor, roof, or formwork for a floor or other walking/working surface (such as the deck) which changes location as additional floor, roof, decking, or formwork sections are placed, formed, or constructed. A leading edge is considered to be an "unprotected side and edge" during periods when it is not actively and continuously under construction.

Lifeline: A component consisting of a flexible line for connection to an anchorage at one end to hang vertically (vertical lifeline), or for connection to anchorages at both ends to stretch horizontally (horizontal lifeline), and which serves as a means for connecting other components of a personal fall arrest system to the anchorage.

Safety Policy

Personal fall arrest system: A system used to arrest an employee in a fall from a working level. It consists of an anchorage, connectors, a body belt or body harness and may include a lanyard, deceleration device, lifeline, or suitable combinations of these. As of January 1, 1998, the use of a body belt for fall arrest is prohibited.

Self-retracting lifeline/lanyard: A deceleration device containing a drum-wound line which can be slowly extracted from, or retracted onto, the drum under slight tension during normal employee movement, and which, after onset of a fall, automatically locks the drum and arrests the fall.

Unprotected sides and edges: Any side or edge (except at entrances to points of access) of a walking/working surface, e.g., floor, roof, ramp, or runway where there is no wall or guardrail system at least 39 inches (1.0 m) high.

PROCEDURES

Supervisors and Team Leads shall assess all job sites and provide appropriate fall protection to any affected employees that have the potential fall hazard of six feet or greater.

Personal Fall Arrest Systems

- Employees are required to use personal fall arrest systems in all situations in which fall hazards exist on the jobsite and guardrails or other forms of permanent fall protection are not available.
- All personal fall protection equipment must meet ANSI standard Z359.1-1992, and applicable.
- OSHA Standards including 1926 Subpart M-Fall Protection.
- All lanyards must be equipped with double-locking snaphooks.
- A personal fall arrest system must consist of a full-body harness, a shock-absorbing lanyard and an anchorage point rated for 5,000 pounds per person.
- Personal fall protection equipment must be replaced when damaged.
- Personal fall protection must be used on all ladders and vertical concrete formwork higher than 24 feet.

TRAINING

Training shall be provided for all employees who may be exposed to fall hazards as part of their jobs. The training shall enable each employee to recognize fall hazards and teach the procedures to be followed to minimize those hazards. The training shall consist of the following:

- The nature of fall hazards in the work area.
- The proper procedures for using, operating, erecting, maintaining, disassembling, and inspecting the fall protection systems to be used.
- The role of each employee in the safety monitoring system.
- The limitations of mechanical equipment during the performance of roofing work on low-sloped roofs.
- The proper procedures for handling and storing equipment and materials and erecting overhead protection.
- The roles of employees in fall protection plans.
- The content of the OSHA Fall Protection Standard.

RECORD KEEPING

The Safety Department shall maintain the following records:

Master copies of all County Fall Protection Plans

- Fall Protection Training Record

Chapter 8

HAZARD COMMUNICATION PROGRAM

PURPOSE

In accordance with 29 CFR 1910.1200 "The Hazard Communication Standard", the following written program has been established for the Boyd County Fiscal Court.

This program is designed to ensure each employee has the information needed to handle and use chemicals safely. Chemical exposure may cause or contribute to many serious health effects such as heart ailments, kidney and lung damage, sterility, cancer, burns and rashes. Some chemicals may also cause fires, explosions and other serious accidents.

This program includes provisions for container labeling, Safety Data Sheets (SDS), an employee training program, a list of the hazardous chemicals in each work area, the means used to inform employees of the hazards of non-routine tasks, hazards associated with chemicals in unlabeled pipes, and the manner in which contractors in the facility will be informed of the hazards to which their employees may be exposed.

Identification of Hazardous Chemicals

An annual inventory of all products containing hazardous chemicals regulated by OSHA will be undertaken for all County operations. Each department and/or division shall maintain a copy of the inventory in a central file location.

Safety Data Sheets (SDSs)

Each Department will maintain a binder containing the manufacturer's SDSs on substances used by the department that are identified to contain hazardous chemicals. These SDSs will be updated when the manufacturer or distributor supplies an update. The Department-specific binders of SDSs will be placed at accessible locations within each department/division and/or permanent work sites.

Department Supervisors are responsible for the SDS binders and are required to ensure that new products have an SDS sheets before they are used. If an SDS cannot be obtained, the product should not be purchased and it should be returned.

Labels and Other Forms of Warning

All identified products containing hazardous chemicals will be stored in vessels that contain labels or other forms of warning. These labels or other forms of warning shall be prominently displayed on the container and easily identifiable and understandable to employees. They will specifically identify the commercial name of the product; the hazardous chemicals contained within the vessel and appropriate hazard warnings.

Do note that if one transfers chemicals from a labeled vessel to a portable container that is intended only for immediate use, no labels are required. Pipes or piping systems will not be labeled but their contents will be described in training sessions.

Training

All new hires shall receive initial training on the hazardous communications standard and the safe use of hazardous chemicals. Continuing training will be conducted on an annual basis. The training should include the following topics:

1. Summary of the standard and this written program.

2. Chemical and physical properties of hazardous materials and methods that can be used to detect the presence or release of chemicals (including chemicals in unlabeled pipes.)
3. Physical hazards of chemicals (e.g., potential for fire, explosion, etc.)
4. Health hazards, including signs and symptoms of exposure, associated with exposure to chemicals and any medical condition known to be aggravated by exposure to the chemical.
5. Procedures to protect against hazards (e.g., personal protective equipment, proper use and maintenance, work practices or methods to assure proper use of handling and procedures for emergency response).
6. Work procedures to follow to assure protection when cleaning hazardous chemical spills and leaks.
7. Where SDS's are located, how to read and interpret the information of both labels and SDSs and how employees may obtain additional hazard information.
8. When employees are required to perform hazardous non-routine tasks (e.g. cleaning tanks, entering confined spaces, etc.), special training will be conducted to identify potential hazardous chemicals that employees may be exposed to and precautions that should be taken to reduce or avoid exposure.

The Safety Coordinator will be responsible for coordinating training and documenting the training.

Contractor Employees

Outside contractors will be advised in person of any chemical hazards that may be encountered in the normal course of their work on County premises, the labeling system in use, the protective measures to be taken, and the safe handling procedures to be used. In addition, these contractors will be notified of the location and availability of the SDSs.

Each contractor bringing chemicals on site must maintain appropriate hazard information on these substances, including the labels used and the precautionary measures to be taken in working with these chemicals.

PROCEDURES

Identification of Hazardous Chemicals

Each Department Supervisor is responsible for ensuring that all products that employees normally come in contact with and contain hazardous chemicals are identified. A list of all such products will be maintained using the Hazardous Chemical Inventory. Annually, the Department Supervisor's designee will inventory the products containing hazardous chemicals and update the list as necessary. A copy of this List of Products Containing Hazardous Chemicals will be kept on file for review at the respective facility.

Safety Data Sheets (SDSs)

Each Department Supervisor is responsible for ensuring that current SDSs are obtained on all products containing hazardous chemicals that employees regularly use. Copies of SDSs will be posted in the following locations. Safety Team Members will be responsible for ensuring that each of these work sites maintains SDSs for all products containing hazardous chemicals.

When new or revised SDSs are obtained for particular products, existing SDSs will be discarded.

Labels and Other Forms of Warning

The Safety Coordinator will conduct audits of County operations to ensure that labels and/or other forms of warning are in place.

Contractor Employees

Each Department Supervisor or designee is responsible for ensuring that contractors are notified of any chemical hazards that may be encountered in the normal course of their work on County premises,

Safety Policy

the labeling system in use, the protective measures to be taken, and the safe handling procedures to be used.

Each Department Supervisor will ensure that each contractor bringing chemicals on site maintains hazard information on these substances, including the labels used and the precautionary measures to be taken in working with these chemicals. If the Department Supervisor or his designee is unfamiliar with the properties or hazards associated with the contractor's chemical, the Safety Coordinator shall be notified and provided with the SDS information

Record Keeping

Each Department will maintain a central file that contains:

1. An annually updated chemical inventory. Chemical inventories are to be kept for a period of 30 years.
2. Documentation of training.
3. All current SDS's.



Chapter 8 APPENDIX A

DOCUMENTATION OF HAZARD COMMUNICATION PROGRAM ANNUAL REVIEW

The hazard communication program for the _____ department
was reviewed on _____ by _____.

