



# ***SAFETY COMMITTEE***

## ***SAFETY MANUAL LOSS CONTROL HANDBOOK***





# **TORRANCE COUNTY SAFETY MANUAL/LOSS CONTROL**

## **MISSION STATEMENT:**

*The mission of the Torrance County Safety Committee is to protect the county's human, capital and financial resources. The committee will strive to identify and eliminate or reduce sources of actual or potential loss to employees, citizens, and county property and equipment.*

This manual was prepared by the Safety Committee, was reviewed by and received the concurrence of Elected Officials and Department Heads and was formally approved by the Board of County Commissioners on **JUNE 28, 2006**.

The manual is provided for the guidelines and safety of all county employees and elected officials. Compliance with the safety rules herein is mandatory; therefore, it is the responsibility of every employee and elected official to read and to comply with safety and health standards and all rules which are applicable to his/her own work situation.

Accident prevention is the first step to be taken for an injury-free work force. Each and every employee is encouraged to think:

**“SAFETY FIRST”**





**Board of County Commissioners**

**District 1 – Jim Frost**  
**District 2 – Paul M. “Tito” Chavez**  
**District 3 – LeRoy Candelaria**

County Manager  
Bob Ayre

County Attorney  
Dennis Wallin

Safety Officer (Loss Control Program Specialist)

Nick E. Sedillo

Safety Committee Voting Membership

County Manager  
County Treasurer  
County Sheriff  
County Commission  
Road Foreman-North Dist.  
Emergency Services Director  
Animal Control  
Rural Addressing/GIS GPS  
Information Technology  
Presbyterian Medical Services  
Torrance County Project Office

County Assessor  
County Clerk  
Finance Director  
Emergency Management  
Road Forman-South Dist.  
Planning & Zoning  
Animal Shelter  
Maintenance Supervisor  
Domestic Violence  
Judicial Complex  
Extension Office

Safety Committee Officers

Nick E. Sedillo, Chair  
Trisha Chavez, Vice Chair  
Linda Kayser, Secretary  
Tracy Sedillo, Treasurer

Sub-Committees

Training  
Accident/Fleet Review  
Safety Incentive  
OSHA Compliance

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## I. LOSS CONTROL PROCEDURES GENERAL:

### A. PURPOSE & SCOPE:

This manual has been prepared by the Safety Committee and approved by the Board of County Commissioners for the guidance and safety of all County employees. **Compliance with the safety rules herein is mandatory**; therefore it is the responsibility of every employee to comply with safety and health standards and all rules, which are applicable to his/her own actions and conduct. Should any doubt arise as to proper meaning or interpretation of the rules contained herein, check with your supervisor and/or Safety Committee.

### **Failure to comply with this Loss Control Policy may result in disciplinary action**

- B. Torrance County holds the Safety, Health and Welfare of employees in the highest regard. Tasks performed by County employees are essential to the orderly productive functioning of the community. However, no task is so urgent or important that time cannot be taken to perform the work in a way that ensures personal protection and the safety of those served.
- C. To promote and encourage safety, the County maintains a comprehensive Occupational Health and Safety Program. This program establishes responsibility for safety in the workplace with a goal of eliminating recognized hazards and preventing injury to persons and damage to property.
- D. The County will provide safe working equipment and the necessary personal protection to assure an environment as free from risk as possible according to OSHA Standards. Safety training will be offered and work site inspections will be performed to further promote safety consciousness. Management and supervisory personnel will encourage and observe proper safety practices within their areas of responsibility.
- E. County employees and elected officials are charged with the responsibility of performing their tasks in a manner that protects themselves, co-workers and others from injury and property from damage. Safety rules cannot be written for every possible situation. All are expected to exercise good judgment and common sense to assure good safety habits and practices.

## II. RESPONSIBILITIES

### A. SAFETY OFFICER (LOSS CONTROL PROGRAM SPECIALIST)

1. The Safety Officer is responsible for the development, coordination and implementation of safety programs and safety education. Responsibilities also include work site inspections, hazard reduction and/or elimination, accident/injury investigation, reporting and management. Staff authority has been given to the Safety Officer for ensuring compliance with Safety, Loss Control Rules and Regulations. Other responsibilities of the Safety Officer include but are not limited to:
2. Serve as technical advisor to County Management Officials, County Employees, the Safety Committee, Training Sub-committee, Accident/Fleet Review Sub-committee,



Safety Incentive Sub-committee and OSHA Sub-committee on matters pertaining to Safety and Occupational Health.

