It is the policy of the County of Burlington to institute a Safety Program that creates a safe working environment for their employees. To achieve this goal, it is of the utmost importance to eliminate those conditions which could lead to the endangerment of our employees. By providing a Safety Program that instills a safe working attitude, we will be better able to protect the health and prevent injury to our employees. This can only be accomplished by cooperative effort by both management and employees through the means of proper training and commitment.

This Safety Manual sets forth rules and regulations from the most current available sources that can serve as a guide so that together we can develop a positive attitude and a safe workplace. These rules and regulations are to be considered the minimal precautions to be taken unless otherwise amended and it should be understood that any and all suggestions will be welcomed and appreciated.

It is the policy of Burlington County to adhere to all federal, state and local safety and health regulations. Therefore, this policy will be reviewed annually and updated as needed.

Any questions concerning the Burlington County Safety Plan should be directed to Danny R. Childress, Burlington County Occupational Safety Consultant at (609) 265-5856 or at dchildress@co.burlington.nj.us.

The Burlington County Safety Plan was reviewed and updated by Danny R. Childress, Burlington County Occupational Safety Consultant, January 23, 2015

NOTE
The County of Burlington is not responsible for the outside reproduction and use of safety procedures written within this manual.
## COUNTY OF BURLINGTON
### RECOMMENDED TRAINING FREQUENCY LIST

<table>
<thead>
<tr>
<th>TRAINING</th>
<th>FREQUENCY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bloodborne Pathogens</td>
<td>Annual</td>
</tr>
<tr>
<td>Confined Space</td>
<td>Annual</td>
</tr>
<tr>
<td>Fire Extinguisher Safety</td>
<td>Annual</td>
</tr>
<tr>
<td>First Responder Awareness</td>
<td>Required Once <em>Level I and annual refresher thereafter.</em></td>
</tr>
<tr>
<td>Hazardous Communications Substance Awareness (Right to Know)</td>
<td>Annual Biennial</td>
</tr>
<tr>
<td>Ladder Safety</td>
<td>Annual</td>
</tr>
<tr>
<td>3 Year Interval</td>
<td></td>
</tr>
<tr>
<td>Lockout/Tagout</td>
<td>Annual</td>
</tr>
<tr>
<td>Personal Protective Equipment</td>
<td>Annual</td>
</tr>
<tr>
<td>Trenching &amp; Shoring</td>
<td>Annual</td>
</tr>
<tr>
<td>3 Year Interval</td>
<td></td>
</tr>
<tr>
<td>Work Zone Safety</td>
<td>Annual</td>
</tr>
<tr>
<td>3 Year Interval</td>
<td></td>
</tr>
<tr>
<td>Section 1</td>
<td>Accident Reporting and Investigating</td>
</tr>
<tr>
<td>-----------</td>
<td>--------------------------------------</td>
</tr>
<tr>
<td>Section 2</td>
<td>Back Care and Lifting Safety</td>
</tr>
<tr>
<td>Section 3</td>
<td>Bloodborne Pathogens</td>
</tr>
<tr>
<td>Section 4</td>
<td>Confined Space Entry</td>
</tr>
<tr>
<td>Section 5</td>
<td>Control of Hazardous Energy Sources (Lock Out - Tag Out)</td>
</tr>
<tr>
<td>Section 6</td>
<td>Environmental Hazards</td>
</tr>
<tr>
<td>Section 7</td>
<td>Fire Safety</td>
</tr>
<tr>
<td>Section 8</td>
<td>First Responder Awareness Level</td>
</tr>
<tr>
<td>Section 9</td>
<td>Hazardous Substance Awareness (Right to Know)</td>
</tr>
<tr>
<td>Section 10</td>
<td>Housekeeping</td>
</tr>
<tr>
<td>Section 11</td>
<td>Industrial Truck Safety</td>
</tr>
<tr>
<td>Section 12</td>
<td>Ladder Safety</td>
</tr>
<tr>
<td>Section 13</td>
<td>Motor Vehicle Operation</td>
</tr>
<tr>
<td>Section 14</td>
<td>Office Safety</td>
</tr>
<tr>
<td>Section 15</td>
<td>Personal Protective Equipment</td>
</tr>
<tr>
<td>Section 16</td>
<td>Work Zone Safety</td>
</tr>
<tr>
<td>Section 17</td>
<td>Trenching and Shoring</td>
</tr>
<tr>
<td>Section 18</td>
<td>Highway Mosquito Control Departments</td>
</tr>
<tr>
<td>Section 19</td>
<td>Shop/Grounds Maintenance and Tool Safety</td>
</tr>
<tr>
<td><strong>Section 20</strong></td>
<td>Sheriff Department (Patrol) and Prosecutors (Detectives) Dept. Safety</td>
</tr>
<tr>
<td>Section 21</td>
<td>Discipline and Enforcement Action</td>
</tr>
</tbody>
</table>
ACCIDENT REPORTING AND INVESTIGATING
Section 1

SCOPE

This section sets forth procedures for reporting and investigating accidents. The County supports the philosophy that reporting and investigating accidents are vital tools in preventing future accidents and/or injuries.

RELATED REGULATORY STANDARDS:
WORKERS COMPENSATION ACT

DEFINITIONS

A. "Accident" means an unforeseen or unexpected event which can result in unfortunate consequences. Accidents can be caused by events which may or may not be controlled by the employee and/or Employer. Accidents may be caused by, but not limited to, anyone or combination of the following controllable factors:

* Failure to issue, explain, and/or enforce proper instructions
* Violation of a safe practice
* Lack of supervision
* Inexperience
* Poor discipline
* Undue haste
* Carelessness
* Willful negligence

B. "Reporting" is defined as providing an account of observed or documented events to a supervisor.

C. "Investigation" is defined as conducting a systematic examination through observation and/or research resulting in the identification of the potential cause or causes of an accident.

TRAINING

The County will provide training in the following areas:

* Safety Awareness
* Accident Prevention/Investigation
* Standard Operating Procedures
DUTIES AND RESPONSIBILITIES

I. It is the employer's responsibility to:

A. Provide and maintain proper reporting forms (e.g., OSHA 200 log).
B. Conduct complete and thorough accident investigations.
   1. Determine cause of accident.
   2. Develop corrective action plan.

II. It is the employee's responsibility to:

A. Report all accidents immediately. (In accordance with COUNTY policy)
B. Report all near-miss incidents regardless if it resulted in an injury or not.
C. Report all unsafe conditions noted.
D. Report all unsafe acts witnessed.

STANDARD OPERATING PROCEDURES

A. Report/obtain first aid or medical treatment for all injuries.
   1. Medical treatment must be provided by a physician authorized by the Employer except when emergency care is required.

B. Report all accidents to a superior including but not limited to the following:
   1. Major or minor injury: It may be difficult to establish at a later date that a job-related injury occurred if no notice was given at the time of the injury.
   2. Near miss: This may help prevent future accidents and/or injuries.
   3. Accidents involving county vehicles, equipment and property: This is necessary so that the employer, if applicable, can submit a claim for reimbursement from its insurance carrier.
   4. Motor vehicle accidents: It is the law and required by the Division of Motor Vehicles that all accidents involving property and/or injuries be reported to the local jurisdictional police department and the department head. A supervisor shall be called to the accident scene.

   NOTE: In the event of an accident where there is a fatality to employee or others involved in the accident; the Occupational Safety Consultant should be called to the scene along with the supervisor.

C. Complete all required report forms.
   1. In-house forms - these may be the only record of the injury or accident and are necessary to substantiate any further claims that may arise. Unless an injury is
reported within five (5) days, compensation for the accident may be prohibited under provisions of the Workman's Compensation Regulations. These forms are to be completed by the appropriate persons (employee, supervisor, and/or any witnesses).

2. Agency/Insurance Forms - required by law or for insurance purposes. These forms are to be completed by the appropriate parties.

3. Investigation Forms - to assist in determining the cause, responsibility, and what steps are needed to prevent recurrence. These forms are to be completed by a supervisor and employee.
BACK CARE AND LIFTING SAFETY
Section 2

SCOPE

It is the County of Burlington's intent to set forth procedures to protect employees from the hazards of improper lifting techniques.

DEFINITIONS

Lifting is the movement of an object from a position by mechanical or physical means.

TRAINING

The employer shall provide training to ensure each employee understands safe lifting techniques.

DUTIES AND RESPONSIBILITIES

I. It is the responsibility of the employer to:
   A. Provide and implement a program focusing on back injury prevention.

II. It is the responsibility of the employee to:
   A. Practice safe lifting techniques and utilize mechanical means when needed.

STANDARD OPERATING PROCEDURES

A. Preparing for the lift:
   1. Conduct proper warm up and stretching exercises.
   2. Check your entire walkway to make sure your footing will be solid. Your shoes should give you good balance, support, and traction.
   3. Remove all obstacles along your path of travel.
   4. Determine if Personal Protection Equipment (P.P.E.) is required.
   5. Cautiously lift a corner of the object to check its weight and center of gravity. IF YOU CANNOT TIP IT, DON'T LIFT IT!
   6. After test lift, determine whether assistance or mechanical means are needed.

B. Performing the Lift:
   1. Use a back support if provided and/or required. NEVER ATTEMPT TO LIFT BEYOND YOUR PHYSICAL LIMITATIONS.
   2. Properly position yourself close to the load prior to initiating a lift.
   3. Bend at the knees and establish a firm grip.
   4. Lift carefully, in a smooth, fluid motion.
      (a) Keep your back straight.
(b) Use your leg muscles.
(c) Lift by standing up.
5. Keep the load as close to the body as possible.
6. Keep well balanced, don't twist your body while lifting.
7. Take small steps and don't obstruct your vision.
8. Put things down in the reverse order of the above.

C. Alternatives to lifting:
1. Ask a co-worker for help.
2. Obtain mechanical means.
3. Push a load whenever possible, avoid pulling.
BLOODBORNE PATHOGENS
Section 3

SCOPE

This section sets forth procedures to protect employees from the hazards of Bloodborne diseases (Bloodborne Pathogens).

RELATED REGULATORY STANDARD:
29CFR1910.1030 - Bloodborne Pathogens
(For more information, contact Communicable Disease at (609) 265-5526.)

DEFINITIONS

1. Bloodborne pathogens (BBP's) are viruses, bacteria or parasites that are present in the blood and other body fluids of infected persons.
   A. There are many types of BBP's such as:
      1. Human Immunodeficiency Virus (HIV) is the virus that causes Acquired Immunodeficiency syndrome (AIDS).
         a. HIV may be found in blood and other body fluids of persons infected with the virus. The following body fluids have been found to contain HIV: blood, semen (sperm), vaginal secretions, breast milk, cerebrospinal fluid (fluid surrounding the brain and spinal cord), alveolar fluid (fluid from small air sacs in the lungs), synovial fluid (fluid inside joints), amniotic fluid (fluid inside the uterus during pregnancy), pericardial fluid (fluid found in the sac around the heart), tears, saliva, urine.
         b. Blood, semen, vaginal secretions, and breast milk have been proven to spread HIV from an infected person to another person.
         c. Experts on AIDS have found that HIV is not spread by casual contact, such as working in the same office with a person that has AIDS, or by sharing cooking or eating facilities or bathrooms. There is also strong evidence that HIV is not spread by mosquito bites or other types of insects.
      2. Hepatitis "B" Virus (HBV) is the most commonly encountered Blood Born Pathogen (BBP) in the workplace.
         a. Hepatitis "B" can cause either an inflammation or chronic infection of the liver. Hepatitis "B" can be transmitted from an infected person or caused by overuse of alcoholic beverages, exposure to toxic chemicals, or a reaction to medication. There is an effective and safe vaccine available that can protect you from HBV infection.
TRAINING

All employees with occupational exposure shall be trained in the recognition of BBP's and the proper protective measure for same.

DUTIES AND RESPONSIBILITIES

It is the employer's responsibility to:

I. Ensure that all occupationally exposed employees are trained in the recognition of the hazards associated with BBP's.

It is the employee's responsibility to:

II. Be responsible for observing proper hygiene practices.

Affected employees are to be trained annually.

STANDARD OPERATING PROCEDURES

1. Employees shall not smoke, eat, drink, apply cosmetics or handle contact lenses in work areas in which there is potential exposure to BBP's.

2. Personal protective equipment (P.P.E.) shall be utilized to prevent employees from having direct contact with blood samples, waste, or other body fluids that might contain BBP’s. Examples of PPE include gloves, masks, eye protection, face shields, gowns, aprons, lab coats, mouth pieces, resuscitation bags, pocket masks, rain suits and disposable coveralls. Potentially contaminated PPE shall be decontaminated or disposed of properly. Also, see section 15 of this manual.

3. Employees encountering potentially contaminated materials such as broken glass, needles, etc. or medical waste, shall isolate the area and report it immediately to a supervisor.

Laboratory Exposure:
   a. Food and drinks must NOT be stored in refrigerators or other areas where samples are stored.
   b. When handling samples avoid splashing, spraying or splattering.
   c. Never use your mouth to pipette or suction sample fluids.
   d. All samples shall be handled, transported and labeled in accordance with standard laboratory procedures.

Emergency Exposure Procedures:
   a. Employees exposed to BBP's must wash the area of exposure immediately with fresh water, alcohol wipes or other appropriate disinfectant.
   b. Exposure incidents shall be reported to a Supervisor and a medical evaluation
performed immediately.

c. Exposure forms shall be completed by a supervisor and/or affected employee and accompanied by medical evaluation forms as soon as possible. These records shall remain confidential.
PERMIT-REQUIRED CONFINED SPACE ENTRY POLICY

Section 4

General Policy

A. Scope & Purpose

The purpose of this program is to ensure the protection of all employees of Burlington County, from the hazards associated with permit confined spaces and entry into. This written plan contains the required procedures to be used which will protect employees working around and in permit required confined spaces.

It shall be the policy of Burlington County to reduce the need for confined space entry whenever feasible. It shall also be the policy of Burlington County to eliminate, whenever possible, all hazards in a permit confined space. When entry into a permit confined space is necessary, all requirements of this written plan shall be followed.

Burlington County has the responsibility to establish a written, comprehensive program which includes provisions for working in confined spaces. These provisions entail preventing unauthorized entries, identifying and evaluating hazards, establishing procedures for safe permit space entry, issuing and maintaining proper equipment, using outside attendants, establishing rescue and emergency procedures, identifying duties and job classifications of employees entering and/or working in confined spaces, establishing a system for issuing entry permits, and developing post-entry procedures.

B. Location of Written Program

A copy of this written permit confined space entry program is available, upon request, to all employees, and the PEOSHA Federal Occupational Health and Safety Administration (OSHA). A copy of this written confined space entry program will be kept in the Risk Management Safety Compliance Officer’s office; and on the network Risk Management Drive. Annually this program will be evaluated by the Occupational Safety Compliance Officer for any changes which may be necessary. The written plan and its elements will be updated in the following situations:

- When there is reason to believe that provisions of the program may not protect employees
- When new processes and/or technologies are introduced
- When job duties mentioned in the program are changed
- When locations mentioned in the program are changed
- When requirements for permit confined space entry programs have changed in accordance with applicable standards, codes and regulations
- When any other elements are changed

C. Program Administrator

The Confined Space Entry Program Administrator is the Occupational Safety Compliance Officer with assistance from the Roads and Bridges and Building and Grounds Department. The Occupational Safety Compliance Officer will have the final say on the requirements of this plan and acceptable entry conditions.
D. **Notice**

Employees and contractors of Burlington County shall not enter a permit confined space until the following requirements are met:

- Hazards are identified and evaluated; and
- Workers entering the space are trained on confined space hazards and entry procedures; and
- Workers entering the space are identified and made aware of possible hazards that may be encountered on that particular job; and
- Appropriate danger signs have been posted; and
- Proper personal protective equipment has been selected and issued to affected employees.

If a confined space is not entered because one of the conditions mentioned above has not been met, the confined space will be restricted to all employees by erecting barriers, installing locks, and/or posting warning signs until requirements have been met.