DATE

SAFETY COORDINATOR

The plan was reviewed for the following:

- ✓ Make sure the plan was up-to-date and operating according to the current conditions of the facility.
- ✓ Assure all aspects of the plan were being carried through by all responsible parties as they are written.
- ✓ Change or modify the plan accordingly to comply with changing regulations.

The hazard communication program for the referenced facility (named above) was reviewed for compliance with the Hazard Communication Standard found in OSHA 1910.1200.

Signature of Person Doing Review

Date Reviewed

Chapter 9

HEARING CONSERVATION

PURPOSE

The Boyd County Fiscal Court recognizes the potential for hearing loss that may arise from work related activities, as a result the county has established a hearing conservation program based upon Section 1910.95: Occupational Noise Exposure of Subpart G - Occupational Health and Environmental Control of the Kentucky Occupational Safety and Health Standards for General Industry as adopted by the Kentucky Occupational Safety and Health Standards Board.

This program shall cover all County employees who are exposed to noise exposures equal or in excess of an 8 hour time weighted sound level (TWA) of 85 decibels (dB) measured on the A scale (slow response) or, equivalently, a dose of 50%.

DEFINITIONS

Standard Threshold Shift: A change in the hearing threshold relative to the baseline audiogram of an average of 10 dB or more at 2000, 3000, and 4000 Hz in either ear.

POLICY

Any employees that are exposed to noise levels that are equal to or in excess of the above-mentioned action level, the county shall utilize engineering and administrative controls to mitigate the potential noise level. In the event such controls are insufficient, personal protective equipment shall be provided and used.

Monitoring

When information indicates any employee's exposure may equal or exceed the action level, the County shall monitor the circumstances in order to identify employees for inclusion into the hearing conservation program and to enable the proper selection of hearing protectors. Where circumstances such as high worker mobility, significant variations in sound level, or a significant component of impulse noise make area monitoring generally inappropriate, the County shall use representative personal sampling to conduct the monitoring.

All continuous, intermittent, and impulsive sound levels from 70 dB to 130 dB shall be integrated into the noise measurements. Instruments used to measure employee noise exposure shall be calibrated to ensure measurement accuracy. Monitoring shall be repeated whenever a change in production, process, equipment, or controls increases noise exposures to the extent that:

- Additional employees may be exposed at or above the action level or
- The attenuation provided by the hearing protectors being used by employees may be rendered inadequate.

The County shall provide affected employees with an opportunity to observe any noise monitoring that is conducted. The County shall notify each employee exposed at or above the action level of the results of the monitoring.

Audiometric Testing Program

Audiometric testing shall be provided at no cost to all employees whose exposures equal or exceed the action level. These tests shall be provided by a licensed or certified audiologist, otolaryngologist, or other physician, or by a technician who is certified by the Council of Accreditation in Occupational Hearing Conservation, or who has satisfactorily demonstrated competence in administering audiometric examinations, obtaining valid audiograms, and properly using, maintaining and checking calibration and proper functioning of the audiometers being used.

Hearing Protectors

Hearing protection shall be made available to all employees that are exposed to noise levels greater than the action level. It shall be replaced as necessary and county supervisors shall ensure hearing protection is worn:

- By an employee who is required to do so.
- By any employee who is exposed to noise exposures even with or above the action level who:
 - Have not yet had a baseline audiogram established or
 - Have experienced a standard threshold shift

Employees shall be given the opportunity to select their hearing protectors from a variety of suitable hearing protectors. Employees shall be provided with training in the use and care of all hearing protectors. The County shall ensure proper initial fitting of and supervise the correct use of hearing protectors.

Hearing Attenuation

The County shall evaluate hearing protection attenuation the ability of protectors to lessen the magnitude of the sound reaching the ear for the specific noise environments in which the protector shall be used. Hearing protectors must attenuate employee exposure at least to the action level. The adequacy of hearing protector attenuation shall be re-evaluated whenever employee noise exposures increase to the extent that the hearing protectors provided may no longer provide adequate attenuation.

Monitoring

Departments shall identify those employees and the activities that they perform in which they consider the employees are exposed to noise levels equal to or in excess of 85 dB. They shall do so at the adoption of this program and whenever a new process or piece of equipment is introduced that the Department considers will expose employees to noise levels equal to or in excess of 85 dB. The Departments shall communicate this information to the Safety Coordinator as necessary.

The Department Supervisor shall, after receiving notification of new employee potential exposure or new process or equipment noise exposure, shall monitor the activities identified to determine if employees performing these tasks shall be included in this policy. Area monitoring and/or personal representative sampling shall be conducted, depending upon the task being performed.

Identifying Employees for Inclusion into the County's Hearing Conservation Program

The Department Supervisors shall determine if employees are exposed to excess noise by establishing the time weighted average (TWA) and dose (percent of noise) or the activities being monitored. The eight hour TWA shall be either the number obtained through the calculations performed as a result of the area monitoring or the OSHA reading, whichever results are more excessive. The dose shall be calculated according to Table A-1 of Section 1910.95: Occupational Noise Exposure of Subpart G - Occupational Health and Environmental Control of the Kentucky Occupational Safety and Health Standards for General Industry as adopted by the Kentucky Occupational Safety and Health Standards Board.

If it is determined employees involved with the monitored activities are exposed to an eight hour TWA of 85 dB or a 50% or greater dose, they shall be informed of the results of the monitoring through a written correspondence and included in the County's hearing conservation program.

New hires who shall be involved in identified activities shall receive the Exposure to Noise Equal to or in Excess of OSHA Established Limits form from the responsible supervisor and be asked to sign it.

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All signed copies of this Exposure to Noise Equal to or in Excess of OSHA Established Limits form shall be forwarded to the Safety Coordinator or County Administrator.

Audiometric Testing

Every employee who is initially included in the County's hearing conservation program shall, within six months, be given a hearing test conducted by a County designated qualified professional, both as defined in Section 1910.95: Occupational Noise Exposure of Subpart G - Occupational Health and Environmental Control of the Kentucky Occupational Safety and Health Standards for General Industry as adopted by the Kentucky Occupational Safety and Health Standards Board. If a mobile testing unit is utilized for conducting audiometric testing, the testing shall be performed within one year of an employee being included in the County's hearing conservation program. In either case, hearing protection shall be provided to the employee as soon as exposure to noise is identified or no longer than six months from the time of exposure.

The Safety Coordinator shall, after receiving the Notification of Exposure to Noise, arrange a time for testing with the employee and the designated testing professional. The employee's supervisor shall be informed of when this testing shall take place and advise the supervisor the employee should not be exposed to excess occupational noise for at least a 14 hour period prior to the testing unless the employee is wearing the proper hearing protectors. The supervisor shall advise the employee that he should not expose himself to high levels of occupational and non-occupational noise for at least a 14 hour period prior to the test.

Each employee who is included in the County's hearing conservation program shall be required to undergo an annual audiometric test after his initial test. The Safety Coordinator or his designee shall notify each Department of which employees shall need to be tested, make arrangements with the designated qualified professional who shall conduct the tests, and remind each supervisor to advise each employee to avoid excess noise for at least a 14 hour period prior to testing within one week before the actual tests.

If, as a result of any annual testing, the audiogram indicates that the employee has experienced a standard threshold shift in hearing acuity, the designated hearing professional shall advise the Safety Coordinator of such within ten days of the test. The employee shall be notified in writing of this fact within 21 days, and schedule an additional audiogram within 30 days with the designated qualified testing professional to confirm the standard threshold shift.

If the second audiogram confirms the standard threshold shift, the testing professional shall advise the Safety Coordinator of this fact within ten days. The Safety Coordinator shall then refit and retrain the employee in the use of hearing protectors, providing protectors with greater attenuation if necessary. He/she shall then confer with a qualified audiologist, otolaryngologist, or physician (providing them, if needed, with a copy of the OSHA requirements for hearing conservation, the baseline and most recent audiogram, records of the audiometric calibrations and measurements of background sound pressure levels) to determine if the standard threshold shift is work-related, aggravated by occupational noise, the result of aggravation from the wearing of hearing protectors, caused by a medical pathology, or if it indicates the employee needs further otological testing. Any appropriate follow-up determined by this professional shall be followed.

