

Washtenaw County Road Commission
Safety Policy Handbook

Effective 11/2014



555 N Zeeb Road
Ann Arbor, MI 48103
(734) 761-1500
www.wcroads.org

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WORK RELATED INJURY/INCIDENT PROCEDURES

1. **IF AN EMPLOYEE REQUIRES EMERGENCY MEDICAL ATTENTION, CALL 911 IMMEDIATELY!** Or, seek medical attention from the nearest emergency room or urgent care facility.
2. The employee should notify their supervisor immediately after a work-related injury, illness, or near miss occurs. The supervisor should then notify the Department Director and the Human Resources Manager.
3. If an employee requires non-emergency medical attention, the employee should seek medical attention from a WCRC approved medical facility after obtaining an authorization form from the Human Resources Manager.
4. If the employee only requires first aid or needs to document the incident, the employee only needs to complete the *Incident Report Form*.
5. If the employee requires medical attention, it is the supervisor's responsibility to accurately and completely fill out the *Injury & Illness Incident Report* in conjunction with the employee and return it to the Human Resources Manager within two (2) days of the incident.
6. Immediately after ensuring the employee has received proper first aid or medical attention the supervisor should initiate an accident investigation to focus on the root cause of the accident and subsequent corrective actions.
7. If the employee was involved in an accident involving a Road Commission vehicle then an *Incident Report Form* needs to be completed in addition to the *Injury and Illness Incident Report*. Any employees involved in an accident involving a Road Commission vehicle must receive a post-accident drug and alcohol screen regardless of the extent of the injury.
8. The injured employee must follow-up with the Human Resources Manager after receiving medical attention.

AFTER HOURS INJURIES/ILLNESSES

If an employee requires medical attention after hours for a work-related injury or illness, the employee should seek medical attention from a Road Commission approved medical facility. The employee should notify his/her supervisor as soon as possible that he/she received medical attention after hours.

EMERGENCY CONTACTS

Nicole Peterson, Human Resources Manager – Cell: (734) 255-0818

Sheryl Siddall, Director of Engineering – Cell: (734) 845-1847

Jim Harmon, Director of Operations – Cell: (734) 680-5575

Roy Townsend, Managing Director – Cell: (734) 845-1903

I. MANAGEMENT COMMITMENT AND PLANNING

HEALTH AND SAFETY POLICY STATEMENT

The Washtenaw County Road Commission places a high priority on the safety of its employees. The Washtenaw County Road Commission is committed to providing a safe workplace for all employees and has developed this program for injury prevention to involve management, supervisors, and employees in identifying and eliminating hazards that may develop.

It is the fundamental safety policy of the Road Commission that no task is critical enough for an employee to violate a safety rule or take a risk of injury or illness in order to complete said task.

SAFETY OBJECTIVES

The Washtenaw County Road Commission plans to achieve worker health and safety through the following:

1. Designate a Safety Coordinator.
2. Administer Loss Control Inspections with the Michigan County Road Commission Self-Insurance Pool (MCRCSIP) and the County Road Associate Self-Insurance Fund (CRASIF).
3. Plan for safety before each job and each new task using a written Job Safety Analysis.
4. Perform regular job site safety inspections.
5. Follow established safety procedures and rules.
6. Provide on-going safety training.
7. Enforce safety rules and use appropriate discipline.

DESIGNATED SAFETY COORDINATOR

The Washtenaw County Road Commission has designated the Human Resources Manager as the Safety Coordinator. The Safety Coordinator will coordinate, implement, and administer the health and safety program.

Specific responsibilities include:

1. Assure compliance with MIOSHA construction and general industry safety and health standard requirements.
2. Conduct or coordinate regular job site safety inspections.
3. Establish safety and health procedures.
4. Coordinate regular safety and health training.
5. Conduct or assist with Tool Box Talks or Five Minute Safety Talks.
6. Maintain documentation of training, inspections, injuries and illnesses, and other safety records.
7. Participate in accident investigations and implementation of corrective actions.

SUPERVISOR RESPONSIBILITIES

Supervisors have specific responsibilities to provide for the health and safety of their employees. Their roll in key leadership positions in the organization is to promote Road Commission safety policies and procedures and to prevent injuries to their employees.