E. **Definition of a Confined Space**

A space is a confined space when **ALL** of the following elements are met:

- 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 **AND**
- is not designed for continuous human occupancy.

Examples of confined spaces include, but are not limited to, storage tanks, process vessels, bins, silos, boilers, ventilation or exhaust ducts, sewers, underground utility vaults, tunnels, and pipelines.

A “**permit-required**” confined space means a confined space that contains at least one of the following elements:

- contains or has the potential to contain a hazardous atmosphere **OR**
- contains a material that has the potential for engulfing an entrant **OR**
- has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section **OR**
- contains any other serious safety or health hazard.

F. **Space Evaluation, Classification, and Hazard Identification**

The Occupational Safety Compliance Officer has the overall responsibility and oversight for identifying and classifying permit confined spaces on county property/grounds. The Roads and Bridges and Building and Grounds Supervisors will be involved in the identification process through a County wide survey, which is a part of this written program. **The identifications of confined spaces will be conducted by the Occupational Safety Compliance Officer prior to any work being performed.**

The Environmental Section of the Health Department will perform the initial hazard assessment of the atmospheric conditions of the confined space. This will determine what PPE is needed for work to be performed in the confined space. Hazards identified during will be included on the specific written permit for each classified space. Typical hazards in permit spaces include atmospheric hazards, asphyxiating atmospheres, flammable atmospheres, toxic atmospheres, burn hazards, heat stress hazards, mechanical hazards, engulfment hazards, physical hazards (falls, debris, slipping hazards), electrical hazards, danger of unexpected movement of machinery, and noise hazards.
All spaces identified as permit confined spaces will be managed through one of the following General Requirements (CFR 1910.146 (c)). At a minimum each Department in Burlington County will:

- Inform exposed employees by posting danger signs or by other equally effective means, of the existence, location, and the danger of posed by permit spaces. The only permit confined spaces which will not be identified by posted signs are storm water drains. These spaces are permanently (continuously) locked. The only authorized entrants into these spaces are Roads and Bridges staff and Building and Grounds staff which are trained in the recognition that storm water manholes are a permit confined space.

- Burlington County has determined that no employees will enter any underground storage tank (ust) confined spaces. The entrances to these tanks are identified with a sign. The trash compactor throughout the county should be labeled as a permit confined space with entry unauthorized for all employees while it is connected. When maintenance or cleaning is required, it will be disconnected and taken to the appropriate facility for repairs or cleaning.

- All other identified permit confined spaces will be managed through the procedures specified in CFR 1910.146 (c) (4), which requires the full implementation of the confined space standard.

G. Roles & Responsibilities

The Occupational Safety Officer shall be responsible for the development, document retention, and administration of Burlington County’s Permit Confined Space Entry Program. In fulfilling these responsibilities, the Occupational Safety Officer shall carry out the following tasks:

- Develop the Written Confined Space Entry Program and revise the program as necessary.
- Maintain records of employee training.
- Provide guidance for the proper selection and use of appropriate air monitoring equipment, respiratory protection, and personal protective equipment to meet the requirements of this program.
- Periodically audit work operations and documentation using canceled permits to evaluate the overall effectiveness of the Confined Space Entry Program and ensure that employees participating in entry operations are protected from permit space hazards.
- Along with assistance from the Roads and Bridges Supervisor and Building and Grounds Supervisor, the Safety Compliance Officer will conduct and maintain a permit confined space survey as part of this written program plan.
- Provide guidance for the proper selection and use of appropriate safety and rescue equipment to meet the requirements of the Confined Space Entry Program.
- Act as entry supervisor only when absolutely necessary.
- Conduct post entry reviews to ensure all procedures were followed.
- Permit documentation will be maintained in the Occupational Safety Officer Office for 12 months (from entry date).

Entry Supervisors (Safety Officer, Roads and Bridges Supervisor, and Building and Grounds Supervisor)

- Know the hazards which may be faced during entry operations.
- Conduct a pre-entry briefing to inform entrants of possible hazards that may be encountered.
- Verify, by checking that the appropriate conditions listed on the permit have been met and that all listed permit equipment is in use.
• Terminate the entry and cancels the permit when permit work has been completed or when conditions arise which are not listed on the permit.
• Verify that rescue services are available and that the means to summons them are functional.
• Removes unauthorized individuals who enter or who attempt to enter a permit space.

**Authorized Entrants**

Employees who may enter permit confined spaces shall comply with the permit confined space entry procedures contained herein and with those procedures stipulated by the entrant supervisor. To comply, employees shall carry out the following duties:

• Understand the hazards that may be faced during entry to include signs and symptoms of exposure.
• Properly use equipment listed in the equipment section of “Entry Procedures”.
• Communicate with the attendant as necessary.
• Alert the attendant whenever the entrant recognizes any warning sign or symptom of exposure or detects a prohibited condition.
• Exit the space as quickly as possible whenever an order to evacuate is given, or when a dangerous condition is recognized, or when an evacuation alarm is activated.
• Perform only the work listed on the permit.

**Attendants**

Authorized attendants play a vital role in the safety of entrants and potential rescue services during a permit entry. Attendants must be trained in all aspects of permit confined space entry and must be able, at a minimum, to perform the following functions:

• Know the hazards which may be faced during entry to include signs and symptoms of exposure.
• Be aware of possible behavioral effects of exposure.
• Continuously maintain an accurate account of authorized entrants in the permit space.
• Remain outside of the permit space during entry operations until fully relieved.
• Communicate with authorized entrants as necessary to monitor their condition.
• Monitor all activities within and outside the space.
• Order the evacuation of entrants when a prohibited condition is recognized, detection of behavioral effects of exposure, detection of a danger outside the space, and if the attendant cannot effectively perform the required duties.
• Summon rescue and other emergency services as soon as the need arises.
• Warn and advise unauthorized persons to move away.
• Perform non-entry rescue (retrieval only).
• Perform no duties which would interfere with attendant’s primary duty.

The following identified staff members are listed with their specific role in the Confined Space Program:
Prior to entry into a permit confined space, authorized employees will implement the following program elements and procedures to ensure safe entry into permit spaces. The procedures will be listed on the written permit. Entry into any permit space is not authorized until an entrant supervisor has signed the completed permit. The permit will be maintained at the entry site to verify all conditions have been met. The duration of the permit will not exceed the time required to complete the tasks listed on the permit. The entrant supervisor will terminate the permit entry once the listed task has been completed or if conditions arise which are out of acceptable entry conditions.

Acceptable Entry Conditions

All hazards contained in a permit space must be eliminated (if feasibly possible) prior to entry. Acceptable entry conditions are those conditions, through ventilation or engineering controls, which have eliminated physical hazards to the greatest extent possible and reduced atmospheric hazards to acceptable levels. Acceptable levels are those levels below the OSHA permissible exposure limit (PEL). Physical hazards such as machine guarding, lockout/tag out, and fall protection must be reduced to the greatest extent possible which will be determined by the entrant supervisor. The following atmospheric hazards are deemed acceptable and must be met prior to entry into a permit space:

- Oxygen content of 20.8%.
- Carbon monoxide level of 10 PPM or lower
- Hydrogen sulfide level of 10 PPM or lower
- Below 10% of the LEL for combustible gases
Testing

Prior to entry, atmospheric testing will be conducted by entrants and/or attendants and verified on the entry permit. Testing will be performed with MSA 4X Altair gas detector (2), which are located the Roads and Bridges and Building and Grounds supervisor’s offices. Calibration for these devices will be conducted prior to each use using the calibration gases in Roads and Bridges and Building and Grounds supervisor’s offices. The initial results of the atmospheric testing will be documented on the entry permit. Continuous monitoring by the entry attendant is required through the duration of the permit. It will be documented in 15 minute intervals. The entry supervisor will verify, prior to entry and signing the permit that proper atmospheric testing has been performed.

Ventilation

Mechanical blowers are available to “purge” or provide fresh air into a permit space in order to help achieve acceptable conditions. Caution should be used at all times to ensure air which is introduced into a space is fresh and not contaminated from a nearby car exhaust or any other source of contamination. If acceptable entry conditions are met without the use of a mechanical blower, their use is still recommended to help maintain a safe atmosphere. Mechanical ventilation is required at all times when welding is being conducted inside a confined space. Burlington County currently has 2 gas powered mechanical blowers which both MUST be used to ensure continuous ventilation of 2000 cfm per worker. Each blower provides 2250 cfm at 25 linear feet. Two blowers must be used to provide the adequate ventilation inside a confined space if there is a 90 degree bend in the flexible hose. At 90 degrees, each blower provides 1750 cfm.

Isolation/Barriers

Should there be a need to isolate, lockout, or guard any physical hazard or energy source it will be done in accordance with OSHA machine guarding and lockout/tag out standards. In addition, barriers must be erected around the entry site to protect unauthorized individuals. Barriers will also protect against objects falling into the space.

Equipment

The following equipment will be maintained for entry into a permit confined space in the following locations:

- Testing and monitoring equipment will be maintained in the Mike Kranz office (RAE System QRAE II) and (AutoRae Lite automated test and calibration system) for Roads and Bridges and in Tim Lutz’ office (RAE System QRAE II) and (AutoRae Lite automated test and calibration system).
- Mechanical blowers are maintained at the various locations throughout the county.
- Communications equipment (radios) are available in the designated locations throughout the county.
- PPE is purchased by the individual affected departments and maintained by the individuals using it.
- Ladders are available inside at various locations throughout the county.
- Lighting equipment is available inside various locations throughout the county.
- Barriers and shields are located in various locations throughout the county.
- Rescue equipment (retrieval system) is located in the
**Entrants/Attendants/Supervisors**

Only **authorized** entrants may enter permit spaces to perform the work listed on the entry permit. Entrants must follow all orders given by the entry attendant. Only the work listed on the entry permit may be performed. Entrant(s) will verify that all required permit conditions have been met.

The entry attendant must remain in constant contact with entrants during the duration of the entry. One attendant may monitor more than one entrant **ONLY** when it is the same space and that attendant can maintain constant visibility with both entrants. An attendant may not monitor entrants in more than one space. Attendants may terminate the entry should acceptable conditions change at any point. The attendant will verify that all acceptable entry conditions have been met.

Entry supervisors will verify all provisions on the entry permit have been achieved. At any time the entry supervisor may terminate the entry should he or she feel that any significant hazard developed.

**Contractors**

Contractors who are hired to perform work in a permit confined space must be informed of the permit space, the hazards associated with, and the county’s experience within the space. This will be conducted during the pre-construction meeting. The Occupational Safety Officer will verify the contractors confined space permit program. It will be the responsibility of the contractor to provide the appropriate training to their respective employees. A copy of the written permit will be retained by the Occupational Safety Officer to verify acceptable entry conditions were obtained and verified.

**Permit Documentation**

All written permits will be retained by the Occupational Safety Officer in the Risk Management Office for a period of 12 months from the entry date.

I. **Rescue Services**

Burlington County has evaluated and tested the ability of the local Fire Department’s to perform entry rescue into any permit confined space. Prior to entry into a permit space, the local fire department **MUST** be notified. If an emergency would arise while entry operations are underway, the entrant supervisor must contact 911 who will in turn send the responsible fire department in the area of the confined space to perform the rescue.

Authorized employees who have been trained to perform work within the permit space program are also trained in non-entry rescue. All authorized staff receives basic first aid and CPR training prior to being assigned to serve as an entrant or entry supervisor. In addition, authorized employees are trained in the use of a retrieval system which would allow for the retrieval of an entrant in a permit space.

J. **Training**

Authorized employees are those employees who are permitted to enter and act as attendants or entry supervisors. Authorized employees will be trained prior to an assignment involving a permit confined space. Training will be conducted by Risk Management Department or a contracted vendor. The training will enable authorized employees to acquire the understanding, knowledge, and skills necessary for safe performance within and around permit confined spaces. This type of training will be documented and retaining whenever the following occur:
• Prior to assigned duties associated with permit spaces.
• A change in assigned duties.
• Whenever a change occurs in a permit space in which the employee was not originally notified of or trained on.
• When the employer has reason to believe that there are deviations from the permit space entry procedures or if there are inadequacies in the employee’s knowledge.

Awareness training will be provided to all staff annually. The training will consist of space recognition and identification. This training will primarily inform all employees of the presence of permit spaces and how to identify them (signs). The training material will be retained by the Risk Management Department with the sign-in sheet.
K. Permits

<table>
<thead>
<tr>
<th>Date:</th>
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<th>Purpose of Entry:</th>
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<table>
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Permit duration:

Communication Procedures:

Rescue Procedures (Verification that Fire Department was notified prior to entry): Yes_____(check)

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<th>Requirements Completed (Document N/A if item does not apply)</th>
<th>Date</th>
<th>Time</th>
<th>Requirements Completed (Document N/A if item does not apply)</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lock-Out/Tag-Out</td>
<td></td>
<td></td>
<td>Full body harness W / D ring (required)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Purge</td>
<td></td>
<td></td>
<td>Emergency Retrieval Equipment (required)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Continuous Ventilation</td>
<td></td>
<td></td>
<td>Safety Attendant (required)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lighting (Explosion Proof)</td>
<td></td>
<td></td>
<td>PPE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hot-work Permit</td>
<td></td>
<td></td>
<td>Fire extinguishers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ladder</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Respirators (only trained staff)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Protective clothing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**AIR MONITORING**

<table>
<thead>
<tr>
<th>Substance Monitoring</th>
<th>Permissible Levels</th>
<th>Monitoring Results (15 min. intervals)</th>
</tr>
</thead>
<tbody>
<tr>
<td>% Oxygen</td>
<td>20.8%</td>
<td></td>
</tr>
<tr>
<td>LEL/LFL</td>
<td>Under 10%</td>
<td></td>
</tr>
<tr>
<td>Hydrogen Sulfide</td>
<td>0 PPM</td>
<td></td>
</tr>
<tr>
<td>Carbon Monoxide</td>
<td>0 PPM</td>
<td></td>
</tr>
<tr>
<td>(Below 10 PPM)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Remarks:

<table>
<thead>
<tr>
<th>Air Tester’s Name</th>
<th>Instrument Used</th>
<th>(model/type)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MSA</td>
<td>Altair 4x</td>
</tr>
</tbody>
</table>

**Attendants And Entrants**

<table>
<thead>
<tr>
<th>Attendant(s)</th>
<th>Confined Space Entrants</th>
</tr>
</thead>
</table>

Remarks:

Supervisor Authorization and extension:

**Emergency Contact Phone Numbers:**

Ambulance: 911  Fire: 911  Safety Officer: 609-265-5856  Rescue Team: 911  Other:
## L. Confined Space Survey

<table>
<thead>
<tr>
<th>Space</th>
<th>Permit</th>
<th>Non Permit</th>
<th>Alternate Space (29 CFR 1910.146 (c)(5))</th>
<th>Specific Hazards</th>
<th>Atmospheric Testing Required</th>
<th>Full Permit Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Underground Communication &amp; Electrical Vaults</td>
<td>√</td>
<td></td>
<td>High Voltage Water Methane Low O2</td>
<td>YES</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Sewage Manholes</td>
<td>√</td>
<td></td>
<td>Low O2 Methane Water, H2S</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>Storm Water Manholes (no entry)</td>
<td>√</td>
<td></td>
<td>Methane Low O2 Water</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>Waste Oil Containment Collar</td>
<td>√</td>
<td></td>
<td>Low O2 Potential Flammable Atmosphere</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>Water Pit (water tower)</td>
<td>√</td>
<td></td>
<td>Fall protection required</td>
<td>YES</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Oil/Grease Trap</td>
<td>√</td>
<td></td>
<td>Hazardous Atmosphere</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>Brine Tanks (Softener Building)</td>
<td>√</td>
<td></td>
<td>Very limited space, potentially hazardous atmosphere Corrosive environment Low O2</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
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<tr>
<td>Trash Compactors (No entry allowed when connected)</td>
<td>√</td>
<td>√</td>
<td>Trash/Debris Lockout/Tag Out</td>
<td>No - Work only done when unit is pulled from dock</td>
<td>NO - Work only done when unit is pulled from dock</td>
<td></td>
</tr>
<tr>
<td>Pipe Chases</td>
<td>√</td>
<td></td>
<td>Restricted entry/exit</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
</tr>
<tr>
<td>Ceiling hatches</td>
<td>√</td>
<td></td>
<td>Restricted entry/exit</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
</tr>
</tbody>
</table>

The Confined Space survey was conducted/re-evaluated in March 2015, by Danny R. Childress, Occupational and Safety Officer, and Mike Kranz, Roads and Bridges Supervisor, and Timothy Lutz, Building and Grounds Supervisor.