Within six months of any employee's first exposure at or above the action level, the County shall establish a baseline audiogram against which all subsequent audiograms shall be measured. The baseline audiogram shall be obtained within one year when using a mobile testing unit. Testing to establish this baseline audiogram shall be proceeded by at least 14 hours without exposure to workplace noise. Adequate hearing protection can be used as a substitute to this requirement. The County shall notify the employee of the need to avoid high levels of non-occupational noise during the 14 hours immediately preceding the audiometric examination.

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At least annually after obtaining the baseline audiogram, the County shall obtain a new annual audiogram for each employee exposed to noises equal to or in excess of the action level. This annual audiogram may be substituted for the baseline audiogram if the audiologist, otolaryngologist, or the physician who is evaluating the audiogram determines:

- A standard threshold shift revealed by the audiogram is persistent or
- The hearing threshold shown in the annual audiogram indicates significant improvement over the baseline audiogram.

Each employee's annual audiogram shall be compared to the employee's baseline audiogram. If this comparison indicates a standard threshold shift:

- The employee shall be informed of this fact in writing within 21 days of the determination.
- The County may obtain a retest within 30 days and consider the results of the retest as the annual audiogram.
- The problem audiograms shall be reviewed by a qualified audiologist, otolaryngologist, or physician to determine if there is need for further evaluation. The County shall provide this qualified professional with:
 - A copy of the requirements for hearing conservation set forth in paragraphs (c) through (n) of Section 1910.95 of Subpart G of the Kentucky Occupational Safety and Health Standards for General Industry,
 - The baseline audiogram and the most recent audiogram of the employee to be evaluated,
 - Measurements of the background pressure levels in the audiometric test room, and
 - Records of the audiometer calibrations.

Unless the qualified professional indicates the standard threshold shift is not work related or aggravated by occupational noise exposure, the County shall ensure the following steps are taken:

- Employees not using hearing protection shall be fitted with hearing protection, trained in their use and care and be required to use them.
- Employees already using hearing protection shall be refitted and retrained in the use of hearing protectors and provided with hearing protectors offering greater attenuation if necessary.
- Employees shall be referred for additional audiological evaluation or an otological examination if additional testing is necessary or if the employer suspects that the medical pathology of the ear is caused or aggravated by the wearing of hearing protectors.
- The employee is informed of the need for an otological examination if a medical pathology of the ear that is unrelated to the use of hearing protectors is suspected.

In determining whether a threshold shift has occurred, allowances may be made for contribution of aging (presbycusis) to the change in the hearing level.

Hearing Protectors

Each Department that has employees in the County's hearing conservation program shall provide affected employees with a choice of either earplugs or earmuffs.

Disposable earplugs shall not be used to provide protection in situations where employees, because of the nature of the work they are performing, have to continually remove and re-insert them.

The Department Supervisors shall ensure the noise reduction rating (NRR) required for each of the hearing protectors required for the various tasks identified as exposing employees to noise equal to or

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in excess of the action level. Only hearing protectors with a recommended NRR shall be used. The NRR shall be determined using the formula contained in Appendix B (ii)(iii)(iv) of Section 1910.95: Occupational Noise Exposure of Subpart G - Occupational Health and Environmental Control of the Kentucky Occupational Safety and Health Standards for General Industry as adopted by the Kentucky Occupational Safety and Health Standards Board.

Employees or new hires who perform tasks that have been identified as producing noise equal to or in excess of the action level shall be required to wear the appropriate hearing protectors at all times while performing the tasks, even before they undergo their first audiogram testing. Supervisors are responsible for ensuring all hearing protectors are worn when required.

Access to Information

Each Department shall be provided with a copy of Section 1910.95: Occupational Noise Exposure of Subpart G - Occupational Health and Environmental Control of the Kentucky Occupational Safety and Health Standards for General Industry as adopted by the Kentucky Occupational Safety and Health Standards Board. A copy of this standard shall be posted in the workplace and another retained so a copy can be provided to any affected employee who requests it.

The Safety Coordinator shall provide updates of this standard to Departments as necessary. A copy of these updates shall be posted, retained, and provided to employees when requested.

A copy of this policy shall be provided by the Safety Coordinator to any affected employee who requests them.

TRAINING

The County shall provide annual training for all employees who are exposed to noise exposures equal to or in excess of the action level. Information provided in the training program shall be updated to be consistent with changes in protective equipment and work processes. Through the training program, all affected employees shall be provided with the following information:

- The effects of noise on hearing.
- The purpose of hearing protectors, the advantages, disadvantages, and attenuation of various types, and instructions on selection, fitting, use and care.
- The purpose of audiometric testing and an explanation of the test procedures.

Access to Information and Training Materials

The County shall provide affected employees with:

- Access to copies of Section 1910.95: Occupational Noise Exposure of Subpart G- Occupational Health and Environmental Control of the Kentucky Occupational Safety and Health Standards for General Industry as adopted by the Kentucky Occupational Safety and Health Standards Board.
- Any information material pertaining to the above Section 1910.95 that is supplied by the Assistant Secretary of the Department of Labor.
- Upon request, all materials related to these policies and procedures.
- Department Supervisors or designees shall conduct mandatory training sessions for employees who are included in the hearing conservation program. These sessions shall highlight the effects of noise on hearing, the purpose of hearing protectors, and the purpose of audiometric testing. The advantages, disadvantages and attenuation of the three types of hearing protectors available and instruction concerning the selection, fitting, caring and use of the hearing protectors shall be discussed.

The County shall provide annual training for all employees who are exposed to noise exposures equal to or in excess of the action level. Information provided in the training program shall be updated to be

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consistent with changes in protective equipment and work processes. Through the training program, all affected employees shall be provided with the following information:

- The effects of noise on hearing.
- The purpose of hearing protectors, the advantages, disadvantages, and attenuation of various types, and instructions on selection, fitting, use, and care.
- The purpose of audiometric testing and an explanation of the test procedures.

RECORD KEEPING

The Safety Coordinator shall maintain a file on all employees who are included in the hearing conservation program. This file shall contain copies of all audiometric tests, the signed originals of all Notification of Exposure to Noise, and any Notification of a Standard Threshold Shift sent to particular employees.

The Safety Coordinator shall maintain a file of all completed Area Monitoring and Personal Sound Level Monitoring Reports.

The County shall maintain:

- An accurate record of all employee exposure measurements obtained through any monitoring activity.
- All employee audiometric tests that shall include:
 - Name and job classification of the employee,
 - Date of the audiogram,
 - The examiner's name,
 - The date of the last acoustic or exhaustive calibration of the audiometer,
 - The employee's most recent noise exposure assessment and
 - Accurate records of the measurements of the background sound pressure levels in audiometric test rooms.

Noise exposure measurement records shall be maintained for a period of at least two years.

Audiometric test records shall be retained for the duration of the affected employee's employment.

All records shall be provided upon request to employees, former employees, representatives designated by the employee, and the Assistant Secretary of Labor. The provisions of 29 CFR 1910.20 (a) through (e) and (g) through (l) apply.



NOTIFICATION OF EXPOSURE TO NOISE EQUAL OR IN EXCESS OF OSHA ESTABLISHED LIMITS

TO: _____

TITLE: _____

DEPARTMENT: _____

As a result of noise monitoring that was done surrounding the activities listed in Appendix F, and your exposure to these activities, it was determined that you (according to OSHA Standards) will be included in the County's Hearing Conservation Program. The program was established to protect employees from loss of hearing due to excess noise exposure.

1. The County's Hearing Conservation Program requires that you have hearing tests conducted within the first six months (1-year if using a mobile testing unit) of being exposed to the above activities and every year thereafter. These tests are provided at no cost. You must refrain from the above activities and others that generate loud levels of sound for at least 14 hours before the testing. As required by OSHA, the County will inform you within 21 days of any shift in your hearing ability as measured by these tests.
2. The program requires that since you are exposed to the above activities you will wear hearing protection with a minimum NRR (Noise Reduction Rating) of 25. You can choose from two different types of hearing protection devices that are available through your department. These are:
 - a. Earmuffs - suggested for those who will need to constantly remove and then reapply their hearing protectors.
 - b. Earplugs - usually disposable and suggested for those who will require protection on a continuous basis and where the plugs can be disposed of after every use. There will be at least two types of ear plugs available.
3. You are required to wear this hearing protection at all times that you are exposed to the activities indicated above. In addition, you are required to maintain the equipment and report any problems you experience with the equipment to your supervisor. **FAILURE TO WEAR AND PROPERLY MAINTAIN YOUR HEARING PROTECTION WILL RESULT IN DISCIPLINARY ACTION, EVEN TERMINATION FROM EMPLOYMENT.**
4. The program requires that you attend annual training programs where the County will provide you with information on:
 - a. The effects of noise on hearing,
 - b. The purpose of hearing protection, the advantages, disadvantages and attenuation of various types,
 - c. Instructions on selection, fitting, use and care and the purpose of audiometric testing and, d. An explanation of test results.