Specific responsibilities include:

- 1) Enforcement of all safety rules and regulations.
- 2) Provide job orientation training for each newly assigned employee regarding the operating procedures, hazards, and safeguards of each job.
- 3) Ensure that required safety equipment, devices, personal protective equipment, and apparel are provided, maintained, and properly used by individuals working under their supervision.
- 4) Take prompt corrective action when unsafe conditions, practices, or equipment are reported or observed.
- 5) Conduct a prompt and thorough investigation of all work-related injuries, illnesses, and accidents. Submit appropriate recommendations on all accident reports.
- 6) Provide employees with instruction and assistance in the proper operation of equipment, materials, and personal protective equipment involved in any operation which may be potentially hazardous.
- 7) Be knowledgeable of appropriate safety policies, rules, and procedures and how they specifically apply to their responsibilities and authority.

RESPONDING TO HEALTH AND SAFETY ISSUES

Management will take prompt consistent action when responding to health and safety issues. They will demonstrate their commitment to addressing safety and health concerns and encourage employee participation. Management will respond to employee reports of hazards or potential hazards as soon as they are reported.

Immediate supervisors will review, investigate, and take any necessary and appropriate action on all employee reports of hazards or potential hazards. The employee reporting the hazard or potential hazard will be notified of the outcome. Reporting of hazards or potential hazards is compulsory, a condition of employment, and will be without fear of reprimand.

SAFETY BULLETIN BOARD

A safety bulletin board shall be installed and maintained at each Road Commission facility. The safety bulletin board should be sufficient in size to display and post safety bulletins, newsletters, posters, accident statistics, and other safety education material.

II. EMPLOYEE INVOLVEMENT

SAFETY COMMITTEE

The Safety Committee was formed to help employees and management work together to identify safety problems, develop solutions, review incident reports, and evaluate the effectiveness of the Road Commission's health and safety program. The committee is comprised of management and employee representatives and meets on a monthly basis.

1. The management representatives are permanent members, which include the Managing Director, the Director of Operations, and the Human Resources Manager.
2. Employee representatives serve three year terms. There is one representative from each of the following areas:
 - a. Teamster Union
 - b. AFSCME Union
 - c. Operations Foremen
 - d. Engineering Department
 - e. Main Yard (Yard 1, State Trunkline & Heavy Equipment)
 - f. SESC (Yard 2, 5 & 6)
 - g. Outside Yards (Yard 3 & 4)
 - h. Sign Shop/Buildings & Grounds/Shop
 - i. Office
3. Appointments to the Safety Committee are made by the Managing Director, based on employees expressed interest and commitment to the Road Commission's health and safety program. Attempts will also be made to seek a balance of job classifications and experience. The Union representatives are selected by the Chief Steward or Union President.

EMPLOYEE RESPONSIBILITIES

All Road Commission employees have specific responsibilities, as a condition of employment, to comply with established health and safety policies, standards, rules, procedures, and regulations. Compliance with these is essential to creating and maintaining a healthy and safe work environment.

Specific responsibilities include:

1. Comply with applicable environmental health and safety policies, standards, rules, regulations, and procedures. These include safety-related signs, posters, warnings, and written/oral directions when performing tasks.
2. Refrain from performing any function or operation which is considered hazardous or is known to be hazardous without proper instruction or authorization.
3. Become thoroughly knowledgeable about potential hazards associated with the work area; know where information on these hazards is maintained and how to use this information when needed.
4. Correctly wear or use prescribed personal protective equipment. Each employee is responsible for the condition of their personal safety equipment. Any defect or damage shall be reported to the supervisor immediately.

5. Report all unsafe conditions, practices, or equipment to the supervisor, or Safety Coordinator, whenever deficiencies are observed.
6. Inform the supervisor immediately of all work-related injuries or accidents and obtain prompt medical attention when necessary. All associated accident/illness reports should also be completed accurately.

SAFETY SUGGESTION PROGRAM

The Safety Suggestion program was established by the Safety Committee to encourage all employees of the Road Commission to actively participate in ensuring that our workplace is as safe as possible. Through this incentive based program, employees are encouraged to submit their suggestions for improving the safety of various work activities throughout the organization. All full-time, part-time, and temporary employees of the Road Commission are eligible to participate in the program.

Refer to Interoffice Procedure IO-54 for additional information.