3. Works with Managers, Supervisors and Employees to implement, review and modify program activities to minimize accidents, eliminate hazardous conditions, promote safe work habits and prevent personal injuries and damage to property.
4. Organize and execute safety program budget and reviews budget on request from other offices and departments, to recommend funding for required safety equipment, training, etc. to be included in those budgets with an appropriate line item.
5. Conducts regular, random and frequent inspections of County buildings, offices, departments and work activities in progress to identify hazards and determine compliance with Safety and Health Standards.
6. Recommends corrective measures or improvements to County Manager, and Department Heads that will resolve problems and reduce or eliminate recognized hazards.
7. Make follow-up visits (within ninety-day period) to assess compliance with recommendations and inform the County Manager and Department Head if further measures need to be taken. Has authority to require immediate corrective action of conditions, which are of imminent danger to life or limb.
8. Shall institute lockout/tagout conditions which require immediate corrective action or which are of imminent danger to life or limb. All conditions which are lockout/tagout shall be reported to the County Manager.
9. Develops, conducts and coordinates with the Training sub-committee chair to provide safety training for management officials, employees and volunteer personnel.
10. Works with appropriate personnel to develop and coordinate training for new employees in Job Safety measures, proper lifting techniques, proper equipment operations, material handling etc ...
11. Schedules all employees (regular, exempt, appointed, and elected) with the Training sub-committee chair for (DDC 6) Defensive Driving Class within the required time period (every two years) and, ensure new employees have completed DDC within six months of employment. Any employee who does not comply with this requirement will not be able to receive mileage and per diem from the County and will not be able to operate any county vehicle or their personal vehicle while on official county business.
12. Develops and promotes a Safety Incentive Program which recognizes county employees who achieve no lost time injuries, no damage to Torrance County property, no PPE (personal protective equipment) infractions, no safety violations, no motor vehicle accidents or traffic violations while on official county business, clean random

drug/alcohol screen and 9 video training certificates sponsored by the Safety Committee.

13. Contacts the County Attorney regarding accident investigations in anticipation of litigation. Conducts immediate investigations of On-The-Job vehicle accidents, personal injuries or property damage to ascertain basic facts for consultation with the County Attorney. If requested by the County Attorney, complete a thorough investigation to analyze underlying causes and/or suggest the need for other preventative measures and to prevent fraudulent claims. All communications with the County Attorney shall be subject to such privileges and confidentiality as provided by law.
14. Work with Elected Officials, Department Heads and the Personnel Office to identify Light Duty (Restricted Duty) Jobs or programs to return injured employees to work at the earliest possible date.
15. Maintain an oversight committee to assure that all first-aid kits/fire extinguishers are filled and checked and ready for use at all times.
16. When an employee is on light duty, or off due to injury, the Personnel Office and/or Safety Officer maintains contact with the supervisor and the injured employee to monitor time off and light duty program to aid in returning the employee to work or full work as soon as possible. With this duty the Safety Officer coordinates these activities with the Personnel Office.
17. Working Conditions: Works inside and outside in all kinds of weather. On-site inspections involve exposure to operating equipment and machinery, dust, fumes, and smoke and high noise levels. Part of the work involves exposure to unusual and potentially dangerous conditions. Protective equipment is required.

**B. ELECTED OFFICIAL/DEPARTMENT HEAD:**

1. The Elected Official/Department Head is responsible for fulfillment of office/department goals and objectives as well as health and welfare of each employee in the office/department. In this policy, the highest priority has been placed on employee safety which becomes the responsibility of the respective administrator. It is normal practice for supervisors to be delegated the authority to carry out safety policy in his or her department but the responsibility for meeting objectives and the protection of employees in performance of their assignments can not be assigned. Other responsibilities of the Elected Official/Department Head include but are not limited to:
2. Work with supervisors and employees within their authority to implement, review and modify department activities to minimize accidents, eliminate hazardous conditions, promote safe work habits, and prevent personal injuries and damage to property.