In signing this notification, I understand that I am being exposed to noise levels that, unless I use proper hearing protection, could adversely affect my hearing. I also agree to follow the requirements set down in the County's Hearing Conservation Program.

Employee's Signature: _____ Date: _____

Employee's Printed Name: _____

Chapter 10

HOUSEKEEPING

PURPOSE

The purpose of this policy is to establish responsibility for proper housekeeping in all County departments. In order to ensure that county personnel have a safe and clean environment for work.

This program complies with the Occupational Safety and Health Administration Housekeeping Standard as found in 29 CFR 1910.22(a) and 1910.22(b). This program applies to all County departments and employees.

Responsibilities

Safety Coordinator:

- Issuing and administering this program and making sure that the program satisfies the requirements of all applicable federal, state, or local requirements.

Department Supervisors:

- Providing training of employees on housekeeping.
- Documentation of facility inspection checklists for each department facility. Auditing County facilities for compliance with acceptable levels of housekeeping. Establishing consistent housekeeping standards within departments.
- Controlling hazards associated with specific processes within departments. Ensuring clear access to all emergency equipment and exits.
- Any temporary worksite, mobile equipment, or vehicle should be maintained in a neat and orderly manner.
- Obsolete equipment and material of no value should be properly disposed of according to County policy.

Employees

- Cleaning up their own areas and any other work area they find in a disorderly condition. Reporting hazardous situations.

PROCEDURES

- Efforts shall be made to clean on a continuous basis throughout the workday.
- Time shall be provided at the end of the day to clean and straighten work areas, vehicles, and equipment. All deficiencies shall be corrected.
- All walkways, exits, and accesses to emergency equipment shall be clear of hazards. All spills shall be cleaned up immediately.
- All dust collection and scrap-handling equipment shall be kept in good working condition. All scrap materials shall be placed in containers and segregated according to type.
- All staging areas for work in process shall be neat and orderly.
- All raw materials in stock shall be stored in a neat and orderly fashion.
- All deficiencies in operations that could result in employee injuries shall be reported to the supervisors.

Chapter 11

EXPOSURE CONTROL PLAN

PURPOSE

The Boyd County Government acknowledges the potential dangers of bloodborne pathogens to county employees. In order to reduce the potential of occupational exposure risk to bloodborne pathogens the County implements this exposure control plan in accordance with 29 CFR Part 1910.1030 as adopted by 803 KAR 2:300 through 2:320.

This program shall be reviewed as necessary to ensure continuing compliance with OSHA standards and it applies to any county employee that may be exposed to pathogens in the normal course of their work or during an emergency situation.

The Safety Coordinator has overall responsibility for this program.

DEFINITIONS

Bloodborne Pathogens: Pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

Contaminated: The presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.

Exposure Incident: A specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee's duties.

Occupational Exposure: Reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.

Other Potentially Infectious Materials:

- (1) The following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids;
- (2) Any unfixed tissue or organ (other than intact skin) from a human (living or dead); and
- (3) HIV-containing cell or tissue cultures, organ cultures, and HIV- or HBV-containing culture medium or other solutions; and blood, organs, or other tissues from experimental animals infected with HIV or HBV.

Parenteral: Piercing mucous membranes or the skin barrier through such events as needlesticks, human bites, cuts, and abrasions.

Personal Protective Equipment: Specialized clothing or equipment worn by an employee for protection against a hazard. General work clothes (e.g., uniforms, pants, shirts or blouses) not intended to function as protection against a hazard are not considered to be personal protective equipment.

Universal Precautions: An approach to infection control. According to the concept of Universal Precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, and other Bloodborne pathogens.

POLICY

Classifications with Occupational Exposure

Designated employees that may come into contact with human blood or other potentially infectious materials (OPIM).

Methods of Compliance

Universal Precautions will be observed at our facilities to prevent contact with blood or OPIM. All blood or OPIM will be considered infectious regardless of the perceived status of the source individual.

Hepatitis B Vaccination and Post Exposure Evaluation and Follow-up: The Boyd County Fiscal Court shall make available within 10 days of the date of employment the Hepatitis B vaccine and vaccination series to all employees who have occupational exposure. An exposure incident is any contact of blood or OPIM's with non-intact skin or mucous membranes. Any employee having an exposure incident shall contact the Safety Coordinator.

Work Practice Controls: Engineering and work practice controls shall be used to eliminate or minimize employee exposure whenever possible.

PROCEDURES

Classifications with Occupational Exposure

The following list are county employees with occupational exposure to OPIMs:

- Custodians
- Sheriff's Deputies
- Public Works Employees
- Animal Control/ Code Enforcement

Methods of Compliance

The hepatitis B and Tetanus, Diphtheria and Pertussis (TDAP) vaccination shall be made available to employees who are identified as having an occupational exposure in a timely manner of initial assignment unless the employee has previously received the complete hepatitis B vaccination series.

This vaccination shall only be offered after the employee has received information on hepatitis B and TDAP vaccination, including information on its efficacy, safety, method of administration, the benefits of being vaccinated and that the vaccination shall be offered free of charge.

If the employee initially declines the hepatitis B or TDAP vaccination series but at a later date while still employed decides to accept the vaccination, the County shall make the vaccination available at that time.

A list of all employees having an occupational exposure shall be maintained by the County Administrator or his designee. This list shall include the name and social security number for each employee and shall document when an employee received information on hepatitis B vaccination, including information on its efficacy, safety, method of administration, the benefits of being vaccinated and that the vaccination shall be offered free of charge. The list shall also document who has declined vaccination.

Work Place Controls

The following practices and/or controls shall be implemented at the Department level:

- Hand sinks are located in all work areas and are readily accessible to all employees who have the potential for exposure.

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- If it is anticipated droplets of blood may come into contact with mucous membranes of an employee's eyes, nose or mouth, he/she will wear goggles or face shield.
- Bloodborne pathogen clean up kits are available in all work areas.
- Any items such as razors, knife blades, broken glass or equipment will be disposed of in a puncture and leak proof container labeled for disposal of such items.
- To minimize exposure to body fluids during CPR, one-way breathing masks will be provided.

Personal Protective Equipment

All PPE used at county facilities will be provided without cost to employees. PPE will be chosen based on the anticipated exposure to blood or OPIM. This will be determined by departmental supervisors with the safety department. The PPE will be considered appropriate only if it does not permit blood or OPIM to pass through or reach the employee's clothing, skin, mouth, or other mucous membranes under normal conditions of use.

POST RESPONSE

Following an employee response to a bloodborne incident, the following steps shall be taken to minimize exposure:

- Any contaminated clothing or equipment shall be removed and replaced with clean equipment.
- Contaminated clothing and equipment that shall be re-used, shall be cleaned and decontaminated as soon as practical, but prior to being approved for use. Disposal of nonreusable contaminated items shall be performed by placing the article into a red bag and disposed of immediately into a trash receptacle.
- Gloves shall be worn when handling all contaminated clothing, equipment or materials. These gloves shall also be placed into the red bag for disposal.

Post Exposure Protocols

The employee shall immediately wash the affected area with soap and water, or a waterless antiseptic cleanser. The employee shall contact their supervisor and together complete the exposure report for any of the following exposures:

- Needle-stick injury
- Break in skin caused by a potentially-contaminated object
- Splash of blood or other potentially-infectious material onto eyes, mucous membranes, or non-intact skin
- Mouth-to-mouth resuscitation without pocket mask
- Other exposure that the employee may feel is significant

The report shall include details of the task being performed, the means of transmission, the portal of entry, and the type of personal protective equipment in use at the time. If there is a possibility an employee was exposed, a medical evaluation shall be arranged as soon as possible. If no exposure took place, the employee should be counseled on exposure hazards. The supervisor shall comment on the overall disposition of the incident in the Exposure Report. This report along with all required workers' compensation reporting forms shall be forwarded to the Safety Coordinator. If possible infection was by another individual, the Department shall supply any pertinent information to the Safety Coordinator who shall coordinate efforts to make every reasonable effort to obtain pertinent information on the individual.