III. WORKSITE ANALYSIS

The Washtenaw County Road Commission will conduct a worksite analysis working with MCRCSIP and CRASIF, through systematic actions that provide information as needed to recognize and understand the hazards and potential hazards of our workplace. Listed below are examples of worksite analysis actions that can assist with compiling an inventory of potential hazards in our workplace:

1. Job safety analysis.
2. Comprehensive hazard surveys (insurance pool inspections, MIOSHA on-site, etc.).
3. Hazard analyses of changes in the workplace (new equipment, new processes).
4. Regular site health and safety inspections (employee and management).
5. Employee report of hazards or potential hazards.
6. Accident and incident investigations with corrective actions and follow-up.
7. Injury and illness trend analysis.
8. Identification of energy sources for specific machines.
9. Personal protective equipment assessment.
10. Ergonomic analysis.
11. Specific identification of confined spaces.

NEW EQUIPMENT, PROCESSES, AND FACILITY HAZARD ANALYSIS

The Director of Operations and/or supervisor will analyze new facilities, equipment, processes, and materials for hazards and potential hazards.

JOB SAFETY ANALYSIS

The main purpose of a Job Safety Analysis (JSA) is to prevent accidents by anticipating and eliminating hazards. The relevant supervisor will periodically perform a JSA to assure the appropriate safeguards and protections are in place and develop safe work practices and procedures.

EMPLOYEE REPORT OF HAZARDS

Our employees play a key role in identifying, controlling, and reporting hazards that may occur or already exist in the workplace. Employee reports of potential hazards can be an effective safeguard to set in motion a closer look at a piece of equipment or operation. Reports of potential hazards should also contain suggestions to eliminate a hazard.

ACCIDENT/INCIDENT INVESTIGATION

The Road Commission will conduct an investigation for all accidents/incidents and near misses. The primary goal of conducting an investigation is to determine the root cause to prevent the risk of a future occurrence. Reports can help determine injury and illness trends over time so that reoccurring risk patterns can be identified and prevented. Accidents and near-miss incidents will be investigated by immediate supervisors. The completed reports will be reviewed by the Safety Committee.

IV. GENERAL HEALTH AND SAFETY

The Washtenaw County Road Commission is comprised of a diverse work force. All employees play an important role in keeping our workplace safe. Some of these procedures may be described as simplistic or fundamental to safety in any office, work zone, garage, storage facility, or other situation where potential hazards exist, but these procedures are relevant and important.

GENERAL HOUSEKEEPING

- A. It is the policy of the Washtenaw County Road Commission to comply with the requirements in MIOSHA General Industry Safety Standard, Part 1, R 408.10015.
- B. Work areas shall be uncluttered and cleaned upon completion of operations or at the end of each workday. This is particularly important for areas with hazardous materials and equipment.
- C. Floors shall be maintained free from tripping, slipping, and falling hazards (e.g. cords, cables, wires, hoses, equipment, and tools).
- D. All materials, hazardous or non-hazardous, shall be clearly and properly labeled, stored in designated containers, and in designated storage areas.
- E. Desk, file drawers, and cabinet doors shall be closed when not in use.
- F. Oil and/or solvent soaked rags shall be properly disposed of in appropriate fireproof containers.
- G. Spills shall be cleaned immediately and thoroughly.
- H. Emergency equipment and controls shall not be blocked. Hallways and stairways shall not be used as storage areas.
- I. Workbenches and shelves shall not be overloaded with unused equipment, chemicals, or other materials.

FIRE SAFETY

- A. Extinguishers shall be checked monthly for usage, service condition, and will be in good operating conditions at all times.
- B. Areas around welding or flame cutting operations shall be free of flammable or combustible materials.
- C. Fire extinguishers shall be present in designated locations and clearly labeled. Clear access to fire extinguishers shall be maintained at all times.
- D. Exits, aisles, and corridors shall be free of obstacles, hazards, and combustible materials.
- E. Combustible or flammable materials shall be maintained at a safe distance from heat sources or electrical equipment. Flammable materials shall be stored in an approved manner.
- F. Exit signs shall be visible and properly illuminated.
- G. Smoking shall be prohibited within 15 feet of all fueling operations.