3. The elected official/department head organizes and executes this safety policy. These administrators shall request as an annual budget item funding for required safety equipment, training, programs, etc.
4. Conducts periodic inspections of respective offices for code and safety compliance and work activities in progress to identify hazards and determine compliance with safety and health standards.

### C. SUPERVISORS

1. Supervisors are responsible for thoroughly instructing their personnel in safe practices to be observed in their day to day work situations. Supervisors will consistently enforce safety standards and requirements to the utmost of their ability and authority. Supervisors will act positively to eliminate any potential hazards within activities under their jurisdiction. They will set example of good safety practice in all spheres of their endeavors. It is absolutely essential that all accidents be fully reported. Failure of a supervisor to carry out these duties may result in a disciplinary action of the supervisor. The Principal Duties of the Supervisor in discharging these safety duties are as follows:
2. Ensuring that employees have the proper training, skills and knowledge for job assignments and complete safety orientation with the Safety Officer.
3. Enforce all safety regulations in effect and make employees aware that violation of safety rules will not be tolerated and recommends or carries out disciplinary action.
4. Make sure all injuries are reported promptly and treated properly and all accidents are reported even if injury is not apparent.
5. Ensure all reports are submitted as required to Personnel and the Safety Officer in a timely manner.
6. Conduct an investigation of all accidents and incidents to obtain sufficient information to complete the **NMAC Supervisor's Report of Accident** form. (Refer to Exhibit IV-a, b, c). Supervisor's will take necessary steps to prevent recurrence through employee safety education, operating procedures or modifications of equipment.
7. Properly maintains equipment and conducts regular safety inspections and issue instructions for the implementation of all new and relocated equipment before it is placed into operation.
8. Continuously inspect for unsafe practices or conditions and promptly undertake any necessary corrective actions. Correct the unsafe practice or condition and document the violation and the corrective action taken.

9. Develop and administer an effective program of good housekeeping and maintain high standards of personal and operational cleanliness throughout all county offices, departments, garages, etc.
10. Issue safety equipment and protective devices for each job based on knowledge of applicable standards or on recommendation of the Safety Officer.
11. Conduct safety briefings at organizational meetings and encourage the use of employee safety suggestions during quarterly safety meetings within each department.
12. Give full support to all safety procedures, activities and programs.
13. Promote a proper safety attitude among employees by:
  - a. Setting personal examples, i.e. wearing protective equipment.
  - b. Stressing the benefits of safety.
  - c. Encouraging individual efforts at improving job site safety.
  - d. Encouraging and considering safety recommendations of employees.

**Note: If the personnel situation within an office/department does not allow supervisors to perform and be trained on these tasks, the Elected Official/Department Head has such responsibility.**

#### **D. EMPLOYEES**

Employees are expected to work in the safest possible manner for their protection, protection of others and property around them. Every task performed by county employees can be done without injury or damage. It is up to employees to do their utmost to see that safety is primary. Each employee, as a part of the comprehensive SAFETY MANGEMENT PROGRAM, is expected to place safe work practices and identification of unsafe conditions as the highest priority while performing other daily tasks. Each employee's safety commitment must include, but is not limited to the following:

1. Using safety equipment that has been provided for use in performing daily work assignments.
2. Wearing the prescribed uniform and safety shoes and all safety equipment (See Section VIII A) as required.
3. Only operate equipment that the employee has received appropriate training and orientation and is authorized and capable of operating in a safe matter.

4. Warning co-workers of unsafe conditions or practices they are engaged in which can lead to or cause an accident.
5. Reporting defective equipment immediately to a supervisor.
6. Taking care not to abuse tools and equipment, so that these items will be in usable condition for as long as possible, as well as to ensure that they are in the best possible condition while being used.
7. To follow instructions and, when uncertain, to ask the supervisor for approved job instructions.
8. To report unsafe conditions to supervisors or foreman immediately and to assist in correcting the situation when possible.
9. To keep work areas and county vehicles clean and orderly.
10. To use the right tool for the job.
11. To report all accidents and near-accidents immediately to the supervisor and seek medical attention if needed.
12. Avoid distracting other employees or person while they are engaged in operation of machinery or equipment or in the performance of their job.
13. To refrain from horseplay on the job and in the work area.
14. To cease working when, in the employees best judgment, there is greater than normal potential for an accident. When these judgments are made, the employee shall immediately report the situation and facts to the supervisor.
15. To think before acting and then to proceed safely for the good of themselves and others.
16. Inspect work areas and equipment on a daily basis.