Any employee who has been potentially exposed to hepatitis B shall be offered immunization as soon as possible after the potential exposure. The Departments are responsible for notifying the Safety Coordinator of any employee who desires such immunization so that appropriate steps can be taken.

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TRAINING

The County shall ensure that all employees with occupational exposure participate in a structured training program that is provided at no cost and during working hours. This training shall be conducted at the time of hire and then at least annually for permanent full or part time employees.

Each department is responsible for ensuring that the following subjects are covered with new hires at the time of hire. The Safety Coordinator shall ensure that these subjects are gone over with all employees who have an occupational exposure at least annually:

- 29 CFR Part 1910.1030 as adopted by 803 KAR 2:300 through 2:320 (A copy should be made available),
- A review of job classifications determined to present potential exposures to blood borne pathogens,
- A general explanation of the epidemiology and symptoms of blood borne diseases,
- An explanation of the modes of transmission of blood borne pathogens,
- An explanation of this Infection Control Plan,
- Information on County offered hepatitis B vaccinations,
- Information on the appropriate caution to take and persons to contact in an incident involving potential exposure,
- A review of the personal protective equipment being provided to employees.

RECORD KEEPING

A record of each employee having an occupational exposure shall be maintained by Safety Department. This record shall contain:

- Copies of any examination, medical testing, or follow-up procedures, including any records relevant to the appropriate treatment of the employee including vaccination status,
- Employer copies of any health care professional's written opinions. These medical records shall be maintained by the Human Resources Department for a period of at least 30 years.

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Chapter 11 APPENDIX A

CH-52

LOCAL HEALTH DEPARTMENT CONTRACT TO PROVIDE SERVICES

VOUCHER

FOR CONTRACTED SERVICES AT THE ASHLAND-BOYD COUNTY HEALTH DEPARTMENT

EMPLOYEE NAME

Is employed by _____
NAME OF COMPANY, ORGANIZATION OR DEPARTMENT

It is requested that the above named person receives the following contracted service(s):

and bill to _____
NAME OF COMPANY, ORGANIZATION OR DEPARTMENT

SIGNATURE OF AUTHORIZED PERSONNEL



2924 Holt Street
Ashland, KY 41101
606-324-7181

Contract Voucher 3.12



Chapter 11 APPENDIX B

Exposure Report

Name of Employee: _____

Date of Exposure: _____ Time of Exposure: _____

What task were you performing when you were exposed?

What were you exposed to? Blood Tears Feces Urine Saliva Sweat

Other: _____

What part of your body became exposed? _____

Do you have any non-intact skin (cuts, abrasions, scratches, blisters, acne, rashes, etc.) in the area that you were exposed? _____

If so, be specific: _____

What was the source of exposure and how did it occur?

Type of personal protective equipment in place at the time: _____

Employee Signature: _____ Date: _____

Supervisor Name: _____

Supervisor Signature: _____ Date: _____

Chapter 12

LOCKOUT/TAGOUT

PURPOSE

The following program describes the requirements, policies, procedures, training and information to ensure that all employees of the Boyd County Fiscal Court are aware and understand the LOTO Compliance Program. The following procedures establish the minimum requirements for the control of hazardous energy, the lockout of energy isolating devices, whenever maintenance or servicing is performed on machines or equipment. The procedures shall be used to ensure the machine is stopped, isolated from all potential hazardous energy sources and locked out before any servicing or maintenance is performed.

Minor tool changes or adjustments and other minor servicing activities which take place during normal production operations are not covered by this standard if they are routine, repetitive, and integral to the use of the equipment for production, provided the work is performed, using appropriate machinery, and guarding against injury.

These policies and procedures do not cover the following:

- Construction, agriculture, and maritime employment.
- Installations under the exclusive control of electric utilities for the purpose of power generation, transmission, and distribution, including related equipment for communication or metering.
- Exposure to electric hazards from work on, near, or with conductors or equipment in electrical utilization installations.

This section does not apply to work on cord and plug connected electrical equipment for which exposure to the hazards of unexpected energization or startup of the equipment is controlled by the unplugging of the equipment from the energy source and by the plug being under the exclusive control of the employee performing.

DEFINITION

Authorized employee: An employee who locks or tags machines or equipment in order to perform servicing or maintenance.

Affected employee: An employee who is required to use the equipment on which servicing is performed under Lockout/Tagout standard or who performs other job responsibilities in an area where such servicing is performed.

Energized: Machines or equipment are energized when they are connected to an energy source or contain residual or stored energy.

Lockout: The placement of a lockout device on an energy-isolating device, in accordance with an established procedure, ensuring that the energy-isolating device and the equipment being controlled cannot be operated until the lockout device is removed.

POLICY

Compliance with This Program

All employees of the Boyd County Government are required to comply with all of the restrictions, limitations and procedures in this program during the use of lockout. The employees authorized to perform LOTO are required to execute lockout in accordance with these procedures. All employees, upon observing a machine or equipment which is locked out to perform servicing or maintenance, shall not attempt to start, energize or use that machine or equipment.

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Whenever replacement or major repair, renovation, or modification of a machine or equipment is performed, and whenever new machines or equipment are installed, energy isolating devices for such machine or equipment shall be designed to accept a lockout device. When the Department is making specifications on equipment, this requirement shall be taken into consideration.

Energy Isolating Device

To ensure employees are not injured because of the release of stored energy due to the unexpected energization or startup of machines or equipment, any mechanical energy isolating devices that physically prevent the transmission or release of energy shall need to be incapacitated when machines or equipment are being serviced or repaired. These devices include, but are not limited to, the following:

- Manually operated electrical circuit breaker.
- A disconnect switch.
- A line valve.

Isolating push buttons, selector switches, and other control circuit type of devices are not considered energy isolating devices.

Energy Control Procedure

Documented procedures shall be utilized for the control of potentially hazardous energy when employees are engaged in maintaining or servicing machines or equipment. Each Department shall be responsible for providing a specific, written lockout/tagout (energy control procedure) for each machine or equipment type, and reviewing the procedures for their effectiveness in controlling the unexpected energization, start-up, or the release of stored energy.

Lockout/Tagout Devices

In order to incapacitate energy isolating devices, a lock-out or tagout device shall be employed to ensure the energy isolating device and the machine or equipment being controlled by it cannot be operated until the lock-out device is removed.

Each Department shall provide authorized employees with lockout kits that contain the necessary devices needed to incapacitate all energy isolated devices of the various machines or equipment the employee shall service or maintain. These kits may contain single pole breakers, multi-pole breakers, plugs, wall switches, hubbell plugs, ball valves, or other devices needed for the equipment or machines encountered.

Authorized Employees

Only those employees who are identified as being authorized can service or maintain machines or equipment and use lockout/tagout devices.

Periodic Inspections

At least annually, inspections shall be conducted of developed energy control procedures to ensure the procedure and the requirements of this section are being followed. The results of such inspections shall document any deviations or inadequacies identified.

Although the Safety Coordinator shall inspect the procedures being used by the various Departments once each year, each Department Supervisor be responsible for monitoring their employee's lockout/tagout practices to ensure proper procedures are taking place when equipment/machinery is being serviced or maintained. During the periodic inspection, authorized employees shall be asked to review their responsibilities for the energy control procedure being inspected and describe their knowledge on the limitations of tagout systems

PROCEDURES

These procedures establish the minimum requirements that employees shall follow to lockout/tagout energy isolating devices (e.g., circuit breakers) whenever servicing or maintenance is done on equipment or machines. They shall be used to ensure that the equipment or machine is stopped, isolated from potentially hazardous energy sources and locked out before any service or maintenance is performed where the unexpected energization or start-up of the machine or equipment or release of stored energy could cause injury.

Sequence of Lockout/Tagout Procedures

Department Supervisors shall develop procedures for each equipment or machinery type that require the control of potentially hazardous energy when employees are engaged in activities covered by this program. The procedures shall be followed and shall at minimum, include the steps listed below. The sequence of Lockout/Tagout procedures shall only be performed by an employee designated as an "authorized" employee. Each Department Supervisor shall be responsible for writing lockout/tagout procedures for new machinery/equipment purchased, or if there is one or more changes in the function of an existing piece of equipment/machinery in which potentially hazardous energy sources are created or eliminated.