ELECTRICAL SAFETY

- A. It is the policy of the Washtenaw County Road Commission to comply with the requirements in MIOSHA General Industry Safety Standard, Part 40.
- B. Access to electrical equipment (e.g. plugs and switches) shall be free from obstruction.
- C. All current transmitting parts of electrical devices shall be enclosed.
- D. Electrical connections shall not be handled with wet hands or when standing in or near water.
- E. Safety devices on electrical equipment shall not be bypassed.
- F. Electrical equipment shall be disconnected from electrical outlets or circuits when being adjusted, lubricated, moved, or cleaned.
- G. Electrical plugs, cords, and extension cords shall be maintained in good condition.
- H. Extension cord use shall be kept to a minimum and shall be used only temporarily.
- I. Cords shall be placed in areas where they are not exposed to physical damage. They shall not be run through doorways or ceilings, improper wall penetrations, or placed under carpets.
- J. Under no circumstances shall extension cords or electrical cords be spliced.
- K. Extension cords, multiple outlet strips, and cubes shall be plugged directly into a wall outlet.

ERGONOMICS

Ergonomics is the science of adapting tasks, machines, and the workspace to the capacities and limitations of the human form in order to promote the health and safety of the worker. Ergonomic wellness can be achieved by following these guidelines:

- Educate yourself about potential risks associated with operations involving prolonged repetitive motion and make the necessary adjustments to achieve the best “fit” for your work situation.
- Avoid performing repetitive motions/tasks for a long period of time. Take frequent short breaks or use alternate activities to break up long stretches of work, especially when using a computer for extended periods.
- Utilize proper body posture during work tasks such as computer input or lifting heavy objects.
- Adjust lighting sources to avoid glare.

All Road Commission employees are encouraged to understand the ergonomics applicable to their work area, determine if the work area meets those ergonomic standards, and to suggest any necessary changes or modifications. Employees can contact the Safety Coordinator for assistance with work area evaluation.

V. OCCUPATIONAL HEALTH AND SAFETY PROGRAMS

HAZARDOUS COMMUNICATION PROGRAM (RIGHT-TO-KNOW)

It is the policy of the Washtenaw County Road Commission to comply with the requirement in MIOSHA Construction Standard, Part 92. The purpose of this program and standard is to ensure that employees are made aware of the hazards of chemicals found in their work environment. This information is to be transmitted by means of a written hazard communication program, container labeling and other forms of warning, safety data sheets, and employee education and training programs. A copy of the Hazard Communication Program, a list of known surveyed hazardous chemicals and the department in which they are used, as well as copies of the Safety Data Sheets (SDS) and a copy of state regulations, are available online in the WCRC Resource Center. Alternatively an employee may contact a supervisor or the Human Resources department for additional information.

Refer to Policy OP-15 for additional information.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

The Occupational Safety and Health Administration (OSHA) requires the use of personal protective equipment (PPE) to reduce employee exposure to hazards when engineering and administrative controls are not feasible or effective in reducing these exposures.

It is the employee's responsibility to use, maintain and clean the PPE furnished to them. Should the employee's PPE become broken, damaged or worn, it is the employee's responsibility to ask for a replacement.

Refer to the *Personal Protective Equipment – Quick Reference Chart* for task specific PPE requirements. This chart is not an all-encompassing list of Road Commission activities; it is the employee's responsibility to ask when unsure what PPE is required when performing an assigned task.

Eye and Face Protection

- A. Eye and face protection shall be worn as a protective barrier to guard against; flying objects or particles, liquid chemicals, chemical gases or vapors, acids or caustic liquids, and light radiation that results from welding, brazing, or soldering operations.
- B. Safety glasses shall be equipped with permanent or integral side shields to eliminate the possibility of projectiles entering the sides of the safety glasses.
- C. Eye and face protection shall comply with the American National Standards Institute (ANSI) Standard, Z-87.1.
- D. Eye protection must be worn outdoors while engaging in, inspecting, or observing any work activities, in building areas marked requiring eye protection, regulating traffic (flagging), and in any activity where there is a chance of an eye injury.
- E. Safety sunglasses shall be prohibited inside buildings and other areas where there is insufficient lighting.
- F. Ultraviolet (UV) protective coating for prescription safety glasses shall be permitted.

- G. Safety glasses with side shields may not be enough protection. Hazards requiring the use of face shields and/or goggles along with the safety glasses and side shields include the following:
- Chemical splashes and vapors in areas where chemicals are mixed, poured, and batteries are handled.
 - Flying fragments, large chips, particles, sand, and dirt from work involving chipping, grinding, machining, masonry, and sanding.
 - Burns from hot sparks in work involving pouring hot materials, electrical work, gas cutting, or welding.
 - When grinding, chipping, or cutting, approved goggles must be worn to eliminate any flying fragments from finding an opening into the eye.
 - When cutting or welding metal, welding goggles or a welding helmet with a tinted window must be worn.
 - A mesh window, in place of a face shield, can be worn during work involving brush cutting, clearing, and debris pick-up.
- H. Eye and face protection shall be maintained in good condition and shall be visually inspected prior to each use to check for defects, such as pitting or scratched lenses.