**Enforcement**

Constant awareness of and respect for permit required confined space entry hazards, and compliance with all safety rules are considered conditions of employment. Supervisors and individuals in the Personnel Department reserve the right to issue disciplinary warnings to employees, up to and including termination, for failure to follow the guidelines of this permit entry program.
CONTROL OF HAZARDOUS ENERGY SOURCES
(Lockout/Tagout)
Section 5

SCOPE

This section sets forth procedures to protect employees from the hazards of unexpected energization, start-up or release of stored energy, and all potentially hazardous energy sources.

RELATED REGULATORY STANDARD:
O.S.H.A. 29 CFR 1910.147 Control of Hazardous Energy (Lockout/Tagout)
N.J.A.C. 12:100-11

DEFINITIONS

Affected employee. An employee whose job requires him/her to operate or use a machine or equipment on which servicing or maintenance is being performed under lockout or tagout, or whose job requires him/her to work in an area in which such servicing or maintenance is being performed.

Authorized employee. A person who locks out or tags out machines or equipment in order to perform servicing or maintenance on that machine or equipment. An affected employee becomes an authorized employee when that employee's duties include performing servicing or maintenance covered under this section.

Capable of being locked out. An energy isolating device is capable of being locked out if it has a hasp or other means of attachment to which, or through which, a lock can be affixed, or it has a locking mechanism built into it. Other energy isolating devices are capable of being locked out, if lockout can be achieved without the need to dismantle, rebuild, or replace the energy isolating device or permanently alter its energy control capability.

Energized. Connected to an energy source or containing residual or stored energy.

Energy isolating device. A mechanical device that physically prevents the transmission or release of energy, including but not limited to the following: A manually operated electrical circuit breaker; a disconnect switch; a manually operated switch by which the conductors of a circuit can be disconnected from all ungrounded supply conductors; and, in addition, no pole can be operated independently; a line valve; a block; and any similar device used to block or isolate energy. Push buttons, selector switches and other control circuit type devices are not energy isolating devices.

Energy source. Any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other 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.

Lockout device. A device that utilizes a positive means such as a lock, either key or combination type, to hold an energy isolating device in the safe position and prevent the energizing of a machine or equipment. Included are blank flanges and bolted slip blinds.

Normal production operations. The utilization of a machine or equipment to perform its intended production function.

Servicing and/or maintenance. Workplace activities such as constructing, installing, setting up, adjusting, inspecting, modifying, and maintaining and/or servicing machines or equipment. These activities include lubrication, cleaning or unjamming of machines or equipment and making adjustments or tool changes, where the employee may be exposed to the unexpected energization or startup of the equipment or release of hazardous energy.

Setting up. Any work performed to prepare a machine or equipment to perform its normal production operation.

Tagout. The placement of a tagout device on an energy isolating device, in accordance with an established procedure, to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed.

Tagout device. A prominent warning device, such as a tag and a means of attachment, which can be securely fastened to an energy isolating device in accordance with an established procedure, to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed.

DESIGNATED PERSON(S) TO ADMINISTER CONTROL OF HAZARDOUS ENERGY SOURCE:

1: Norman Stoop

2: Bill Kochersperger

TRAINING

A. The employer shall provide training to ensure that the energy control procedures are understood by all affected employees and that the knowledge and skills required for the safe application and removal of energy controls are available as needed.

B. Periodic retraining shall be provided by the employer for all qualified employees whenever a periodic inspection reveals, or whenever the employer has reason to believe, that there are deviations or inadequacies in the energy control procedure.
C. The employer shall document that employee training has been completed, reviewed and continuously updated. The documentation shall contain the employee's name and the dates of training.

**DUTIES AND RESPONSIBILITIES**

I. The employer shall:

A. Ensure all affected employees are properly trained.
B. Provide all equipment necessary for the employees to implement lockout/tagout procedures.
C. Ensure all potentially hazardous energy sources, including valves, are marked or labeled to identify the equipment supplied and the type and magnitude of the energy being controlled.

II. The qualified employee shall:

A. Complete a survey to locate all potential hazardous energy sources.
B. Identify and locate all energy isolating devices needed for the lockout/tagout program.
C. Perform monthly inspection and inventory of energy isolating equipment and/or devices.
D. Ensure that equipment shall be maintained and serviced in accordance with manufacturers specifications.
E. Ensure replacement of defective or lost equipment.

**STANDARD OPERATING PROCEDURES**

1. Complete a survey for all potential hazardous energy sources. Identify both primary and secondary energy sources.
2. Notify all affected employees that a lockout or tagout procedure is going to be utilized and explain the reason.
3. If the machine or equipment is operating, shut it down by the normal stopping procedure (depress stop button, open toggle switch, etc.).
4. Appropriate and effective lockout and tagout devices shall be affixed to each energy isolating device by authorized employees, and shall prevent or inhibit the reactivation. Energy isolation devices shall be used as follows:
   a. Lockout devices shall be affixed in a manner that will hold the energy isolating device in a "safe" or "off" position.
   b. Tagout devices shall be affixed in such a manner as to clearly indicate that the operation or movement of energy isolating devices from the "safe" or "off" position is prohibited.
   c. Where a tag cannot be affixed directly to the energy isolating device, the tag shall be located as close and as safely possible to the device, in a position that will be immediately obvious to anyone attempting to operate the device.
5. If more than one individual is required to lockout or tagout equipment, the Employer shall designate an authorized employee to coordinate the lockout/tagout procedure. Each shall place his or her own personal lockout device or tagout device on the energy isolating device(s). When any energy isolating device cannot accept multiple locks or tags, a multiple lockout or tagout device (hasp) may be used. However, a single lock may be used to lockout the machine or equipment with the key being placed in a lockout box or cabinet which allows the use of multiple locks to secure it. Each employee will then use his or her own lock to secure the box or cabinet. As each person no longer needs to maintain his/her lockout protection, that person will remove his or her lock from the box or cabinet.

6. Attempt to activate normal operating controls after ensuring that primary and secondary energy sources are isolated.

NOTE: Return operating controls to "Neutral" or "off"

7. Stored energy (such as that in springs, elevated machine, rotating fly wheels, hydraulic systems, air, gas, steam or water pressure, etc.) must be dissipated or restrained by methods such as repositioning, blocking, bleeding down, etc.

8. Before lockout and tagout devices are removed and energy is restored to the machine or equipment, the following procedures shall be implemented:
   a. The work area shall be inspected for removal of non-essential items and to ensure that components are operationally intact and that all employees have been safely positioned or removed.
   b. Lockout and tagout devices may only be removed by the employee who applied it, except when all the following conditions are met:
      1. The individual is not on site.
      2. An attempt has been made to contact the individual.
      3. The immediate Supervisor of the individual has ascertained that no one will be placed at risk by removal.

**Example of tags to be used for tagging out devices (front and rear views)**

Whenever a personal lock has been removed, the individual will be notified upon return to work, by their supervisor.
**ISOLATION**

Isolation of equipment is a process where equipment is removed from service by:

- **Locking out**
  electrical sources, preferably at disconnect switches remote from the equipment

- **Blanking and bleeding**
  pneumatic and hydraulic lines

- **Disconnecting**
  belt and chain drives, and mechanical linkages on shaft-driven equipment where possible, and

- **Securing**
  mechanical moving parts with latches, chains, chocks, blocks, or other devices.

*Examples of Lockout*
ENVIRONMENTAL HAZARDS
Section 6

SCOPE

It is the intent of the County of Burlington to provide an appropriate level of knowledge and/or training for employees to prevent or reduce the risk of environmental hazards.

DEFINITIONS

Environmental Hazards: Include, but are not limited to the following:

* Poisonous Plants (Ivy, Oak, etc.)
* Insect Bites
* Lyme Disease
* Heat and Cold Stress
* Indoor Air Quality

TRAINING

The employer shall provide training to ensure each affected employee understands the potential short and long term dangers associated with environmental hazards.

DUTIES & RESPONSIBILITIES

I. It is the responsibility of the Employer to:

   A. Provide and implement a program focusing on awareness and prevention of environmental illnesses.

II. It is the responsibility of the employee to:

   A. Avoid environmental hazards when possible.
   B. Use the proper protective equipment for the job.
   C. Advise the Employer of any known allergic reaction(s) that may require medical attention.

STANDARD OPERATING PROCEDURES

A. POISONOUS PLANTS:

   1. This broad group of plants (e.g., poison ivy, poison oak) causes inflammatory rashes known as eczema. Eczema is typically red, itchy and scaly skin.
2. Beware of poisonous plants in and around woods, wastelands, fence rows, stone walls, and hedges. Occasionally it is found in parks, playgrounds, golf courses, and other recreational areas where it may be hidden in shrubs and trees.

3. Great care should be taken when cutting and clearing brush that may contain poisonous plants. Many trees have poison ivy growing on them, and even in the winter, may contain the toxin.

4. Chemical weed killers are the best way to destroy poisonous plants and shall only be applied by a licensed applicator. Remember that since dead poisonous plant leaves and vines are still toxic, you should protect all exposed skin areas when handling plant debris.

B. INSECT BITES:

1. Insect bites and stings generally are non-serious, however, some individuals may experience an allergic reaction which requires medical attention.

2. Whenever stung or bit, cleanse the site and observe for infection which may not occur until several days later.

3. If you suspect a systemic or allergic reaction, call a doctor or hospital immediately. Signs of allergic reaction include but are not limited to the following.
   a. Lip and facial swelling.
   b. Asthma-like symptoms.
   c. Tongue swelling.
   d. Upper airway swelling.

4. Keep lawns free of vegetation which attract insects.

5. Items such as soft drinks and ripened fruits attract many kinds of insects, therefore keep areas clear of trash and all trash receptacles covered.

6. If you must remove an insect nest, you may want to use a high-pressure aerosol spray against it. The aerosol should contain Pyrethrum, an instant knockdown insecticide, and should shoot a high-volume spray 10 to 15 feet. A stream of water may knock the nest down, but the insects may linger at the site for the rest of the day.

7. Wearing long-sleeve shirts and long pants will help minimize skin exposure to poisonous plants and insects.

C. LYME DISEASE

1. Lyme disease is a bacterial disease acquired by humans through the bite of an infected tick.

2. You can contract Lyme Disease more frequently between April and November.
   a. The first stage of Lyme Disease is characterized by a circular rash with large distinctive circular lesions and is first seen around the area of the bite (only 50-60% of infected patients experience this rash). The rash can "come and
making disease documentation even more difficult. The incubation period (time from the bite to the onset of symptoms) is approximately 14 days. Other symptoms include malaise, fever, headache, muscle aches and swollen lymph glands (neck, armpits, or groin).

b. In the second stage, victims may develop severe headaches, encephalitis (inflammation of the brain), facial paralysis or meningitis. It may also cause cardiac or respiratory difficulties such as dizziness, shortness of breath and irregular heartbeat.

c. The third stage involves the onset of arthritis.

3. Although the disease can be treated at any stage with antibiotics, treatment is most effective during the first and second stages. If left until the third stage, the disease becomes more difficult to treat, and most patients must be hospitalized for intravenous treatment with antibiotics.

4. The best defense against Lyme Disease is to prevent transmission. The following guidelines should be considered.

a. While in wooded areas wear long-sleeved shirts and long pants, preferably white or light colored. Ticks are much easier to spot on light-colored clothing. Carefully inspect yourself and co-workers when leaving areas known for tick habitation.

b. Tuck pants into long socks.

c. It is suggested that insect repellent such as DEET be used sparingly accordingly to the manufacturer's recommended usage.

D. HEAT AND COLD STRESS:

1. The human body has a complex regulating system which is responsible for controlling the delicate balance between heat production and loss. When conditions in the environment become too hot or humid and the body is unable to compensate, we become susceptible to heat illness.

NOTE: Certain medications may also contribute to the development of heat illness such as:

b. Heat Exhaustion.
c. Heat Stroke.

2. Heat cramps are usually associated with strenuous physical activity. They occur due to heavy sweating and loss of body salt (sodium). Symptoms are painful spasms of muscles in the extremities and the abdomen and the victim usually has a normal body temperature. Treatment involves moving the victim to the shade, massaging the cramped muscles and providing victims with small amounts of fluids. Popular sports drinks, (i.e., Gatorade) are effective in restoring body fluids
and salt. Persistent symptoms, despite fluid intake, requires a physician's evaluation to exclude a more serious heat illness.

3. Heat exhaustion is similar to heat cramps, but the victim is dehydrated. People who are sweating heavily and are flushed, clammy, dizzy, nervous or faint could be suffering from heat exhaustion. Symptoms include fatigue progressing to nausea, vomiting, headache, rapid heartbeat and lowered blood pressure. The victim's body temperature is usually normal, or only slightly elevated. Treatment involves moving the victim to a cool place with their feet raised and clothing loosened. Give victims small amounts of water and call a physician if symptoms persist or worsen.

4. Heat stroke is the most serious heat illness and a true medical emergency. Common symptoms include an elevated temperature, lack of sweating, dry hot skin and often unconsciousness. Treatment involves seeking medical attention immediately. While awaiting assistance, the victim should be cooled down by removing clothes, apply water and fanning. Move the victim to a cool location and treat for shock.

E. COLD INJURY:

1. Persons working outdoors in low temperatures, especially at or below freezing are subject to cold injuries. Exposure to extreme cold for a short time causes severe injury to the surface of the body. Areas of the body which are the most susceptible are the fingers, toes, and ears. Cold injury can occur both at temperatures above and below freezing.

2. Hypothermia refers to the lowering of the body's core temperature. This is a medical emergency. Hypothermia is caused by exposure to freezing or rapidly dropping temperature. Symptoms include:
   - Shivering
   - Apathy, listlessness, sleepiness.
   - Occasionally, rapid cooling of the body to less than 95°F.
   - Unconsciousness, glassy stare, slow pulse, slow respiration.
   Treatment involves moving the victim to a warm location, obtaining medical assistance and providing warm fluids.

3. Frostbite is a localized injury resulting from exposure to cold. Frostbite symptoms include:
   - Blanching or whitening of skin.
   - Skin is waxy or has a white appearance and is firm to the touch.
   Treatment includes the following:
   - Seek medical attention.
   - Give a warm drink - water or juices not coffee, tea or alcohol. The victim must not smoke.
   - Elevate the injured area and protect it from injury.
   - Do not allow any blisters to be broken.
   - Use sterile, soft, dry material to cover the injured areas.
Keep victims warm
Do not rub the frostbitten part (this may cause gangrene).
Do not use gasoline, snow, ice or anything cold on the frostbitten area.
Do not use heat lamps or hot water bottles to rewarm the part.
Do not place the part near a hot stove.

NOTE: Frostbite should never be treated outside of a medical facility. Refreezing of thawed tissue will lead to an even greater injury.

F. INDOOR AIR QUALITY (I.A.Q.):

To reduce heating and cooling costs, buildings have been made "airtight" with insulation and sealed windows, thereby reducing the amount of outside air introduced into buildings. In addition, more chemical containing products, office supplies, equipment, and pesticides have been introduced into the office environment increasing employee exposure. These changes in the workplace have created indoor air quality concerns. Poor I.A.Q. may be caused by:

1. Lack of fresh air - if insufficient air is introduced into occupied spaces, the air becomes stagnant causing odors and contaminants to accumulate.
2. Poorly maintained or operated ventilation systems - Mechanical ventilation systems must be properly maintained and operated.
3. Disruption of air circulation throughout occupied spaces - If fresh air does not reach occupied areas or is blocked, it can become stagnant.
4. Poorly regulated temperature and relative humidity levels - If the temperature and/or relative humidity levels are too high or too low, employees may experience a variety of discomforts.
5. Indoor and outdoor sources of contamination - Chemical contaminants in an office environment either originate from indoor sources or are introduced from outdoor sources. They may include emissions from office machinery or photocopies, cigarette smoke, insulation, pesticides, wood products, synthetic plastics, newly installed carpets, glues and adhesives, new furnishings, cleaning fluids, paints, solvents, boiler emissions, vehicle exhaust, roof renovations, and contaminated air from process equipment or exhaust stacks.
FIRE SAFETY
Section 7

SCOPE

This section sets forth procedures to protect employees from the hazards of fire. The best defense against fire is prevention. Good housekeeping rules will aid in the prevention of fires.