1. The employee shall identify the type and magnitude of the energy that the machine or equipment utilizes, shall understand the hazards of the energy and shall know the methods to control the energy.
2. If the machine is operating, the employee shall shut it down by the normal stopping procedure (depress stop button, open switch, close valve, etc.).
3. The employee shall lockout/tagout the energy isolating devices (s) with assigned individual locks or the standard tags.
4. Stored or residual energy (such as that in capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems and air, gas, steam, or water pressure, etc.) must be dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding down, etc.
5. Employees shall ensure that the equipment is disconnected from the energy source(s) by, after checking that no other employees are exposed, operating the push button or other normal operating control(s). Caution: Return operating control(s) to neutral or "off" position after verifying the isolation of the equipment.

Restoring Equipment to Service

When the servicing or maintenance is completed and the machine or equipment is ready to return to normal operating conditions, the following steps shall be taken:

1. Authorized employees shall check to make sure that nonessential items have been removed and that the machine or equipment components are operationally intact.
2. The employee shall verify that the control(s) are in neutral.
3. All lockouts/tagout devices shall be removed and the machine or equipment shall be reenergized.
Note: The removal of some forms of blocking may require energization of the machine before safe removal.

Testing or Positioning of Machines

In situations in which lockout or tagout devices must be temporarily removed from the energy isolating device and the machine or equipment energized to test or position the machine, equipment or component thereof, the following sequence of actions shall be followed:

1. Clear the machine or equipment of tools and materials.
2. Remove employees from the machine or equipment area.
3. Remove the lockout or tagout devices. This may only be performed by the authorized employee who applied the lockout or tagout devices. If the authorized employee is not available, the lockout/tagout devices shall be removed at the direction of the employer.
4. Energize and proceed with testing or positioning.

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5. De-energize all systems and reapply energy control measures as stipulated in the machinery/equipment written procedures, or the general sequence of Lockout/Tagout procedures identified above.

Tagout Devices

Each Department shall provide authorized employees with tagout devices. The following limitations of tags shall be understood by all authorized employees:

1. Tags are essentially warning devices affixed to energy isolating devices, and do not provide the physical restraint on those devices that is provided by a lock.
2. When a tag is attached to an energy isolating means, it is not to be removed without authorization of the authorized responsible for it, and it is never to be bypassed, ignored, or otherwise defeated.
3. Tags must be legible and understandable by all authorized employees, affected employees, and all other employees whose work operations are or may be in the area in order to be effective.
4. Tags and their means of attachment must be made of materials which shall withstand the environmental conditions encountered in the workplace and shall be substantial enough to prevent inadvertent or accidental removal. Tagout device attachment means shall be of a nonreusable type, attachable by hand, self-locking, and non-releasable with a minimum unlocking strength of no less than 50 pounds (i.e. nylon cable tie).
5. Tags may evoke a false sense of security, and their meaning needs to be understood as part of the overall energy control program.
6. Tags must be securely attached to energy isolating devices so that they cannot be inadvertently or accidentally detached during use.

Both lockout and tagout devices shall be singularly identified; shall be the only device(s) used for controlling energy; shall not be used for other purposes; and shall meet the following requirements:

1. Lockout/tagout devices shall be capable of withstanding the environment to which they are exposed for the maximum period of time that exposure is expected.
2. Standardized in Color; shape; or size; and tags shall be print and format standardized.
3. Shall indicate the identity of the employee applying the device.

Training

Training shall be provided to ensure that the purpose and function of this section are understood and that the knowledge and skills required for the safe application, usage and removal of energy controls are acquired by all affected employees.

Retraining shall be provided whenever there is a change in job assignments, new methods of energy control or introduced or the results of a periodic inspection reveal a deviation or inadequacy.

The Safety Coordinator in conjunction with the appropriate Department Managers, shall instruct all identified authorized employees in the procedures to be employed. The Department Supervisors are responsible for retraining employees as the need arises because of job re-assignments, equipment purchases or revisions to these policies and procedures.

Chapter 13

PERSONAL PROTECTIVE EQUIPMENT (PPE)

PURPOSE

The county has created a framework to establish the use of personal protective equipment in order to foster a safe environment when workplace hazards cannot be entirely controlled or eliminated by administrative or engineering controls.

POLICY

Personal protective equipment shall be provided to all County employees. Supervisors are to ensure that all PPE is serviceable and within out of service date. Employees are required to maintain the equipment in a sanitary and serviceable condition. All personal protective equipment shall be of safe design and construction for the particular work being undertaken and meeting standards at set down in 29 CFR Part 1910.132 - 1910.140.

All County employees are covered by these policies and procedures except:

- Boyd County Detention Center personnel performing jail operations are covered by a separate program that is spelled out in their Standard Operating Procedures Manual which is in accordance with appropriate sections of 29 CFR and the Department of Corrections Standards.
- Sheriff Department personnel performing police related duties are covered by separate programs contained in their standard operating procedures manual that are sanctioned by the Kentucky Association of Chiefs of Police Accreditation Standards.

These policies and procedures do not apply to respiratory protection as this is covered under a separate section of this manual. Except as noted below, the County shall purchase and furnish all personal protective equipment required.

Hazard Assessment and Equipment Selection

The Department Supervisor shall assess all workplaces to determine what hazards either are or are likely to be present that require the use of PPE. When such workplaces are identified, the supervisor shall select and require employees to use appropriate PPE, communicate selection decisions to affected employees and ensure that PPE properly fits each affected employee.

Road Workers

All County employees that are exposed to traffic, including in right of ways are required to wear Hi-visibility clothing in compliance with OSHA standard 29 CFR 1910.269 that meet ANSI standards. All employees must have at least class 2 clothing for daytime operations and class 3 for night time operations. This standard includes during emergency and cleanup operations.

Eye and Face Protection

Each affected employee shall use appropriate eye or face protection when exposed to flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, or potentially injurious light radiation. Where hazards of flying objects are present, required eye protection shall include side protectors. Employees who wear prescription lenses while engaged in operations that involve eye hazards shall wear eye protection that either incorporates the prescription in the design or that can be worn over the prescription lenses without disturbing either the prescription or protective lenses.

Head Protection

Employees shall be provided with and required to wear protective helmets when working in areas where there is the potential for injury to the head from falling objects, where there is a possibility of head injury from a protruding stationary object.

Protective helmets designed to reduce electrical shock hazards shall be worn by employees working near exposed electrical conductors which could contact the head. All protective helmets shall conform to ANSI Z89.1-1986, "American National Standard for Personnel Protection - Protective Headwear for Industrial Workers-Requirements".

Foot Protection

Employees shall be required to wear protective footwear when working in areas where there is a danger of foot injury due to falling, rolling or piercing objects, or exposure to electrical hazards.

Footwear shall comply with ANSI Z41-1991 Standards.

Footwear with impact protection shall be worn by employees who are involved in activities where objects may fall on their feet. Steel toe boots are required to be worn unless authorized by the safety coordinator.

Hand Protection

Employees shall be provided with and required to wear appropriate hand protection when exposed to such hazards as absorption of harmful substances, severe cuts or lacerations, severe abrasions, punctures, chemical burns, thermal burns and harmful temperature extremes. Selection of hand protection shall be based upon an evaluation of the performance characteristics of the protection relative to the task(s) to be performed, along with duration of use and any other conditions present.

Chain Saw Protection

Employees operating chain saws shall be provided with and required to wear ballistic nylon leg protection or other leg protection that provide equivalent protection. The leg protection shall cover the full length of the thigh to the top of the boot on each leg to protect against contact with the moving chain saw.

Vehicle Mounted Elevating and Rotating Work Platforms PPE

Employees using any vehicle mounted device which is used to position personnel shall be provided with and are required to wear a body harness and lanyard attached to the boom or basket while in an elevated position.

Electrical Protection

Employees working in areas where there are potential electrical hazards shall be provided with and required to wear PPE that is appropriate for the specific parts of the body to be protected, given the nature of the work being conducted. If the insulating capability of protective equipment may be subject to damage during use, the insulating material shall be protected (e.g., an outer covering of leather is sometimes used for the protection of rubber insulating material).