#### **E. SAFETY COMMITTEE**

1. The basic responsibility of the Safety Committee is to create and maintain an interest in safety for all employees. Additional responsibilities are as follows:
2. Develop, recommend and promote safety policies and procedures.
3. Analyze loss trends to make recommendations for safety actions including the establishment of task force committees.

4. Review inspection reports of facilities to identify hazards and recommend preventative measures.
5. Keep elected officials, department heads, and employees informed in safety committee matters.
6. Conduct regular and special Safety Committee meetings.
7. Assist fellow employees in the discovery of unsafe conditions and practices.
8. Recommend actions to remedy unsafe conditions and practices.
9. To use the necessary means to promote a proper safety attitude among employees by:
  - a. Setting personal examples, i.e., following the safety guidelines; wearing PPE; working in a safe manner, etc...
  - b. Stressing the benefits of safety.
  - c. Encouraging individual efforts at improving job site safety.

### **III. PURCHASING**

#### **A. PURCHASING PROCEDURES AND SAFETY:**

1. The Department Head must make sure equipment, commodities and services that are purchased for use by County employees conform to industry requirements.

#### **B. CONTRACT SPECIFICATIONS**

1. A great deal of responsibility can be transferred to manufactures and distributors of supplies and equipment used to protect employees from risks related to use of such supplies and equipment. For this reason, the following general statement shall be used in the standard purchasing documents for all purchases under contract:
  - a. "The equipment you would supply to the County of Torrance must comply with all requirements and standards as specified by the federal government's Occupational Safety and Health Act of 1971. All guards and protectors as well as appropriate markings will be in place before delivery. Items not meeting OSHA specifications will be refused. Supplier will be required at his expense to provide training to county employees in the operations of this item and its maintenance at the convenience of the County of Torrance."
2. Specialized equipment usually is constructed with components that are designed, built or tested to standards prepared by Underwriters Laboratories (UL), American Society for Testing and Materials (ASTM), or American National Standards Institute (ANSI) to

name a few. It is simple to determine if certification is present and if so, such specification requirements will serve to reaffirm not only the commitment to safety of the employees, but the usable life of the equipment as well as its appropriateness for the job.

### C. COMPLIANCE REVIEW

1. Procedural contract specifications should be reviewed by the Department Head to ensure compliance with all safety and insurance requirements, as well as, procedural inclusions that affect employees and public liability.

### D. PURCHASING MATERIALS

1. The purchasing of equipment, materials, etc., is the single most important factor in reducing HAZARDS associated with county operations.
2. Purchasing agent is identified as the person who acquires goods for each respective office. Every Department Head must ensure tools, equipment, materials, machinery, chemicals etc., are purchased with adequate regard to safety. The Safety Committee will assist every department on the purchase of materials.
3. The purchasing agent must ensure all items comply with regulatory standards. The requirement applies to all items including ordinary items such as cleaning agents, paint and common hand tools.
4. The purchasing goal is to try to eliminate a hazard by engineering the hazard out of a purchase. If engineering is not possible try to substitute the item for another less hazardous. If a hazard can not be eliminated, the secondary goal is to provide adequate protection from or warning of the hazard to employees who may use the product.

### E. PRE PURCHASING:

1. Request a safety manual on the particular piece of equipment.
2. Request information on safety features the manufacturer has designed into the equipment.
3. Determine what additional safety equipment, administrative controls and/or personal protective equipment and warnings is recommended or required.
4. When purchasing toxic/hazardous products determine if less hazardous products are available on the market.
5. When purchasing toxic/hazardous chemicals, purchasing agent **must request** a Material Safety Data Sheet (M.S.D.S.) for the product. Under no condition will any employee accept a toxic/hazardous product without first receiving a M.S.D.S. for that