RELATED REGULATORY STANDARDS:
29 CFR 1910.38 Fire Prevention Plan
29 CFR 1910.157 Fire Extinguishers
29 CFR 1910.106 Flammable and Combustible Liquids

DEFINITIONS

A "Fire Extinguisher" holds an extinguishing agent such as water or chemicals. It is designed to put out a small fire, not a big one. An extinguisher is labeled and symbolized according to what class(es) it can handle. These class’s are:

A Class A - A fire that involves combustible materials such as wood, cloth, paper, rubber and plastics.
B Class B - A fire that involves flammable and combustible liquids, gases and greases.
C Class C - A fire that involves an energized electrical source.
D Class D - A fire that involves combustible metals, such as magnesium, titanium, zirconium and sodium.

TRAINING

The employer shall provide training annually to each of its employees in the proper operation of each type of fire extinguisher in the work place and in accordance with its Emergency Action Plan.

DUTIES AND RESPONSIBILITIES

I. It is the employer's responsibility to:
   A. Ensure that an Emergency Action Plan is in place.
   B. Ensure fire extinguishers are inspected and maintained in accordance with prevailing standards and regulations.
   C. Maintain appropriate record keeping pertaining to employee training and extinguisher inspection and testing.
II. **It is the employee's responsibility to:**
   A. Report discharged or damaged fire extinguishers.
   B. Attend designated training.
   C. Follow the Emergency Action Plan of the Employer.

**STANDARD OPERATING PROCEDURES**

1. For your safety during a fire:
   A. Notify Fire Department (911)
   B. Sound the alarm. Evacuate the building.

2. When utilizing a fire extinguisher, be familiar with it's type and limitations, and follow the **P-A-S-S** method:

   **PULL:** Pull the pin. Some units require the releasing of a lock latch, pressing a puncture lever, or other motion.
   **AIM:** Aim the extinguisher nozzle (horn, or hose) at the base of the fire.
   **SQUEEZE:** Squeeze or press the handle.
   **SWEEP:** Sweep from side to side at the base of the fire until it goes out. Shut off the extinguisher if necessary. Foam and water extinguishers require slightly different action.
FIRST RESPONDER AWARENESS LEVEL
Section 8

SCOPE

It is the intent of the County of Burlington to provide an appropriate level of training for employees involved in hazardous material emergencies.

RELATED REGULATORY STANDARDS:
29 CFR 1910.120 Level One Awareness - Hazardous Waste Operations and Emergency Response. This applies to Sheriffs on patrol, detectives from the County Prosecutor's Office and Highway Department personnel.

DEFINITIONS

"Emergency Response" means a response effort by employees from outside the immediate release area or by other designated responders to an occurrence which results, or is likely to result, in an uncontrolled release of a hazardous substance. Responses to incidental releases of hazardous substances where the substance can be absorbed, neutralized, or otherwise controlled at the time of release by employees in the immediate release area, or by maintenance personnel are not considered to be emergency responses within the scope of this standard. Responses to releases of hazardous substances where there is no potential safety or health hazard (i.e., fire, explosion, or chemical exposure) are not considered to be emergency responses.

A "First Responder" at the awareness level is a person(s) who, in the course of their normal duties, may be the first on the scene of an emergency involving hazardous materials. A First Responder at the awareness level is expected to recognize the presence of hazardous materials, protect themselves, call for trained personnel, and secure the area.

A First Responder at the awareness level will take no further action beyond notifying the authorities during an uncontrolled release of a hazardous substance.

TRAINING

I. A First Responder at the awareness level shall have sufficient training which includes but is not limited to the following:

A. An understanding of what hazardous materials are and the risks associated with them at the scene.

B. An understanding of the potential outcome associated with an emergency created when hazardous materials are present.

C. The ability to recognize the presence of hazardous materials in an emergency.

D. The ability to identify the hazardous material, if possible.
E. An understanding of the U.S. Department of Transportation's Emergency Response Guidebook and the employer's Emergency Response Plan including site security and control.

F. The ability to realize the need for additional resources and to make notification to the appropriate authorities.

II. It is recommended that a First Responder at the awareness level receive annual refresher training.

**DUTIES AND RESPONSIBILITIES**

I. **It is the responsibility of the employer to:**
   A. Develop an Emergency Response Plan and provide training to affected employees at the First Responder Awareness Level.

II. **It is the responsibility of the employee to:**
   A. Be aware of and/or familiar with the Emergency Response Plan of the employer.

**STANDARD OPERATING PROCEDURES**

1. Assess the presence of hazardous materials.
2. Survey a hazardous materials scene from a safe distance/location, identify the name, UN/NA identification number, and/or type of placard applied for any hazardous materials or warnings.
3. Initiate the notification process specified in the emergency response plan and the standard operating procedures of the employer.

MAINTAIN A SAFE DISTANCE AND DO NOT ENTER SPILL AREA. AWAIT ASSISTANCE!!!

![DANGER AUTHORIZED PERSONNEL ONLY]

![Hazard Symbols]
RIGHT-TO-KNOW
HAZARDOUS SUBSTANCE AWARENESS
Section 9

SCOPE

This section sets forth procedures to protect employees from the hazards of chemical exposure in the workplace.

RELATED REGULATORY STANDARDS:
New Jersey Worker and Community Right-To-Know Act NJAC 8:59
29 CFR 1910.1200 Hazardous Communication

DEFINITIONS

"Hazardous Substance" is any material that poses a threat to man, health and/or the environment.

TRAINING

A. The employer shall provide training within the first thirty days of employment to every employee who is exposed or potentially exposed to a hazardous substance in the workplace.

B. The employer shall provide chemical awareness retraining every two years after the initial Right-To-Know training session.

C. The employer shall use a technically qualified person to conduct this education and training program.

DUTIES AND RESPONSIBILITIES

I. It is the county's responsibility to:
   A. Implement the Right-To-Know Act referenced above.

II. It is the employee's responsibility to:
   A. Utilize, store, and dispose of hazardous substances in accordance with the policy of the employer.

STANDARD OPERATING PROCEDURES

1. Inform employees of the potential health and safety risks of hazardous substances.
2. Train employees in the proper and safe procedures for handling hazardous substances.
3. Maintain a written record of training provided to employees.
4. Establish and maintain at each facility, a central file specific for that facility. This file shall include a completed Right-To-Know Survey for the facility, appropriate Hazardous
Substance Fact Sheets, Material Safety Data Sheets, and the Right-To-Know Hazardous Substance List.

5. Display a New Jersey Department of Health Right-To-Know Poster in each work facility.
6. Upon request, each employee may obtain any and all information from his/her Right-To-Know Coordinator.
7. Ensure that all products containing hazardous substances used in the workplace are properly labeled and in proper containers.

**LOOK OUT FOR HAZARDOUS SUBSTANCES**

* READ THE MSDS AND THE WARNING LABEL ON A CHEMICAL CONTAINER BEFORE YOU USE IT.
* KNOW THE HEALTH HAZARDS OF THE CHEMICALS YOU USE AND KNOW HOW TO PROTECT YOURSELF FROM THESE HAZARDS.
* REMEMBER THAT AN UNLABELED CHEMICAL IS A DANGEROUS ONE. REPORT UNLABELED CHEMICALS TO YOUR SUPERVISOR. NEVER SMELL OR SNIFF AN UNLABELED CHEMICAL.
HOUSEKEEPING
Section 10

SCOPE

This section sets forth procedures to protect their employees from injuries as a result of poor housekeeping.

RELATED REGULATORY STANDARDS:
29 CFR Subpart N - Materials Handling and Storage

DEFINITIONS

"Housekeeping" is not only cleanliness, but it is also keeping things in order, and in the proper place in buildings, yards and stockpile areas.

TRAINING

As part of New Employee Orientation, each employee must be informed of the importance of maintaining an orderly workplace.

DUTIES AND RESPONSIBILITIES

I. It is the responsibility of the employer to:
   A. Provide proper and adequate storage facilities.
   B. Provide materials and equipment to maintain a clean and safe working environment.
   C. Conduct periodic inspection of its facilities.

II. It is the responsibility of the employee to:
   A. Maintain a clean, safe, orderly work area.
   B. Report all deficiencies regarding cleanliness and/or improper storage of materials.

STANDARD OPERATING PROCEDURES

A. Storage:
   1. All equipment commonly used should have a designated storage location and it should be kept in that location when not in use.
   2. Maintain clear access to emergency equipment, aisles, and exits at all times. Do not block fire escapes, fire equipment, or electrical panel boxes.
   3. Do not store anything within 18 inches of any sprinkler head. Do not store anything within 20 inches of any ceiling. Storage in mechanical rooms (heater and electrical or air handling rooms) is prohibited.
   4. Provide proper containers for trash, scrap, and other waste. Trash and garbage
containers should be emptied daily, or more often if necessary to prevent fire hazards.

5. All materials, tools, or equipment are to be stored or located in such a manner that they are stable, fixed or firm, and are safe from any unexpected movement.

B. Fire Protection:
1. Oily rags and waste must be stored in covered metal safety cans and emptied every 24 hours.
2. Flammables and combustibles should be stored in approved, appropriately labeled containers, away from electrical service lines or spark hazards. Flammable liquids, in excess of 25 gallons, must be stored in a rated flammable storage cabinet.
3. Cigarettes, cigars or other smoking material must be placed in ashtrays or sand receptacles to prevent fires.
4. Perimeters of buildings must be kept free of high weeds and grasses.
5. Never throw refuse in corners, behind machinery, or in basements. Build up of debris in these areas may cause a fire.

C. Walking - Working Surfaces:
1. Spills or leaks should be cleaned up and disposed of immediately.
2. Aisles and stairways must be kept clear of stock, skids, equipment, etc. at all times. Aisles/walkways must have a minimum of thirty-two inches of passage space.
3. Do not leave equipment lying in your work area. Keep your work area clean and orderly.
4. Office areas must have clear walking areas free of tripping hazards. This includes keeping aisles clear, prohibiting storage in hallways and stairs and eliminating Tripping hazards such as extension cords.
INDUSTRIAL TRUCK SAFETY
Section 11

SCOPE

This section sets forth procedures to help protect county employees from hazards associated with the operation and maintenance of industrial vehicles such as forklifts, transporters, pallet jacks, front-end loaders, cranes, and other types of powered industrial equipment used to handle and move material.

RELATED REGULATORY STANDARDS:
29 CFR 1910.178 Powered Industrial Trucks
US DOT 49 CFR Federal Motor Carrier Safety Regulations
ANSI (ASME) B56.1d - 1992 Low Lift and High Lift Trucks (Powered Industrial Trucks)
US DOT 49 CFR

DEFINITIONS

A "qualified operator" is defined as a person who can demonstrate by experience and formal training the ability to recognize hazards associated with the operation of powered industrial trucks.

"Industrial trucks" include but are not limited to forklifts, loaders, backhoes, tractors, crane trucks, and motorized hand trucks.

TRAINING

A. The employer shall provide affected employees with training for any vehicle operated. Instruction and training for qualified industrial truck operators shall include, but not be limited to the following:
1. Proper inspection procedures set forth by DOT and OSHA regulations.
2. Preventive maintenance.
3. General operating principles including limitations of the vehicle and the use of controls.
4. Hands-on proficiency testing.
5. Environmental conditions relative to safe operation (e.g. soil and/or water hazards during trenching and excavation).
6. Operator and pedestrian safety.
7. Lockout/tagout and safeguarding procedures for maintenance tasks. See Section 5 of this manual.
8. Personal protective equipment. See Section 15 of this manual.
9. Identification and hazards associated with utilities (above and below ground).
10. Over-the-road transportation and towing.

11.1
B. The employer shall provide training to all employees as to the hazards that may be encountered by working around this equipment.

C. Periodic retraining shall be provided by the employer for all qualified operators and affected employees.

**DUTIES AND RESPONSIBILITIES**

A. **It is the responsibility of the employer to:**
   1. Ensure that the operators have initial and follow-up training on both equipment operation and safety procedures.
   2. Ensure that repairs or adjustments are conducted as needed by authorized personnel only and that routine maintenance and pre and post-use inspections are conducted and documented.
   3. Ensure that all powered industrial trucks have a nameplate affixed to the equipment which is legible, and accurately states the weight of the truck its rated capacity and its rating.
   4. The employer shall document training.

B. **It is the Operator's responsibility to:**
   1. Be familiar with the operation and function of all controls and instruments before operating an industrial truck.
   2. Be familiar with unusual operating conditions which may require additional safety precautions or special operating instructions.
   3. Ensure that personnel stand clear of the swing or maneuvering range of any industrial truck. No worker may enter the operating area without first notifying the operator.
   4. Report all accidents involving personnel, structures and equipment to your supervisor. See Section 1 of this manual.

**STANDARD OPERATING PROCEDURES**

1. No employee is to operate a powered industrial vehicle unless they have been properly trained and authorized to do so by a supervisor.

2. No person except the operator shall be transported on powered industrial vehicles (unless the vehicle is equipped with additional seating). Never transport anyone on the forks of a lift-truck, or in a bucket or crane. Arms and/or legs shall remain in the vehicle at all times.

3. Power must be shut off whenever an operator exits the equipment.

4. When a powered industrial truck is left unattended, the forks, bucket, hoe, etc. shall be fully lowered, controls neutralized, power shut off, brakes set and wheels or tracks blocked.

5. Enter and exit all vehicles at designated points and maintain at least three points of contact at all times. Never jump from or onto the vehicle.

6. All powered industrial vehicles shall be inspected for defects and safe operation, prior to use.

7. Vehicle operators must remain at the controls of the vehicle at all times when any portion of
the vehicle is in a raised position, unless during maintenance while following required lockout/tagout procedures. During such maintenance, barricades shall be provided to prevent unauthorized entry into the work area.

8. No person shall pass or stand under the elevated portion of any truck, whether loaded or empty unless proper lockout/tagout procedures have been conducted. Loads shall not be passed over workers or the cab of a truck.

9. No material is to be loaded onto or removed from a pallet that is elevated.

10. Backhoes shall be operated on level ground whenever possible with stabilizers in position.

11. All loads must be secured from shifting during transportation by using the proper tiedowns and stakepoints.

12. Industrial trucks shall be kept in a clean condition, free of excess oil and grease.

13. Industrial trucks must be operated a safe distance from the edges of ramps, platforms, excavations or any area that could cause the vehicle to rollover.

14. Truck forks, buckets, hoes, etc. are to be kept as low as possible whether loaded or unloaded for maximum stability during operation.

15. If the load being carried obstructs forward view, the operator shall travel with the load trailing.

16. Whenever a lift truck is used to elevate personnel, fall protection shall be used.

17. Care shall be taken not to contact overhead installations, such as lights, wiring, pipes, sprinkler systems, etc. Extreme caution shall be used when operating shovels, backhoes, cranes, forklifts or any industrial truck near utilities. If electric lines have not been de-energized, be sure the swing of the bucket, boom, etc. is never within ten feet of high voltage lines.

18. **ALL OPERATORS OF ANY VEHICLE ARE REQUIRED TO WEAR SAFETY BELTS AT ALL TIMES.**

19. **SMOKING IS PROHIBITED DURING REFUELING. ALL VEHICLES SHALL BE SHUT DOWN DURING REFUELING.**

20. All vehicles shall be equipped with a permanently mounted fire extinguisher and audible backup alarm.

21. The rated load capacity of the vehicle shall not be exceeded.

**TRANSPORTATION OF EQUIPMENT**

1. Pre-trip vehicle inspections are particularly important for over-the-road transportation as falling debris from the vehicle and/or trailer could severely damage other vehicles or injure persons.