Maintenance and Care of Personal Protective Equipment

All equipment shall be properly maintained to retain its original effectiveness. Equipment shall be properly stored to prevent contamination. It shall, when found to be in disrepair, either be repaired immediately or discarded and it shall be regularly cleaned and, when required, disinfected. Inspections shall be performed to ensure that adequate care is being taken.

PROCEDURES

Hazard Assessment and Equipment Selection

The Safety Coordinator along with the department supervisor shall perform the PPE hazard assessments. A detailed listing of tasks being performed, hazards associated with these tasks and personal protective equipment requirements shall be put together and updated as needed. The resulting "Personal Protective Equipment Requirements" shall be attached to these policies and procedures and considered a part thereof.

Eye and Face Protection

Supervisors are responsible for ensuring that appropriate eye and face protection is used. They along with employees are responsible for ensuring that eye and face protection are properly taken care of, not defective or damaged and replaced when necessary.

All employees shall use equipment with filter lenses that have a shade number appropriate for the work being performed for protection from injurious light radiation.

Head Protection

Supervisors shall ensure that the appropriate type of head protection is provided. Class C helmets provide impact and penetration resistance only. Class B helmets, in addition to providing impact and penetration resistance; provide electrical protection from high-voltage conductors (proof tested to 20,000 volts). And Class A helmets, in addition to providing impact and penetration resistance, provide protection from low-voltage conductors (proof tested to 2,200 volts). Supervisors are responsible for ensuring that helmets that employees have access to the proper type of helmet and that the helmets are not damaged or in any way defective.

Foot Protection

Supervisors are responsible for ensuring that employees wear the required foot protection for the job being undertaken and that the protection is properly maintained and free of any defects.

Hand Protection

The Safety Coordinator shall approve all gloves that are used for protection against chemical, electrical, flame and burn hazards.

Supervisors are responsible for ensuring that all gloves are properly cleaned, maintained, stored and free of any defects.

Chain Saw Protection

Supervisors are responsible for ensuring that employees wear the required protection for the job being undertaken and that the protection is adequately maintained, free of any defects and properly stored.

Vehicle Mounted Elevating and Work Platforms PPE

Supervisors are responsible for ensuring that the body belts, lanyards and ropes are well maintained, free of any defects and properly stored. They are also responsible for ensuring that all body belts, lanyards and ropes are inspected prior to and after each usage.

All lanyards and body belts shall be inspected on at least an annual basis. Supervisors are responsible for coordinating this activity and maintaining records (e.g. dated invoices).

Electrical Protection

Insulating blankets, matting, covers, line hoses, gloves and sleeves made of rubber shall meet the requirements set down in Rubber Insulating Equipment Test Intervals Table. The Class of the

equipment shall be clearly marked on the equipment. These markings shall be non-conducting and shall be applied in such a manner as not to impair the insulating qualities of the equipment.

Supervisors are responsible for ensuring that electrical protective equipment is maintained in a safe, reliable condition. Supervisors shall inspect insulating equipment for damage prior to each day's use and immediately following any incident that can reasonably be suspected of causing damage.

Protector gloves shall be worn over all insulating gloves except with Class O gloves under limited situations where small equipment and parts manipulation necessitate unusually high finger dexterity.

Insulating equipment with any of the following defects cannot be used:

- A hole, tears, puncture or cut.
- Ozone cutting or ozone checking (the cutting action produced by ozone on rubber under mechanical stress into a series of interlocking cracks).
- An embedded foreign object.
- Texture changes of swelling, softening, hardening or becoming sticky or inelastic.
- Any other defects that damage the insulating properties.

After any repair or as determined via the information contained in the Rubber Insulating Equipment Test Intervals Table, all insulating equipment shall be tested by a qualified technician to ensure that it meets the standards as set down in the test tables. Superintendents are responsible for coordinating this activity and maintaining records (e.g., dated invoices).

Supervisors are responsible for ensuring that insulating equipment is stored in such a location and in such a manner as to protect it from light, temperature extremes, excessive humidity, ozone and other injurious substances and conditions.

TRAINING

The County shall ensure that every employee who is required to use PPE is adequately trained and shall verify that each affected employee has received and understands this required training.

The Safety Coordinator shall train Supervisors who in turn shall be responsible for training all other affected employees in Personal Protective Equipment.

This training shall cover:

- When PPE is necessary.
- What PPE is necessary.
- How to properly don, doff, adjust and wear PPE.
- The limitations of PPE.
- The proper care, maintenance, useful life and disposal of PPE.

RECORD KEEPING

The Safety Department shall maintain the following records:

- PPE Training Record

Chapter 14

RESPIRATORY PROTECTION PROGRAM

POLICY

The Boyd County Government recognizes the potential hazards of air contamination and have adopted a respiratory protection program. The county shall endeavor to mitigate the use of respirators by using engineering control measures. All respirators shall be of safe design and construction for the particular work being undertaken and meet standards at set down in 29 CFR Part 1910.134.

The County shall purchase and furnish all personal protective equipment required, at no cost to the employee.

Hazard Assessment and Equipment Selection

The County shall assess all workplaces to determine what hazards either are or are likely to be present that require the use of respiratory protection. When such workplaces are identified, the County shall select and require employees to use appropriate respiratory protection particular to the identified hazard(s), communicate selection decisions to affected employees, and ensure that protection properly fits each affected employee.

Currently, there are no identified worksites that mandate respiratory protection.

All respirators shall be selected from among those jointly approved by the National Institute for Occupational and Health under the provisions of 42 CFR part 84.

Respirator Identification

Each respirator of the cartridge or canister variety shall be properly color coded to reflect the respirator's capabilities.

Maintenance and Care of Personal Protective Equipment

All respirators shall be properly maintained to retain their original effectiveness. Equipment shall be properly stored to prevent contamination. Respirators shall, when found to be in disrepair, either be repaired immediately or discarded. All respirators shall be regularly cleaned and, when required, disinfected. Inspections shall be performed to ensure that adequate care is being taken.

PROCEDURES

Hazard Assessment and Equipment Selection

With the assistance of the Safety Coordinator the affected Department Supervisors or their designee shall perform the workplace hazard assessments, utilizing Safety Data Sheet (SDS) information and other relevant data and common knowledge of chemical state and physical form of the contaminant. A detailed listing of tasks being performed, hazards associated with these tasks and respiratory protection requirements shall be put together and updated as needed. When the Safety Coordinator and the Department Supervisor or designee cannot reasonably estimate the employee exposure, all such atmospheres shall be considered an immediate danger to health and life (IDLH).

The County shall provide respirators and any respirator equipment at no cost to the employee. When respirator use is required, the employee may not provide their own equipment without the approval of the Supervisor or designee. The Supervisor or designee shall approve all respirators before they are used. Only NIOSH approved respirators, cartridges and filters shall be used. The Supervisor or designee shall select respirators from a sufficient number of respirator models and sizes so that the respirator is acceptable to, and correctly fits, the user.

Air purifying respirators equipped with canisters or cartridges must have an end-of-service-life indicator (ESLI) certified by NIOSH for the contaminant; or a change schedule shall be implemented by the Safety Coordinator, that is based on objective information or data that shall ensure that the canister and cartridges are changed before the end of their service life. This information shall be contained within the Respiratory Hazard Assessment and Respiratory Protection Requirements Table.

Maintenance and Care of Personal Protective Equipment

Supervisors shall ensure that all respirators are properly maintained, cleaned and disinfected, free of any defects, properly stored and inspected.

Supervisors are responsible for ensuring that all respirators are inspected routinely before each use and during cleaning. This inspection shall include a check of the tightness of connections and the condition of the face piece, head straps, valves, connecting tubes, cartridges, canisters or filters. Rubber and elastomeric parts shall be inspected for pliability and signs of deterioration. Except for the Fire Department, the Record of Respirator Usage Form shall be completed each time a respirator is cleaned. The form shall be kept on file with the Division Manager or designee. The Fire Department shall utilize manufacturer recommendations regarding maintenance, cleaning, disinfecting, storage and inspections.

Supervisors shall ensure that respirators issued for the exclusive use of an employee shall be cleaned and disinfected as often as necessary to be maintained in a sanitary condition.

Supervisors shall ensure that respirators are stored to protect them against dust, sunlight, heat, extreme cold, excessive moisture, or damaging chemicals. Respirators should be packed and stored to prevent deformation of the face piece and exhalation valve.