2. When coupling vehicles for towing, no one should go between the vehicles when either vehicle is in motion. The driver shall not move the vehicle(s) until it has been verified that the area is clear.

3. Trailers about to be loaded must be positioned on firm level ground and the wheels blocked to prevent movement.

4. Transporting vehicles over the road also requires pre-planning for weight limits and height restrictions of bridges and overpasses.
5. When towing vehicles, towbars should be used. When tow chains or ropes are used, they must be evaluated for size and strength prior to towing.

6. Operators are to use caution when going around blind corners or where visibility is limited. Horns will be used as a warning signal only.
LADDER SAFETY
Section 12

SCOPE

It is the intent of the County of Burlington to identify procedures for the safe use and storage of ladders.

RELATED REGULATORY STANDARDS:
OSHA 29 CFR 1910.26 Portable Metal Ladders
OSHA 29 CFR 1910.25 Portable Wood Ladders
OSHA 29 CFR 1910.27 Fixed Ladders

DEFINITIONS

"Ladder Safety" means the ability to recognize the proper set-up, limitations, use and maintenance requirements of any ladder type.

TRAINING

The county will establish training for employees in the safe use, maintenance, and storage of ladders.

DUTIES AND RESPONSIBILITIES

I. It is the responsibility of the employer to:
   A. Make available ladder types that meet the needs of their facility(ies).
      Type I: Industrial Ladder - Heavy Duty
      Type II: Commercial Ladder - Medium Duty
      Type III: Household Ladder - Light Duty
   B. Ensure that ladders are inspected for compliance with OSHA standards maintained and in accordance with the manufacturer's recommendation.

II. It is the employee's responsibility to:
   A. Observe the ladders height and weight limitations designated by the manufacturer.
   B. Report all damaged ladders to their supervisor.
   C. Place a ladder back in its appropriate storage location once the task is complete.

STANDARD OPERATING PROCEDURES

1. All ladders must be marked with warning labels that identify height and weight limitations.
2. Use a ladder constructed from nonconductive material when working around any source of electricity.
3. Select a ladder long enough for the job. The ladder should be long enough to extend at
least four rungs above any elevated surface to be reached.

4. Inspect all rungs, bolts, nuts, screws, welds, feet and supports for cracks or defects. A damaged ladder must be tagged for repair or replacement, taken out of service and reported to a supervisor.

5. Place your ladder on a solid, level surface with the bottom of the ladder about one fourth of its length away from the wall.

6. Never use the top three rungs of a straight ladder, or the top two steps of a step ladder as a place to stand.

7. Face the ladder when climbing or descending. As you climb keep either two hands and one foot, or one hand and two feet in contact with the ladder (three-point contact).

8. Tools used while on a ladder shall either be carried by means of a belt or pouch, or raised and/or lowered by using a bucket.

9. Do not over reach. NEVER LEAN BACK OR LEAN OUT AT AN ANGLE.

10. If you need to shift the position of the ladder, climb down and move it. Never try to shift a ladder while on it.


12. Whenever possible securely fasten the top and bottom of a straight ladder to prevent slipping.

13. Store ladders where they will not be exposed to the weather and where there is good ventilation.

14. To prevent warping, ladders should be hung horizontally on a wall with hangers no more than six feet apart.

15. Do not place a ladder in front of a door unless the door has been locked, blocked or guarded.

16. Allow only one person at a time on a ladder.

17. Never lean a stepladder against a wall to be used as a straight ladder. Ensure spreaders are locked when using a stepladder.

18. Do not lean a straight ladder against unsecured backing, such as loose boxes or drums for support.

19. Do not splice or lash short ladders together.
MOTOR VEHICLE OPERATION
Section 13

SCOPE

This section sets forth procedures to protect employees and the public from the dangers of motor vehicle operation and to establish a procedure which promotes safety awareness for all county employees that operate or are transported by motor vehicles owned, leased or temporarily rented by the employer.

RELATED REGULATORY STANDARDS:
The Omnibus Transportation Act
U.S. DOT Title 49, Parts 40, 382, 383, 385, 387, 390-397

DEFINITIONS

A "Motor Vehicle" is defined for purposes of this section as any vehicle that requires a New Jersey State licensed operator and registration for use on public roads.

TRAINING

The employer shall provide training to ensure each employee understands the safe operation and maintenance of motorized vehicles. Operators of county vehicles must meet the training requirements for a licensed New Jersey driver and county criteria for employee operators.

DUTIES AND RESPONSIBILITIES

I. It is the responsibility of the employer to:
   A. Maintain motor vehicles in accordance with State/Federal requirements.
   B. Maintain driver files for Commercial Driver’s License CDL drivers in accordance with DOT regulations.
   C. Implement and maintain a drug/alcohol testing program for all employees affected by DOT regulations.

II. It is the responsibility of the operator of a county vehicle to:
   A. Know all laws pertaining to the operation of motor vehicles.
   B. Be familiar with and abide by county rules and policies relative to the operation of county vehicles.
   C. Assure that inspection and registration is current prior to vehicle operation. Report expired paperwork immediately to your supervisor.
   D. Assure to the best of their ability that the vehicle is in safe operating condition.
   E. Report any unsafe condition of the vehicle for correction prior to use.
   F. Prior to operation, walk around the vehicle to check for obstructions, damage and fluid leaks.
G. Report all motor vehicle accidents and/or citations immediately to a supervisor. See Section 1 of this manual.

H. The operator of a county vehicle should complete a written daily driver’s inspection report.

I. Any loss of motor vehicle driving privileges must be reported immediately in writing to the employer.

III. It is the responsibility of the Supervisor to:
   A. Allow only valid licensed employees who meet the driver qualification criteria of the county, to operate county vehicles.
   B. The supervisor of vehicle maintenance must maintain records of daily and quarterly inspections of vehicles.
   C. The supervisor must see that any unsafe vehicle condition is corrected prior to placing the vehicle back in service.

STANDARD OPERATING PROCEDURES

A. Only authorized personnel may operate or travel in county vehicles.

B. All operators of county vehicles must possess a valid New Jersey driver’s license certified for the type of vehicle being operated. Operators that utilize a commercial driver’s license when conducting county tasks must participate in a random and pre-employment alcohol/drug screening program as required by the Omnibus Transportation Act and in accordance with the policy of the county.

C. All traffic and speed limit signs must be obeyed. In rain, snow or other poor operating conditions, all drivers shall adjust their speed as to permit them to keep the vehicle under control. Headlights are to be used whenever windshield wipers are required.

D. Personnel must be seated inside the vehicle and shall not be supported by the bumper, running board, tailgate, fenders, sidewalls, or any part of the vehicle not designated for their safe transportation. Standing in a moving vehicle is absolutely forbidden. All vehicles must be stopped completely before a passenger gets on or off.

E. Every driver shall be attentive at all times and maintain adequate following distances. Tailgating causes rear-end collisions and reduces visibility of traffic situations ahead. Keep your eyes moving and prepare for potential and/or actual hazards. Under no circumstance should you be using a cell phone or wireless device while driving a county vehicle. Always provide communication to other drivers of your intentions and use defensive driving techniques such as:
   1. Signal lane changes and turns well in advance.
   2. Use amber dome lights or other warning lights as necessary.
   3. Yield the right-of-way and make concessions to avoid collisions.
   4. Make turns from the proper lane.
   5. Before passing, make sure that the pass is safe, necessary and legal.
   6. When approaching an intersection, use caution and be prepared to stop.

F. Avoid backing a vehicle whenever possible. The first choice always is to park so a backing maneuver is not necessary. If backing cannot be avoided, it should be performed when
arriving at the work location, not when leaving.

G. Before leaving a parked vehicle, set the emergency brake and lock all doors and windows. Always remove the ignition key to prevent theft or unauthorized use of the vehicle. Leave and enter vehicles on the curb side whenever possible.

H. A driver must park their vehicle only in positions permitted by ordinance.

I. All vehicles must be maintained as per the State of New Jersey Motor Vehicle Inspection System's criteria.

J. Seat belts shall be present in all motor vehicles. They shall be properly installed, maintained and utilized at all times by occupants of the vehicle. Drivers shall make certain each passenger is seated and their seat belt and shoulder harness secured before proceeding.

K. Vehicles used to transport employees shall have seats adequate for the number of employees to be carried and such seats must be firmly secured.

L. Windshields, window glass and mirrors must be kept clean at all times. No one should affix any sticker, decal, or any other item to any portion of the glass area.

M. All heavy or bulky loads must be:
   1. Secured with rigging and tarped to prevent movement.
   2. Within the limits of load capacity.
   3. Contained within the sides of the vehicle.
   4. Marked with a red flag when extending beyond the rear.
   5. Not obstructive to the driver's vision.

N. Before fueling, the vehicle must be shut off and the hose nozzle must be kept in contact with the fill pipe to avoid static sparks. Smoking and open flames are not permitted while dispensing fuel. An operator may not leave the pump unattended while fueling a vehicle. Do not attempt to "top off" the fuel tank.

O. Prior to use, all vehicles must be checked by the operator at the beginning of each shift to assure the following parts, equipment, and accessories are in safe operating condition and free of apparent damage:
   1. All brakes and steering.
   3. Seat belts and Mirrors.
   5. Headlights, Taillights, Parking and Brake Lights, and Lenses.
   6. Leaking Fluids on Ground, Step-Ups or Decks.
   7. Directional Signals and Emergency Flashers.
   8. Any special equipment including:
      a. Fire Equipment (Only required in Powered Industrial Trucks/Equipment)
      b. Defrosters
      c. Trailer Hook-up
      d. Reflectors

P. The following inspection sheets must be maintained in vehicles over a GVW of 26,000 lbs. at all times in conformance with applicable standards.
   1. Driver's Daily Inspection
2. Quarterly Vehicle Inspection (Quarterly inspection sheets are to be kept in the vehicle for 24 months and then submitted to file.)

Q. The Driver’s Inspection Report shall be turned in at the end of each day to a supervisor. These reports set forth minimum requirements per vehicle.
OFFICE SAFETY
Section 14

SCOPE

This section sets forth procedures and standards that will ensure a safe working environment and protect employees from potential office hazards that may be encountered.

RELATED REGULATORY STANDARDS:
29 CFR 1910 Subpart D Walking - Working Surfaces
29 CFR 1910 Subpart E Means of Egress

DEFINITIONS

"Office Safety" means the awareness of the conditions and/or circumstances which may exist or be encountered within the working environment of the office. It also includes, but is not limited to, the knowledge and safe operating practices of the following:

- Office Equipment
- Lifting
- Eye strain
- Muscle Stress and Strain
- Repetitive Motion Disorders/Ergonomics
- Indoor Air Quality
- Housekeeping
- Emergency Procedures
- Physical Hazards

TRAINING

The employer shall provide training in the following areas:

- Lifting
- Repetitive Motion Syndrome
- Fire Safety
- Procedures for Bomb Threats
- First Aid
- Health and Safety Hazards
- Office Safety

DUTIES AND RESPONSIBILITIES

I. It is the responsibility of the employer to:
   A. Provide adequate office space for the proper storage and operation of equipment and materials necessary to conduct normal office duties.
II. It is the employee's responsibility to:
A. Maintain his/her work area in a clean, orderly and safe condition.
B. Adhere to procedures and technologies represented in the various areas of training provided.

STANDARD OPERATING PROCEDURES

A. LIFTING
   1. Refer to Section 2 of this Safety Manual.

B. STRESS AND STRAIN
   1. When sitting or standing, keep the three natural curves of your spine in their normal, balanced alignment. (Your back is balanced when your ear, shoulder and hip are in line.) A balanced back keeps the spinal muscles actively sharing the load that gravity places on bones, ligaments and discs.
   2. Adjust your chair height so that you sit with your feet flat on the floor. Your knees should be level with or slightly lower than your hips. Your buttocks should touch the back of your chair, and your lower back should be supported.
   3. Hold reading material at eye level, supporting your elbows on your desk or on the arms of your chair. Use a vertical stand for typing materials.
   4. Avoid cradling the phone receiver between your head and shoulders. Use a headrest or speaker phone if you need your hands free while on the phone.
   5. Arrange your work area so that frequently needed materials can be reached without twisting, stooping down or reaching overhead.
   6. Relieve pressure on the lower back by taking occasional stretch breaks. Stand up and walk a little to increase circulation. A few simple exercises, such as neck stretches and shoulder shrugs, can also relieve tension when performed every hour for just one minute per exercise.

C. EYESTRAIN
   1. Position your VDT so that neither you nor the screen faces a window.
   2. Keep your VDT screen 18 to 28 inches from your eyes, and no higher than eye level when you're seated in your chair. Document holders should be at the same height.
   3. Use dimmer lighting around your VDT.
   4. Contrast controls and screen brightness should be adjusted for your best comfort.
   5. Choose color options that are the easiest for your eyes. Green or amber text on black background is recommended.
   6. Exercise your eyes one minute for every 20 minutes of work.
   7. Change your focus by glancing across the room or out a window at an object at least 20 feet away.
   8. Occasionally, cup your eyes with your palms and relax your eyes for 60 seconds.

D. FALL PROTECTION
   1. Be sure the walkway is clear and well lit at all times.
   2. Close desk and file drawers completely after each use.
   3. Avoid twisting, bending, and leaning backward while sitting.
   4. Remove wires, extension cords and electrical cords from walkways.
   5. Use a stepladder to reduce overhead reaching.
6. Report loose carpeting or damaged flooring.
7. Don't run indoors.

E. REPETITIVE MOTION DISORDERS
1. Adjust office furniture so that you can keep your wrists straight while typing.
2. Position your chair so that your elbows are even with or slightly above your keyboard while typing.
3. At least once each hour of keyboarding, take a short break and shake out your hands.
4. Pace yourself.
5. To help prevent repetitive motion disorder, do some conditioning exercises daily for both hands and wrists.

F. STORING OR STACKING MATERIALS
1. Avoid stacking, get into a habit of storing materials inside cabinets and files.
2. Keep piles low and easy to reach.
3. If you must get something from the top of a cabinet that's beyond arm's length, do not use furniture to climb on, use a step stool or stepladder.
4. Prevent toppling of cabinets by securing them properly and/or storing heavier materials in bottom drawers.
5. Test drawers in unfamiliar cabinets to see if they have locking devices to avoid inadvertently pulling the drawer onto yourself.

G. INDOOR AIR QUALITY
1. Some office equipment, copiers and printers, emit small amounts of ozone or irritating chemicals. Don't hover over these types of equipment. Set up the job and leave the area. Return when the job is complete.
2. Follow your county's ventilation procedures when using cleaning solutions, typewriter correction fluids, etc.
3. Smoke only in designated areas.
4. Recently dry-cleaned garment's can emit irritating fumes. Be considerate of fellow workers sensitivity.

H. OFFICE FIRE SAFETY
1. Smoke only where permitted.
   a) Always use ashtrays.
   b) Extinguish all butts.
   c) Allow ashtrays to cool before emptying.
2. Keep heat producing equipment; copiers, coffee makers, etc. away from all flammable or combustible materials.
3. Be sure to turn off all electrical appliances at the end of the day.
4. Use only grounded appliances plugged into grounded outlets.
5. Disconnect and/or replace cracked, frayed or broken electrical cords.
6. Keep extension cords clear of traffic areas where they can be stepped on or damaged.
7. Never plug one extension cord into another.
8. KNOW YOUR DEPARTMENT'S EMERGENCY ACTION PLAN.

NOTE: The following checklists are to be used as guidelines and do not necessarily reflect the policies and standards of your employer.
<table>
<thead>
<tr>
<th>Means of egress readily accessible and unobstructed.</th>
<th>YES</th>
<th>NO</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimal use of extension cords and in good condition.</td>
<td>YES</td>
<td>NO</td>
<td>N/A</td>
</tr>
<tr>
<td>Walking surfaces free of slip-trip-fall hazards.</td>
<td>YES</td>
<td>NO</td>
<td>N/A</td>
</tr>
<tr>
<td>Emergency evacuation plan and emergency phone numbers posted.</td>
<td>YES</td>
<td>NO</td>
<td>N/A</td>
</tr>
<tr>
<td>Emergency lights operation.</td>
<td>YES</td>
<td>NO</td>
<td>N/A</td>
</tr>
<tr>
<td>Exit lights and/or signs visible and adequate.</td>
<td>YES</td>
<td>NO</td>
<td>N/A</td>
</tr>
<tr>
<td>Elevator inspection certificates current.</td>
<td>YES</td>
<td>NO</td>
<td>N/A</td>
</tr>
<tr>
<td>Elevator entrance signs posted &quot;In Case of Fire, Do Not Use.&quot;</td>
<td>YES</td>
<td>NO</td>
<td>N/A</td>
</tr>
<tr>
<td>Housekeeping including storage of materials.</td>
<td>YES</td>
<td>NO</td>
<td>N/A</td>
</tr>
<tr>
<td>Heaters clear of combustible/flammable materials.</td>
<td>YES</td>
<td>NO</td>
<td>N/A</td>
</tr>
<tr>
<td>Water heater provided with safety relief valve and piped toward floor.</td>
<td>YES</td>
<td>NO</td>
<td>N/A</td>
</tr>
<tr>
<td>Stairway handrails in good condition and tightly secured.</td>
<td>YES</td>
<td>NO</td>
<td>N/A</td>
</tr>
<tr>
<td>Stair treads in good condition.</td>
<td>YES</td>
<td>NO</td>
<td>N/A</td>
</tr>
<tr>
<td>Store materials at least 18 inches from sprinkler heads.</td>
<td>YES</td>
<td>NO</td>
<td>N/A</td>
</tr>
<tr>
<td>Outlet/switch covers secure.</td>
<td>YES</td>
<td>NO</td>
<td>N/A</td>
</tr>
<tr>
<td>Storage in or around stairways cause obstruction.</td>
<td>YES</td>
<td>NO</td>
<td>N/A</td>
</tr>
<tr>
<td>Coffee Pots, Copier, Portable Heaters in good condition and shut off after hours.</td>
<td>YES</td>
<td>NO</td>
<td>N/A</td>
</tr>
<tr>
<td>Filing cabinets secured.</td>
<td>YES</td>
<td>NO</td>
<td>N/A</td>
</tr>
<tr>
<td>Surge protector on computers.</td>
<td>YES</td>
<td>NO</td>
<td>N/A</td>
</tr>
<tr>
<td>First Aid Kit</td>
<td>YES</td>
<td>NO</td>
<td>N/A</td>
</tr>
<tr>
<td>Illumination adequate throughout.</td>
<td>YES</td>
<td>NO</td>
<td>N/A</td>
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</table>
## EMERGENCY INFORMATION CONTACTS

<table>
<thead>
<tr>
<th>FOR</th>
<th>DIAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor</td>
<td></td>
</tr>
<tr>
<td>Medical Assistance</td>
<td></td>
</tr>
<tr>
<td>Fire Emergency</td>
<td></td>
</tr>
<tr>
<td>Sheriff</td>
<td></td>
</tr>
<tr>
<td>Building Security</td>
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<tr>
<td>Poison/Hazardous Materials</td>
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<tr>
<td>Electrical Assistance</td>
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</tr>
<tr>
<td>Plumbing Assistance</td>
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</tr>
<tr>
<td>Motor Vehicle Assistance</td>
<td></td>
</tr>
<tr>
<td>Safety Rules &amp; Procedures</td>
<td></td>
</tr>
<tr>
<td>Security/Fire Alarm</td>
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</table>

### OTHER IMPORTANT NUMBERS

- ________________________________
- ________________________________
- ________________________________
<table>
<thead>
<tr>
<th>MONTH/DAY</th>
<th>MONITORS INITIALS</th>
<th>SUGGESTED ITEMS TO CHECK</th>
</tr>
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<tbody>
<tr>
<td></td>
<td></td>
<td>Coffee Pot Off</td>
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<td></td>
<td></td>
<td>Hot Plate Off</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Typewriters Off</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Copy Machine Off</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Electrical Appliances Off</td>
</tr>
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<td></td>
<td></td>
<td>Ash Trays Empty</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Lights Off</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Windows Closed</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Doors Locked</td>
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</tbody>
</table>
PERSONAL PROTECTIVE EQUIPMENT
Section 15

SCOPE

It is the intent of the County of Burlington to establish basic guidelines for the utilization of Personal Protective Equipment (PPE). Personal exposures include, but are not limited to:

- Head
- Eye
- Respiratory
- Hearing Hazards
- Other Body Parts

RELATED REGULATORY STANDARDS:
OSHA 29CF1910, 133 through 138 Personal Protective Equipment

DEFINITIONS

"Personal Protective Equipment" includes but is not limited to:

- Splash Goggles/Full Face Shield.
- Safety Glasses.
- Hard Hat.
- Hearing Protection.
- Hand Protection (proper glove type).
- Safety Shoes & Boots.
- Chemical Resistant Coveralls.
- Respirators.

TRAINING

The employer shall provide training as follows:

- Employees provided with PPE shall receive training in the nature of the hazard (e.g. head, eye, respiratory) and what may happen if the equipment is not used.
- Training shall include information on the selection, use, limitations and maintenance of any PPE issued.
- Training shall include a review of how to determine when the PPE fits properly and how to conduct field inspections for operability.
- Training shall also include a review of specific tasks that require PPE (e.g. confined space entry, welding, chemical handling).

15.1
DUTIES AND RESPONSIBILITIES

I. It is the responsibility of the employer to:
   A. Assess the need for and make PPE readily available to all affected personnel, maintain an adequate inventory of replacement equipment, and assure that employees utilize equipment properly.

II. It is the employee's responsibility to:
   A. Report to their assigned job wearing the safety equipment required for the job. The appropriate PPE must be worn at all times.
   B. Keep the PPE clean, and when not in use, stored so that it will not be exposed to excessive temperatures, impact or chemical contact.
   C. Immediately report and turn in any damaged PPE to a supervisor for replacement.

STANDARD OPERATING PROCEDURES

A. Head Protection:
   1. Hard hats must be worn in areas where there is a known hazard or where the potential for a head injury exists. This would include, but is not limited to:
      • All construction sites.
      • Working below ladders/scaffolds.
      • Tree trimming.
      • Working below grade.
      • Posted hard hat work areas.
      • Working near electric lines.
   2. Hard hats must be worn with the suspension installed according to manufacturer's directions.
   3. No objects may be placed between the hard hat shell and the suspension.
   4. Hard hats may not be altered by drilling holes, painting, or any disfigurations that could affect their impact or electrical protection rating.
   5. Hard hats must be secured to the head to prevent them from falling off when work involves climbing, bending, stooping, crawling or working at elevations.
   6. A hard hat must be inspected by the employee before and after each use to ensure that the hat is not damaged in any way. This damage includes, but is not limited to:
      • cracks
      • scratches/gouges
      • holes
      • suspension; torn/stretched
      • deformations
      • chemical contamination
   7. Bump caps do not provide rated head protection for overhead hazards. They may however provide limited head protection when working around pipes and valves.
B.  Eye and Face Protection:
1.  Eye and/or face protection must be worn when there are known to be, or there is a potential for, eye hazards in a workplace. These tasks include, but are not limited to:
   •  chipping/grinding
   •  grass/weed cutting
   •  dusty conditions
   •  welding
   •  sawing/sanding
   •  tasks that generate dust
   •  chemical handling
   •  tarping trailers/trucks
   •  using aerosols/liquids
2.  Eye wash stations and/or deluge showers must be provided when eye and/or body splashes from a chemical are possible.
3.  Safety glasses must be equipped with side shields.
4.  Goggles must be worn for chemical splash protection when safety glasses with side shields do not provide adequate protection (e.g. handling of corrosive liquids).
5.  Face shields shall be worn when a chemical splash is possible or during any tasks that pose an exposure hazard to the face. A face shield alone is not considered to provide adequate eye protection. Additional protection in the form of safety glasses or goggles shall be used.
6.  Selection of shaded eye protection for brazing, cutting and welding shall be based on ANSI Standard Z89 Related Standard Section (Table I).
7.  Eye and face protection shall be inspected before and after each use by the wearer to ensure that the equipment is not damaged. This would include, but is not limited to:
   •  loose hinges
   •  discoloration
   •  cracks/scratches
   •  distortion

C.  Hearing Protection:
1.  Hearing protection shall be worn any time that sound levels exceed those deemed to be acceptable by the supervisor or employee. (Hearing protection must always be available when noise levels are at or above 90 db.) Some examples are as follows:
   •  USEPA sound levels: Chain Saw - 100 db
   •  Gasoline Power Mower - 87 to 92 db
   •  Riding Mower - 90 to 95 db

D.  Respiratory Protection:
1.  Employees that may be exposed to dusts, fumes, vapor and gases, shall be required to use a respirator to provide protection from respiratory hazards that may be present when conducting certain tasks. These tasks may include, but are not limited
Any employee required to wear a respirator is required to be fit tested annually to ensure a proper seal.

2. Respirator Selection:
Respirator selection shall require an accurate assessment of the tasks/hazards by the supervisor and employee. This includes the review of relevant information concerning the airborne hazards such as:

- Physical Form (dust, vapor, fumes, gas).
- Frequency and duration of task to be conducted.
- Physical demands of the task.
- Comfort/feasibility of respirator use.
- Manufacturer's information on the product used or printed literature on the respiratory hazard.
- Manufacturer's data on respirator limitations/uses.

3. Respirator Types:
   a) Particulate Protection (dust or fume mask):
Particulate filter respirators cover the mouth and nose to form a barrier. Particulate contaminants are made of tiny particles or droplets of a material. There are three types of particulates:

   1) Dusts are solid particles produced by such processes as grinding, crushing, and mixing of powder compounds. Examples are sand and polymer dust.

   2) Mists are tiny liquid droplets given off whenever a liquid is sprayed, vigorously mixed, or otherwise agitated, such as, acid mists generated while metal cleaning and oil mists during pump lubrication are two examples.

   3) Fumes are tiny metallic particles given off when metals are heated. Fumes are found in the air near soldering, welding, and brazing operations.

Particulate masks may only be worn in oxygen sufficient atmospheres (i.e. >19.5%). The mask must be replaced when breathing becomes difficult.

   b) Gas and Vapor Protection:

   1) Chemical Cartridge Respirators are used for organic gases, pesticides and paint/solvent vapors. These units can be half-masks or full-face
pieces fitted with one or two chemical cartridges.

2) The chemical cartridge must be suitable for the specific contaminant. There are no universal cartridges.

3) These respirators are for contaminants that have good warning properties like odor, taste or irritation when the cartridge fails.

4) Do not use cartridges against gases that are highly toxic (e.g. hydrogen sulfide) or in oxygen deficient atmospheres.

c) Oxygen Deficiency Protection:
In locations that are oxygen deficient (<19.5%) supplied Air Systems must be used. These oxygen systems include SCBA’s and supplied air lines with a five minute escape bottle.

Note: Only Grade D breathing air is to be used for supplied air systems.

4. Respirator Use Restrictions:
The following are special situations which may be encountered in the wearing and use of respirators:

a) Facial Hair:
Facial hair between the wearer's skin and the sealing surface of the respirator will prevent a good seal. A respirator that permits negative air pressure inside the face piece during inhalation may allow leakage and, in the case of positive pressure devices, will either reduce service time or waste breathing air. Employees must not enter a contaminated work area when conditions prevent a good seal of the respirator face piece to the face.

b) Eye Glasses:
Eye glasses shall not be used with full-face piece respirators. Eye glasses with temple bars or straps that pass between the sealing surface of a full-face piece and the employee's face will prevent a good seal, and cannot be used. Supervisors must ensure that corrective lens inserts are mounted inside a full-face piece respirator for those employees that wear glasses. These inserts are available from the manufacturers of full-face piece respirators.

c) Contact Lenses:
Follow the manufacturer’s recommendations and those of NJDOH when the user of a respirator wears contact lenses.

d) Facial Deformities:
Facial deformities, such as scars, deep skin creases, prominent cheekbones, severe acne, and the lack of teeth or dentures, can prevent a respirator from sealing properly. Negative pressure respirators cannot be used in these instances.

5. Cleaning and Maintenance:
The cleaning and maintenance of respirators must strictly follow the recommendations of the manufacturer.

6. Medical Clearance
The user of a respirator by an employee should be medically approved by an approved medical provider prior to being assigned a respirator.
NOTE: These tables are to be used as guide lines and do not necessarily reflect the policies and standards of your employer.

<table>
<thead>
<tr>
<th>WELDING OPERATION</th>
<th>SHADE NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Shielded metal-arc welding - 1/6-, 3/32-, 1/8, 5-32-inch electrodes</td>
<td>10</td>
</tr>
<tr>
<td>2. Gas-shielded arc welding (nonferrous) 1/16-, 3/32-, 1/8-, 5/32-inch electrodes</td>
<td>11</td>
</tr>
<tr>
<td>5. Atomic hydrogen welding</td>
<td>10-14</td>
</tr>
<tr>
<td>6. Carbon arc welding</td>
<td>14</td>
</tr>
<tr>
<td>7. Soldering</td>
<td>2</td>
</tr>
<tr>
<td>8. Torch brazing</td>
<td>3 or 4</td>
</tr>
<tr>
<td>9. Light cutting, up to 1 inch</td>
<td>3 or 4</td>
</tr>
<tr>
<td>10. Medium cutting, 1 inch to 6 inches</td>
<td>4 or 5</td>
</tr>
<tr>
<td>11. Heavy cutting, 6 inches and over</td>
<td>5 or 6</td>
</tr>
<tr>
<td>12. Gas welding (light) up to 1/8 inch</td>
<td>4 or 5</td>
</tr>
<tr>
<td>13. Gas welding (medium) 1/8 inch to 1/2 inch</td>
<td>5 or 6</td>
</tr>
<tr>
<td>14. Gas welding (heavy) 1/2 inch and over</td>
<td>6 or 8</td>
</tr>
</tbody>
</table>
TABLE II
RESPIRATOR SELECTION LOGIC SEQUENCE

HAZARD

AIR DEFICIENCY

POSITIVE PRESSURE S.C.B.A.

POSITIVE PRESSURE AIRLINE-RESPIRATOR WITH ESCAPE PROTECTION

TOXIC CONTAMINANT

IMMEDIATELY DANGEROUS TO LIFE OR HEALTH

NOT IMMEDIATELY DANGEROUS TO LIFE OR HEALTH

PARTICULATE

AIRLINE RESPIRATOR

FILTER RESPIRATOR

POWERED AIR-PURIFYING RESPIRATOR

GAS OR VAPOR

AIRLINE RESPIRATOR

CHEMICAL CARTRIDGE RESPIRATOR

GAS MASK

GAS OR VAPOR AND PARTICULATE

GAS MASK

COMBINATION CARTRIDGE PLUS FILTER RESPIRATOR
WORK ZONE SAFETY
Section 16

SCOPE

This section sets forth traffic controls recommended for construction, maintenance and utility work.

RELATED REGULATORY STANDARD:
29 CFR 1910.145.261.39
USDOT MUTCD Part VI

DEFINITIONS

"Traffic Control/Sign-Barricades" is defined as the design, application, installation and maintenance of various types of devices that provide advanced warning and traffic control.

TRAINING

The employer shall provide traffic control training to affected employees.

DUTIES AND RESPONSIBILITIES

I. It is the responsibility of the employer to:
   A. Develop a Project Traffic Control Plan for each work zone including protection from vehicular traffic hazards.
   B. Ensure that all traffic control devices conform to applicable standards.
   C. Use traffic protection/control devices that conform to traffic situations during utility work.