Supervisors shall ensure that all respirator cartridges and filters are changed and replaced according to the estimated life service indicator (ESLI), or change schedule implemented by the Safety and Training Manager.

Self-contained breathing apparatus shall be inspected monthly. Air and oxygen cylinders shall be maintained in a fully charged state and shall be recharged when the pressure falls to 90% of the manufacturer's recommended pressure level. All respirators maintained for use in emergency situations shall be inspected at least monthly and in accordance with the manufacturer's recommendations, and shall be checked for proper function before and after each use.

Supervisors shall ensure that respirators failing an inspection or are otherwise found to be defective, are removed from service and discarded, repaired, or adjusted in accordance with the manufacturer's recommendations.

Use of Respirators When Not Required Under the Standard

Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use is encouraged even when exposures are below the exposure limit, to provide an additional level of comfort and protection for workers. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker.

Sometimes, workers may wear respirators to avoid exposure to hazards, even if the amount of hazardous substance does not exceed the limits set by OSHA standards. If a respirator is provided for your voluntary use, or if you provide your own respirator, you need to take precautions to be sure that the respirator does not itself present a hazard.

Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designated to protect against. For example, a respirator designed to filter dust particles will not protect you against gases, vapors or very small solid particles or fumes or smoke.

Breathing Air Quality and Use

The purpose of this section is to ensure employees are using atmosphere-supplying respirators with breathing gases of high purity.

Compressed air, compressed oxygen, liquid air, and liquid oxygen used for respiration accords with the United States Pharmacopoeia requirements for medical or breathing oxygen. This shall be accomplished by purchasing the product from an acceptable vendor whose product meets these requirements and meet at least the requirements for Grade D breathing air described in ANSI/Compressed Gas Association Commodity Specification for Air, G-7.1-1989, to include:

- Oxygen content (v/v) of 19.5-23.5%;
- Hydrocarbon (condensed) content of 5 milligrams per cubic meter of air or less;
- Carbon monoxide (CO) content of 10 ppm or less; and
- Carbon dioxide content of 1,000 ppm or less; and
- Lack of noticeable odor.

The County shall ensure that all compressed gas cylinders are used for only their original intended purpose, and shall not be used to store or be filled with a gas for which it was not originally intended.

The County shall ensure that cylinders used to supply breathing air to respirators meet the following requirements:

- Cylinders are tested and maintained as prescribed in the Shipping Container Specification Regulations of the Department of Transportation (49 CFR part 173 and part 178).
- The Fire Department ensures cylinders are tested and maintained in accordance with DOT regulations regarding hydrostatic and visual inspections. The hydrostatic test is performed by an outside licensed vendor.
- Should the Fire Department need to purchase breathing air, cylinders of purchased breathing air have a certificate of analysis from the supplier that the breathing air meets the requirements for Grade D breathing air.
- The moisture content in the cylinder does not exceed a dew point of -50 °F (-45 °C) at 1 atmosphere pressure.

These requirements shall be accomplished through performing a quarterly representative grab sample of the breathing air, and evaluating it through a certified and approved laboratory.

The employer shall ensure that compressors used to supply breathing air to respirators are constructed and situated so as to:

- Prevent entry of contaminated air into the air-supply system. The Safety Coordinator shall ensure that the location of the air-supply system is such that it would not be subject to exposure of contaminated air.
- Minimize moisture content so that the dew point at 1 atmosphere pressure is 10 °F (5.56 °C) below the ambient temperature. Moisture content and dew point shall be analyzed quarterly to assure this requirement is being met.
- Suitable in-line air-purifying sorbent beds and filters shall be utilized to further ensure breathing air quality. Sorbent beds and filters shall be maintained and replaced or refurbished periodically following the manufacturer's instructions.
- A tag containing the most recent change date and the signature of the person authorized by the Safety and Training Manager to perform the change. The tag shall be maintained at the compressor.

- For compressors that are not oil-lubricated, the Safety Coordinator shall ensure that carbon monoxide levels in the breathing air do not exceed 10 ppm. CO shall be monitored on a quarterly basis to ensure that this requirement is being attained.
- For oil-lubricated compressors, the Safety Coordinator shall ensure that a high-temperature or carbon monoxide alarm, or both, is used to monitor carbon monoxide levels. If only high-temperature alarms are used, the air supply shall be monitored at intervals sufficient to prevent carbon monoxide in the breathing air from exceeding 10 ppm.
- The Safety Coordinator shall ensure that breathing air couplings are incompatible with outlets for non-respirable worksite air or other gas systems. No asphyxiating substance shall be introduced into breathing air lines.
- The Safety Coordinator shall use breathing gas containers marked in accordance with the NIOSH respirator certification standard, 42 CFR part 84.

Respiratory Protection Program

The Safety Coordinator along with the Department Supervisor shall develop and implement a written respiratory protection program with required worksite-specific procedures and elements for use in those areas where respirators are necessary to protect the health of the employee. The respiratory protection program shall be administered by the Department Supervisor. The program shall be updated as necessary to reflect any changes in workplace conditions that would affect respirator use.

The written program shall include the following:

- Procedures for selecting respirators.
- Medical evaluations of employees required to use respirators.
- Fit testing procedures for tight-fitting respirators.
- Procedures for proper use of respirators in routine and reasonably foreseeable emergency situations.
- Procedures and schedules for cleaning, disinfecting, storing, inspecting, repairing, discarding, and otherwise maintaining respirators.
- Training of employees in the respiratory hazards to which they are potentially exposed during routine and emergency situations.
- Training of employees in the proper use of respirators, including putting on and removing them, any limitations on their use, and their maintenance.
- Procedures for regularly evaluating the effectiveness of the program.

The written program shall be kept at the site for which it is written, and shall be reviewed on an annual basis by the Safety Coordinator and Safety Team Member. The Safety Team Member and the Safety Coordinator shall annually conduct evaluations of the workplace to ensure that the written respiratory protection program is being properly implemented, and to consult employees to ensure that they are using the respirators properly. The Safety Team Member or his/her designee shall regularly consult employees required to use respirators to assess the employees' views on program effectiveness and to identify any problems. Any problems that are identified during this assessment shall be corrected. Factors to be assessed include, but are not limited to:

- Respirator fit;
- Appropriate respirator selection for the hazards to which the employee is exposed;
- Proper respirator use under workplace conditions the employee encounters; and
- Proper respirator maintenance.

TRAINING

The County shall ensure that every employee who is required to use a respirator is adequately trained and shall verify that each affected employee has received and understands this required training.

The Safety Coordinator or department designee shall ensure that affected employees are adequately trained in Respiratory Protection and Personal Protective Equipment. The Safety Coordinator or

department designee shall retain a record of all training that specifies the name of the employee trained, the date(s) of training and that identifies the subject of training. Training and information must be comprehensive, understandable, recur annually and more often if necessary. Training must be provided prior to requiring the employee to use a respirator in the workplace. In addition, if employees choose to wear respirators when not required to do so by the County, the Department Supervisor and Supervisors must provide the basic information on respirators provided in OSHA 1910.134 Appendix D (Appendix G in the Compliance Workbook).

Retraining shall be administered annually, and when the following situations occur:

- Changes in the workplace or the type of respirator render the previous training obsolete.
- Inadequacies in the employee's knowledge or use of the respirator indicate that the employee has not retained the requisite understanding or skill.
- Any other situation arises in which retraining appears necessary to ensure safe respirator use.

After training, the employee must be able to demonstrate knowledge of at least the following:

- Why the respirator is necessary and how improper fit, usage, or maintenance can compromise the protective effect of the respirator.
- What types of respirators are necessary (this will include a review of color coding).
- How to inspect, put on and remove, use, and check the seals of the respirator.
- What the limitations and capabilities of the respirator are.
- The proper care, maintenance, storage, and useful life and disposal of respirators.
- How to recognize medical signs and symptoms that may limit or prevent the effective use of respirators; and
- The general requirements of this section.

RECORD KEEPING

This section requires the Safety Department to establish and retain written information regarding the respirator program. This information shall facilitate employee involvement in the respirator program, assist the County in auditing the adequacy of the program, and provide a record for compliance determinations by OSHA.

Records of medical evaluations and examinations must be retained by either the affected department, Human Resources. All appointments for medical evaluations shall be approved and scheduled through Human Resources.

Written materials required to be retained under this paragraph shall be made available upon request to affected employees and to County Administrator or designee for examination and copying.