II. It is the responsibility of the employee to:
   A. Adhere to the Project Traffic Control Plan.
   B. Report all deficiencies or damaged traffic control devices to their supervisor immediately.
   C. Wear high visibility clothing (e.g. traffic vest) and appropriate PPE (gloves, hard hat, etc.). See Section 15 of this manual.

STANDARD OPERATING PROCEDURES

I. Traffic safety in work zones should be an integral and high priority element of every project from planning through design and construction. Similarly, maintenance work should be planned and conducted with the safety of the motorist, pedestrian, and employee in mind at all times.
   a. The traffic through work zones should be controlled as near as possible to normal traffic patterns.
   b. Reduced speed zoning should be avoided as much as possible.
c. Frequent and abrupt changes such as lane narrowing, dropped lanes or main roadway transitions which require rapid maneuvers should be avoided.
d. Provisions should be made for the safe operation and protection of work vehicles.
e. Construction time should be minimized and in accordance with local regulations.

2. Motorists should be guided in a clear and positive manner through work areas.
   a. Adequate warning, delineation, and channelization by means of proper pavement marking, signing, and use of other devices which are effective under varying conditions of light and weather should be provided.
   b. Inappropriate markings should be removed.
   c. Flagging should only be employed when required or appropriate.

3. To ensure acceptable levels of operation, routine inspection of traffic control elements should be performed.
   a. The inspection should ensure that all traffic control elements are in conformity with the traffic control plan.
   b. Work sites should be carefully monitored under varying conditions of traffic volume, illumination, and weather, to ensure that traffic control measures are operating effectively and that all devices used are clearly visible, clean, and in good repair.
   c. When required, an engineering analysis should be made of all accidents occurring within the work zones.
   d. Work zone accident records should be reviewed periodically to help prevent future work zone accidents.
   e. All traffic control devices shall be removed or covered upon completion of work.
   f. Whenever possible, provide a buffer zone.
   g. Whenever practical or no longer needed, construction equipment, materials, and debris should be removed from the work zone.
   h. It is recommended that photographs be taken of the established work zone (temporary traffic devices) prior to commencing work.

Below is an example of a traffic control check list which should be included in your Traffic Control Plan:

1. Do traffic control devices conform with the DOT Standards?
2. Does traffic flow smoothly and safely?
3. Are workers safely protected from traffic?
4. Are provisions for pedestrians adequate?
5. Are equipment, materials, workers, and vehicles kept away from traffic?
6. Is advance warning appropriate to work-in-progress?
7. Are design and maintenance of temporary bypass or detours adequate?
8. Is traffic protected from abrupt drop-offs?
9. Are temporary pavement markings used effectively?
10. Are old pavement strips obliterated?
11. Are traffic control devices properly positioned, in sound condition, and well maintained?
12. Are flaggers used as needed and performing well?
13. Are signs properly reflectorized and readable?
14. Are signs covered or removed when not in use?
15. Are hazards properly shielded?
16. Are there adequate signs and barricades at intersections?
TRENCHING & SHORING
Section 17

SCOPE

This section sets forth procedures to protect employees from the hazards of excavating/trenching/shoring.

RELATED REGULATORY STANDARDS:
29 CFR 1926 Subpart P - Excavations

DEFINITIONS

"Underground Installation" - Any public or plant utility service (i.e., sewer, water, gas, fuel, electrical, etc.) or foundation that may be damaged in excavation and/or trenching operation.

"Excavation" - Any manmade cavity in the earth's surface created by the use of backhoes, bulldozers, loaders and pneumatic powered hammers, etc.

"Trench" - An excavation with a depth that is greater than its width.

"Standard" - Whenever this term is used in this section, it refers to the above referenced standard.

TRAINING

The employer shall provide training to ensure each employee understands proper excavating, trenching and shoring procedures.

DUTIES & RESPONSIBILITIES

I. It is the responsibility of the employer to:
   A. Provide and implement a program focusing on underground utility locations and excavation.
   B. Ensure that a competent person in trenching and shoring procedures is available for excavation projects.

II. It is the employee's responsibility to:
   A. Confirm the "One-Call" system has been contacted prior to any dig.
   B. Utilize protective shielding/shoring as necessary.
   C. Report ineffective shielding/shoring systems.
   D. Comply with all regulatory procedures.
STANDARD OPERATING PROCEDURES

A. **CALL BEFORE YOU DIG - 1-800-272-1000. IT'S THE LAW.**

B. Prior to beginning any job, a pre-construction review shall be conducted regarding job conditions and safety with the project supervisor and affected employees.

C. Advise all affected personnel of the location of any underground installations in the area where the job will be performed.

D. Notify all customers that may be affected prior to starting the job.

E. Provide barricade protection and lighting to prevent persons from falling into the trench or excavation. If possible, trenches or excavations should be covered or filled in when unattended. Otherwise, strong barriers must be placed around the trench or excavation and lighting must be provided at night if the trench or excavation is near walkways or roadways. If the excavation is in a roadway refer to Section 17 of this manual.

F. A competent person must design and supervise construction of shoring, sheeting and/or sloping.

G. Necessary materials and equipment shall be available to install supporting systems, i.e., piling, cribbing, shoring, etc., in trenches greater than 5' deep.

H. No person may enter a trench or excavation until the site has been inspected and it has been determined whether sloping or shoring is required and the appropriate protection has been installed.

I. Trench and excavations must be inspected as required by a competent person.

J. Sufficient ramps or ladders must be provided to trenches or excavations to allow quick egress. Ladders may be placed no more than 25' apart, must be secured from shifting, and must extend at least three feet above the landing point. See Section 12 of this manual.

K. Material removed from a trench or excavation must be placed far enough from the edge (at least 2' feet) to prevent its sliding into the excavation and/or from stressing the trench or excavation walls.

L. Access to trenching areas must be controlled and limited to those persons who are authorized.

*The following excavation check list should be completed prior to and/or during the excavation.*
EXCAVATION CHECK LIST

1. Location of excavation: (Circle all that apply)
   A. alongside
   B. across road
   C. adjacent to building
   D. off road (no vibration)

2. Size of excavation
   Width _________ Length _________ Depth _________

3. Type of soil: (Circle all that apply)
   Stable Rock,
   **Type A** - Means cohesive soils with an unconfined compressive strength of 1.5 ton per square foot (tsf) (144 kPa) or greater. Examples of cohesive soils are: clay, silty clay, sandy clay, clay loam and, in some cases, silty clay loam and sandy clay loam. Cemented soils such as caliche and hardpan are also considered Type A. However, no soil is Type A if:
   (i) The soil is fissured; or
   (ii) The soil is subject to vibration from heavy traffic, pile driving, or similar effects; or
   (iii) The soil has been previously disturbed; or
   (iv) The soil is part of a sloped, layered system where the layers dip into the excavation on a slope of four horizontal to one vertical (4H:1V) or greater; or
   (v) The material is subject to other factors that would require it to be classified as a less stable material.

   **Type B** – Means
   (i) Cohesive soil with an unconfined compressive strength greater than 0.5 tsf (48 kPa) but less than 1.5 tsf (144 kPa); or
   (ii) Granular cohesionless soils including: angular gravel (similar to crushed rock), silt, silt loam, sandy loam and, in some cases, silty clay loam and sandy clay loam.
   (iii) Previously disturbed soils except those which would otherwise be classed as Type C soil.
   (iv) Soil that meets the unconfined compressive strength or cementation requirements for Type A, but is fissured or subject to vibration; or
   (v) Dry rock that is not stable; or
   (vi) Material that is part of a sloped, layered system where the layers dip into the excavation on a slope less steep than four horizontal to one vertical (4H:1V), but only if the material would otherwise be classified as Type B.

   **Type C** - Means
   (i) Cohesive soil with an unconfined compressive strength of 0.5 tsf (48 kPa) or less; or
   (ii) Granular soils including gravel, sand, and loamy sand; or
   (iii) Submerged soil or soil from which water is freely seeping; or
   (iv) Submerged rock that is not stable, or
   (v) Material in a sloped, layered system where the layers dip into the excavation or a slope of four horizontal to one vertical (4H:1V) or steeper.

4. Is heavy equipment being used near excavation?
   {  } Yes    {  } No

5. Type or types of equipment: (List)

________________________________________________________________
________________________________________________________________
6. Is a responsible and competent person on site?  
   {  } Yes    {  } No 
   Name of Competent Person: ______________________________________

7. Have all surface encumbrances been secured?  
   {  } Yes    {  } No    {  } N/A 

8. What type of protection is provided? (Circle all that apply)  
   Sloping  
   Shoring  
   Trench Box 

9. Is trench box installed so that material cannot fall over the top?  
   {  } Yes    {  } No    {  } N/A 

10. Is slope angle correct for type of soil?  
    {  } Yes    {  } No 

11. Type of shoring: (Circle all that apply)  
    Timber  
    Aluminum  
    Hydraulic  
    Manufactured System 

12. Is timber shoring installed in compliance with the standard?  (Check spacing and timber size.)  
    {  } Yes    {  } No 

13. Is aluminum hydraulic shoring installed in compliance with the standard?  
    {  } Yes    {  } No    {  } N/A 

14. Is the manufacturer's data available for the manufactured system?  
    {  } Yes    {  } No    {  } N/A 

15. What type of exit device is provided? (Circle all that apply)  
    Ladders  Fabricated Ramps  Earthen Ramps  None 

16. Is water present in excavation?  
    {  } Yes    {  } No
17. Is a water control system being used?
   { } Yes  { } No

18. Type of water control: (Circle all that apply)
    Pump
    Sheathing
    Drainage Channels
    Other (Specify) __________________

19. Is there a potential for hazardous atmosphere? (State source)
    { } Yes  { } No
    Source: ______________________

20. Is testing of the excavations atmosphere being performed?

21. Is a confined space permit required?
    { } Yes  { } No

22. Is protective equipment available for hazardous atmosphere?
    { } Yes  { } No

23. Are employees working below suspended loads?
    { } Yes  { } No

24. Is soil pile set back a minimum of 2 feet?
    { } Yes  { } No

25. Where applicable, is there documentation by a registered P.E. that adjacent structures are safe?
    { } Yes  { } No  { } N/A

26. Have adjacent structures been secured by bracing or underpinning?
    { } Yes  { } No

27. Were underground utility services located prior to excavation?
    { } Yes  { } No

28. Have underground utility services been identified?
    { } Yes  { } No

29. Are exposed utilities supported?
    { } Yes  { } No
30. Are all employees wearing safety vests?
   {  } Yes    {  } No

31. Is there a traffic control system in operation? (Warning signs, cones, flagmen, etc.)
   {  } Yes    {  } No

32. Is the excavation being inspected before each shift by the competent person?
   {  } Yes    {  } No

Printed Name: ____________________________  Signature: ____________________________  Date: __________  Time: __________
INTRODUCTION

General Obligations

It will be the responsibility of each supervisor of their respective departments to carry out the safety programs as approved by The County of Burlington. All supervisory personnel will be responsible for the personal safety of each worker and the safe operation of all equipment under their jurisdiction.

Orientation of a new employee should include complete safety instructions given by the immediate supervisor or foreman.

The employee should be trained in safe working habits and correct operation of equipment.

In addition to the rules outlined in this manual, the following general rules should be adhered to:

General Rules

1. Good housekeeping should be observed in all areas. Keep the floors clear and free of grease, oil, etc.
2. The supervisor is in charge of inspecting the garage a minimum of once a week seeing that unsafe conditions are corrected. Special attention should be given to rest rooms.
3. All electrical power tools should be grounded or of the double insulated type. Do not use extension cords which have faulty insulation or connections and do not overload circuits. All extension cords should be of the 3 wire type.
4. Do not allow gasoline to stand in open containers. Gasoline should be placed in approved containers and stored in proper locations.
5. Use an approved commercial cleaner to wash all automotive parts and equipment. Do not use gasoline as a cleaning solvent.
6. Be careful not to get clothing caught when working near moving machinery. Be certain that all moving parts are protected with a substantial guard.
7. Hair should be neatly trimmed or a hair net worn for long hair when working around moving machinery.
8. Always wear safety goggles and/or face shield while operating grinders, saw blades, drill press, power sander or performing other operations where there is a likelihood of flying particles.
9. Do not leave motor running when filling vehicle gasoline tanks. Keep the nozzle in direct contact with tank to guard against static electricity igniting fumes.
10. Do not operate internal combustion power equipment in enclosed areas without proper ventilation or facilities for removing exhaust fumes.
11. Do not grease or oil equipment that is in motion.
12. Always wear your welding helmet while welding. All welding operations involve the hazards of flying sparks and metal splashes.
13. **Shorts and sneakers shall not be worn.**

**Chipper**

1. Never attempt to make any repairs or adjustment to the chipping unit while it is in motion; the ignition switch must be off, key removed, and clutch disengaged.
2. Never allow anyone to stand directly in front of the exhaust chute, while the unit is revolving.
3. Never throw sweepings or other foreign material, such as stones, nails, etc., into the unit.
4. The operator should always wear loose gloves, ear protection and eye protection such as goggles or eye shields while feeding the chipper.
5. Do not attempt to force brush or short pieces of vegetation into the chipper, as the unit should feed itself. If it does not feed itself, push with another piece of brush.
6. The utmost care must be exercised while changing or setting the blades, cutter bar and pressure plate.
7. Always test-run the unit for a few minutes after a blade change, then re-tighten the blades.
8. Always check the tightness on the wedge locking bolts daily, prior to starting the unit.
9. Have all moving parts, grease fittings, etc., greased daily as necessary.
10. Park truck with feed chute on curb side of road.
11. On a truck-mounted chipper, do not shift power take-off lever while either chipper or truck is in motion.
12. Check governor to make certain that it cuts out properly before starting to chip each day.
13. Do not park in high weeds or grass. Continuous operation makes the exhaust pipe a fire hazard.
14. Clean chips from the motor, especially around exhaust manifold, to prevent fires.
15. Check coupling devices, brake lights, directional signals, safety pins on tailgate, and safety chains on trailer and towing vehicle daily.
16. Do not leave chips in truck over weekend due to fire hazard (spontaneous combustion).

**Tractor Mowers**

1. Safety flasher lights should be in use while traveling on or mowing areas adjacent to the roadway.
2. When mowing areas adjacent to the roadway, operators should not perform such operation opposing traffic.
3. Mower should not be operated on a steep embankment at any time.
4. The mower arm should not be permitted to reach over the roadway while mowing a center island, traffic circle, or right-of-way any time during the operation.
5. Mower operator should take extra precaution when operating near crest of hills, excavations or other areas where machine may tip or drop off. Proper observation should be taken before backing or turning around in such areas.
6. The engine should be shut off when filling the gasoline tank.
7. The mower engine should be shut off, the transmission lever and lever activating the knife should be in neutral position, and the wheels of the machine should be blocked to keep it from rolling before any attempt is made to make repairs to cutting bar, knife sections, and before clearing blade.

Grass Cutting by Hand

1. Extreme caution should be taken at all times to avoid contact with sharp protruding objects.
2. Be on the alert and avoid running over tin cans, broken bottles, and other debris.
3. For protection against chigger bites, ticks, other insects and poison ivy, long sleeve shirts and gloves should be worn. Socks should be pulled over pant cuffs.
4. Whetstone guards should be used when sharpening scythes and sickles.
5. Safety glasses with side shield protection should be worn while cutting and loading brush.
6. Hearing protection should be worn at all times when the lawnmower is in operation.

Tree Trimming

1. All vehicles should be parked off the main portion of the traveled roadway whenever possible.
2. Safety head gear should be worn at all times when performing tree removal and tree trimming operations. This includes tree climbers, ground crew, truck drivers and supervisory personnel.
3. Carry sharp-edged tools in cases.
4. Axes should not be used when working in trees.
5. Do not drag saws along sidewalks or pavement, or drop saws on hard pavement or stones as you adjust your belt or stop work for any reason.
6. Do not place saws or tools just anywhere on the truck when you change location. Place tools in proper places and keep sharp edges protected.
7. Do not throw any equipment out of trees to the ground. Equipment should be raised or lowered by rope.
8. When using a ladder to enter a tree, support the ladder by both rails. Do not support the ladder on a rung. Secure the ladder in place.
9. Don't shimmy; fatigue and cramps may result and severe hand injuries may occur from projecting stubs, nails and loose bark.
10. Trimming, cutting or cleaning operations of trees and shrubs should only be performed by the utility company where there is any possibility of contact with electric wires.
11. All wires should be regarded as live wires.
12. Keep the tree trunk or limb you are climbing between you and high voltage wires.
13. Never keep your back turned toward high voltage wires. Get into the good habit of glancing at the wires periodically so you will always know where they are in relation to any part of your body.

14. Work should not be done over wires while other workers are working under the wires in the same span.

15. A safety rope should be used when working in a tree, and should not be removed until one has safely reached the ground. Climbs over 15' should be made by using a safety sling.

16. Ropes used as life lines should be inspected before each succeeding use to detect presence of cuts, fraying, or deterioration of any kind.

17. Crotch your safety rope so you will swing free and clear of wires in case you lose your balance or a limb breaks from under you.

18. Climbers should have a thorough knowledge of required knots and hitches and their proper use.

19. Cut off unsound limbs as you climb a tree.

20. Extreme care should be taken to avoid having tree limbs or tree trunks falling on passing motorists.

21. Any limb which cannot be controlled by hand should have a line of adequate size attached to it to permit safe lowering.

22. Warning should always be given when a limb is about to be dropped or lowered from a tree.

23. Do not pull saws and poles up trees over cables or guys.

24. Load brush and limbs onto truck properly, and keep your work site clean.

25. A safety rope must always be used while working in a tree, even if a ladder is used.

26. Ladders are used in tree work primarily for climbing into a tree, not for trimming or other work.

27. A good safe practice is to keep one arm around the tree trunk or to keep your hands on separate limbs. If one limb should break, your weight can be supported by the trunk or the other limb. Your weight should rarely be entrusted to one limb. All limbs should be inspected before your body weight is allowed to rest on them.
SHOP/GROUNDS MAINTENANCE AND TOOL SAFETY
Section 19

SCOPE

It is the intent of the County of Burlington to identify procedures for the safe use and storage of equipment generally used in a shop setting.

RELATED REGULATORY STANDARDS:
OSHA 29 CFR 1910, General Industry
Subpart Q, Welding, Cutting, Brazing
Subpart P, Hand and Portable Powered Tools
Subpart O, Machinery and Machine Guarding

DEFINITIONS

"Shop" is defined as an area where general maintenance utilizing hand and bench tools is conducted.

"Grounds Maintenance" is defined as activities utilizing power and non-power tools and equipment.

TRAINING

The employer will establish training for employees in the safe operation, maintenance, and storage of tools and equipment.

DUTIES AND RESPONSIBILITIES

I. **It is the responsibility of the employer to:**
   A. Allow only trained employees over the age of 18 years old to operate power equipment.
   B. Ensure that workshops are inspected for compliance with OSHA standards and safety procedures identified in this section.
   C. Ensure that all equipment is properly secured, properly guarded, stored and maintained as required by manufacturer.

II. **It is the employee's responsibility to:**
   A. Utilize appropriate personal protective equipment when operating shop equipment and tools. See Section 15 of this manual.
   B. Observe the limitations and operating procedures for shop equipment and tools as designated by the manufacturer.
   C. Report to their supervisor any damaged shop tools or equipment.
D. Place all equipment back in its appropriate storage locations once a task is complete.

STANDARD OPERATING PROCEDURES

A. WELDING/COMPRESSED GASES

1. Always handle compressed gas cylinders as if full and with caution.
2. Store cylinders in an upright position and secure them from being accidentally knocked over.
3. Always keep the protective valve cover in place when the cylinder is not in use.
4. Make sure the threads on a regulator or union correspond with those on the cylinder outlet. Do not force connections that do not fit.
5. Before making a connection to the valve outlet, "crack" the valve for an instant to clean the opening of particles or dirt. Test regulator connections, hoses and the torch frequently for leaks by using water and soap suds. Take leaking regulators and damaged hoses out of service immediately for repair/replacement.
6. To prevent the potential for fire or explosion, never open a cylinder valve in the vicinity of open flames, sparks or other ignition sources. Eliminate small fires by closing the valve, if safe to do so. Evacuate the area if a large fire is present. All welding carts must be equipped with a multi-purpose (ABC) Dry Chemical Fire Extinguisher. See Section 7 of this manual.
7. Oxygen cylinders must be stored at least 20 feet from acetylene and flammables, or separated by a 5-foot high, one-half hour rated fire wall.
8. Leaking cylinders must be taken out of service immediately, tagged, and removed to an outdoor area to vent. Post signs to keep ignition sources away and contact a supervisor.
9. Do not permit sparks, molten metal, electric currents, excessive heat or flames to contact a cylinder or its attachments.
10. Never use oil or grease to lubricate valves or attachments on oxygen cylinders. Keep oily hands, clothes and rags away from oxygen cylinders.
11. Never bring cylinders into confined spaces or unvented areas.
12. Before removing a regulator, close the cylinder valve and release the gas from the regulator. Close all cylinder valves when work is complete.
13. Regulator gauge face glass must be replaced when cracked, cloudy or missing.
14. A welding curtain must be used when arc-welding around other personnel.
15. Never change electrodes on arc-welders with bare hands, wet gloves or when standing on wet floors or grounded surfaces. Always ground the frame of the welding unit.
16. Worn cables that expose bare conductors must be tagged out of service and repaired/replaced.
17. Never coil or loop welding cable around your body.
18. Always complete a hot work permit and have a fire watch when not working at a bench and when combustible or flammable materials are stored nearby.
19. Never use compressed gases or compressed air to clean off clothes.

B. **HAND TOOLS**

1. Select the appropriate tool for the job and use the tool properly.
2. Always inspect tools for damage before and after use.
3. Set up work benches securely and maintain good housekeeping practices. Keep working surfaces and tools clean and oil free.
4. Use the appropriate personal protective equipment (PPE) for a specific job. See Section 15 of this manual.
5. Use insulated tools when working around electricity. Follow appropriate lockout/tagout procedures. See Section 5 of this manual.

**SCREWDRIVERS:**
1. Do not use screwdrivers as a punch, wedge, or pry bar.
2. Ensure handle and blade are not bent, broken, split, dull or misshapen.
3. Select a screwdriver tip that fits the screw.
4. Redress tip to its original shape, if necessary.

**HAMMERS:**
1. Always wear eye protection.
2. Always strike a blow squarely with the hammer's face parallel with the surface being struck.
3. Never use a hammer to strike another hammer.
4. Never use a hammer with a loose or damaged handle.
5. Never use a hammer that shows cracks, dents, chips or mushrooming. Redressing is not recommended.

**PUNCHES/CHISELS:**
1. Never use a punch or chisel with a mushroomed head (redress mushroomed heads).
2. Ensure cutting edges of chisels are sharpened and dressed.
3. Discard any chisel or punch that is bent, cracked or chipped. Do not expose chisel to excessive heat.

**WRENCHES:**
1. Workers should be prepared for the possibility of a wrench slipping off the fastener, a fastener suddenly turning free, a wrench breaking free or a fastener breaking.
2. Brace yourself properly to ensure against loss of balance or sudden movements when fastener breaks free or wrench slips.
3. Pull the wrench towards you.
4. Do not grind wrenches to change their size.
5. Box and socket wrenches are designed for heavy-duty turning as they are less likely to slip. Open ended wrenches are not designed for heavy duty turning.
6. Never overload the capacity of a wrench by using a pipe or "cheater bar" for increased leverage.
7. Never strike the handle of a wrench with a hammer, unless the wrench is equipped with a striking face.
8. Keep sockets clean and dirt free. Grime accumulated in the socket will prevent it from seating properly.
9. Seat a socket wrench securely and squarely over the nut or bolt. Never hammer a socket onto the fastener.
10. Pliers are considered a general purpose tool and are not recommended as a substitute for wrenches.

**PORTABLE POWER TOOLS:**
1. Guard against electric shock by using properly grounded and double insulated equipment. A Ground Fault Circuit Interrupter (GFCI) should be used with all portable electric power tools.
2. Always disconnect the tool from the power source when changing accessories. Follow appropriate lockout/tagout procedures when conducting repairs. See Section 5 of this manual.
3. Do not carry portable power tools by their hoses or cords.
4. Be sure on/off switches work properly.
5. When using portable power tools make sure that the material being worked on is in a stable position.

**BENCH AND SHOP POWER TOOLS:**
1. Ensure guards are in place prior to operation of any powered bench or portable tool.
2. Ensure anti-kick back dogs and blade breaks are in place and functioning properly.
3. Do not cut until saw blade is moving at full speed.
4. Keep fingers and hands away from cutting edges or point of operation.
5. Do not wear loose clothing or jewelry around moving equipment.
6. Use push sticks and/or guards as recommended by the manufacturer.
7. Ensure equipment is stationary or bolted to the bench or shop floor.
8. Only operate bench grinders with protective hoods in place (hood must cover 270 degrees of grinder wheel).
9. The protective fragment tongue at the top of the wheel must be adjusted to within 1/4 inch of grinding surface of wheel.
10. A tool rest must be present and securely adjusted to within 1/8 inch of the grinding surface of the abrasive wheel.
11. Flanges must cover at least 1/3 of the diameter of the wheel and torqued to proper setting as established by manufacturer.
12. Conduct a ring test of the grinding wheel prior to installation as required by manufacturer. Replace cracked or chipped grinding wheels immediately. Tag and lockout service until repairs are complete.
13. Do not strike objects against the working face of a grinding wheel. Apply steady easy pressure. Never grind objects on the side of the wheel.
14. Stand to the side of the bench grinder when starting and allow the wheel to come to full speed prior to use.
15. Routinely dress grinding wheels to remove glaze or material from the wheel.
16. Benches or shop areas where this equipment is operated shall have permanently posted signs that identify the mandatory use of appropriate PPE.

MACHINE GUARDING:

1. One or more methods of machine guarding shall be provided to protect the operator and other employees from hazards created at the point of operation and nip points, or by rotating parts, flying chips and sparks.
2. Guards shall be affixed to the machine at the point of operation when possible. If a guard cannot be placed at the point of operation, then the guard must be secured to a location which will prevent operator access to that point of operation.
3. Machines designed for a fixed location shall be securely anchored to prevent walking, moving or toppling.
4. Equipment 7 feet or more from the floor, or an employee access way, does not require guarding from moving parts, but thought should be given as to possible hazards during unusual work activity in the area (e.g. maintenance).
5. The maximum opening in a guard in any direction shall not exceed 1/2" unless the distance from the guard to point of operations exceeds 3 1/2".
6. Guards should be painted a color that allows personnel to distinguish them from the machine itself.
7. When guards are removed from equipment for repair work, they are to be replaced before equipment is returned to service. Equipment with a guard removed is to be locked out of service or temporary guarding provided.

ADDITIONAL PRECAUTIONS

1. Inspect the area that you will be working in prior to beginning the job. Remove any objects that can be thrown thereby damaging equipment or property.
2. Be alert for private property that could be damaged or pedestrians that could be injured nearby your operating area.
3. Always turn off the machine and remove the key and/or disconnect the spark plug prior to removing any guard to access a mower blade or moving part. Follow all lockout/tagout procedures. Never bypass factory installed safeguards. See Section 5 of this manual.
4. While power equipment is in operation, no one but the operator should be nearby. If someone approaches, turn the machine off.
5. Never walk up behind someone using power equipment.
6. Always push a mower - don't pull it towards you.
7. Any mower traveling along roadways must be equipped with a slow moving vehicle placard.
8. Do not carry passengers on a riding mower.
9. Never attempt to reach under the back of a mower or through guards while the machine is running.
10. Do not make adjustments, lift or tip a mower while it is running.
11. Never refuel a piece of equipment while it is running.
12. Always wear adequate personal protective equipment when operating power equipment. Bump caps should be used when using a riding mower around brush. See Section 15 of this manual.
13. When using a chain saw, shut it off when moving from one location to another.
14. Start chain saws on the ground; not against your body or by "drop" starting.
15. Do not place hot saws in dry tree litter or brush.
SHERIFFS (PATROL) DEPARTMENT AND PROSECUTORS OFFICE DETECTIVES SAFETY

Section 20

Law enforcement operations require that an officer be physically fit and trained to insure his/her personal safety and the safety of the community. High-speed pursuits, domestic violence, drugs and alcohol, altercations during an arrest and estranged individuals are only a few of the everyday exposures that places the life of a law enforcement official in jeopardy.

To minimize this exposure, proper training and supervision is paramount. It is important that officials receive the annual mandatory training prescribed by the Attorney General's office and any required training directed by the County Prosecutor's office. It is important that other mandatory training required by federal and state regulations also be adhered to. This includes Bloodborne Pathogen, Right to Know training, First Responder training and a knowledge of the hazards of confined space entry. To ensure that minimum safety precautions are taken by law enforcement officials, the following suggestions should be considered.

1. All departments should have a written Policy and Procedure Manual and all officers trained as to the contents.
2. The need for a high-speed pursuit and the exposure of the law enforcement official and the general public must be considered in determining if the high-speed pursuit is necessary.
3. Law enforcement officials who are issued bulletproof vests should wear the safety devices at all times while on duty.
4. While directing traffic at a fire scene, accident or construction site, traffic safety vests must be worn to assure more visibility, especially officers wearing dark uniforms.
5. When responding to an emergency, red lights and siren should be activated and all red traffic signals and stop signs adhered to.
6. Universal precautions should be taken whenever a potential exposure to blood or other bodily fluid exists including eye, nose, mouth, hand, and foot protection.
7. Entry by law enforcement officials into burning structures where smoke or toxic gas are present without proper personal protection is prohibited.
8. All bicycle patrol officers should be given a physical and proper training prior to this type assignment.
9. When assisting EMS personnel in lifting patients, proper lifting techniques should be used and at no time should lifting be performed unless adequate personnel are available to lift the patient safely.
10. Whenever police type vehicles are placed in a parking lot, the vehicles should be backed into the parking space. In the event of an emergency, the vehicle can be moved with less chance of backing into another vehicle or pedestrian.
11. Vehicles should be inspected with written reports on a daily basis to assure the vehicle is in good mechanical repair and all required equipment is available.
12. Law enforcement officials shall wear seat belts at all times when operating a vehicle on public roadways.
DISCIPLINE AND ENFORCEMENT ACTION

Section 21

SCOPE

The employer expects each employee to follow and support the safety program. If, however, infractions occur, it is important that procedures be in place for both the employer and the employee to resolve such issues. Following is a recommended procedure:

Employer’s Responsibilities:

1. Shall Furnish to each of his/her employees employment and a place of employment which are free from recognized hazards that are causing or likely to cause death or serious physical harm to his/her employees.

Employee’s Responsibilities:

1. Each employee shall comply with occupational safety and health standards and all rules, regulations, and orders issued pursuant to the OSHA Act of 1970.

NOTE: In the event a serious or blatant infraction of the standards occur; the Occupational Safety Consultant has a responsibility for ensuring an environment free from recognized hazards that are causing or are likely to cause death or serious physical harm to employees. In this instance, the Occupational Safety Consultant has the authority to shut down a job until the recognized hazard can be corrected.

ENFORCEMENT PROCEDURE

A. Unless a serious or blatant infraction of these standards occur, the following procedures shall apply:
   First Offense - Verbal warning with notation in personnel file.
   Second Offense - Written warning with informal hearing with Burlington County Occupational Safety Consultant.
   Third Offense - Disciplinary action.

NOTE: Disciplinary action may include suspension without pay or termination.

APPEAL PROCEDURE

A. Employees who may disagree with certain safety practices should not refuse to perform their duties but rather follow an appeal procedure if an agreement cannot be reached between the parties.
B. The following appeal procedure shall be used if a disagreement arises concerning safety
and/or disciplinary actions.

First Step - A written appeal or request to meet, in person, to the Burlington County Occupational Safety Consultant.
Third Step - Review with Department Superintendent and administration.

*These procedures should be modified to meet current employer policies and/or contract agreements.*