Hand Protection

- A. Hand protection shall be worn as a protective barrier to guard against: harmful substances that can be absorbed into the skin, sharp materials or processes that could cause severe cuts, lacerations, abrasions or punctures, chemicals that irritate the skin or enter or enter the bloodstream, temperature extremes, and irritating substances that could cause dermatitis.
- B. Loose fitting gloves shall not be worn around equipment which could catch on the glove, (i.e. brush chippers, drills, or other rotating/moving pieces of equipment).
- C. When working with liquids or doing electrical work, appropriate rubber gloves shall be worn.
- D. Electrical work requires rubber insulating gloves and is covered in MIOSHA Construction Standard, Part 6, as to type and testing requirements. Guidance for using rubber/neoprene gloves when handling chemicals can be found in the SDS for the particular substance.
- E. Hand protection shall be maintained in good condition and shall be inspected prior to use for cracks and holes, especially at the tips and between the fingers.

Head Protection

- A. Head protection shall be worn to protect against falling objects (impact and penetration), electrical hazards, and bump hazards.
- B. Head protection shall comply with ANSI Standard, Z89.1, Type 1, Class E.
- C. Head protection must be worn outdoors while engaging in, inspecting, or observing work activities; in building areas marked as requiring head protection, regulating traffic (flagging), and by all personnel engaged in any activity where there is a hazard from falling or flying objects, or other harmful contacts, or exposures to head injury.

- D. Hard hats shall not be deliberately damaged, physically altered, or painted (shell becomes brittle) and shall be worn as intended. No other head gear may be worn under a hard hat, except for an approved hard hat liner.
- E. Hard hats shall not be stored in the rear window of a vehicle. Overexposure to ultraviolet light, such as sunlight and extreme heat, may cause shell to deteriorate.
- F. Hard hats shall be maintained in good condition and shall be visually inspected prior to use for signs of cracks, penetration or other damage due to rough treatment or wear.

Hearing Protection

- A. Hearing protection shall be worn when employees are exposed to noise levels that equal or exceed an 8-hour time weighted average sound level of 85 dBA.
- B. Employees with hearing loss shall wear appropriate hearing protection to conserve their hearing.
- C. Ear plugs and ear muffs can be worn in conjunction with each other to provide additional protection.

Leg and Foot Protection

- A. Foot protection shall be worn when hazards exist that could result in impact and compression, electrical or metatarsal injuries.
- B. Foot protection shall meet ANSI Standard F2413-05.
- C. All required safety boots shall bear a mark to show the manufacturer's name or trademark and have the American Society of Testing Material (ASTM) standards certificate F2413-05. Safety boots shall also have a 6-inch or higher top.
- D. Safety boots must be worn by all personnel engaging in, inspecting, or observing field operations, in building areas requiring protective footwear, regulating traffic (flagging), and in any activity where there is a hazard for foot injury. Footwear not complying with the aforementioned requirements such as athletic shoes, dress shoes, and other casual shoes shall be prohibited from safety sensitive work areas.
- E. Additional foot protection, such as metatarsal guards, may be required when operating air hammers and other work which could cause injury to other areas of the foot. When a hazard is created by chemicals or other irritants which could cause injury or impairment to the feet by absorption, rubber boots must be worn over the safety footwear. When working with hazardous substances, Safety Data Sheets (SDS) should be consulted as to any recommendations for foot protection.
- F. The Department Director or their designee shall determine when, in their judgment, a pair of safety boots require replacement. Foot protection shall be replaced or repaired when the soles are worn out, when holes are present, or when the stitching unravels.

Protective Clothing

- A. High visibility safety apparel, such as vests and t-shirts shall comply with ANSI/ISEA 107-2004, Class 2 and shall be worn when exposed to low visibility while on the job.

- B. Employees shall not wear clothing such as shorts or cut-offs, skirts, sleeveless shirts, halter tops, clothes with holes in them when involved in field activities.
- C. Generally, it is good to cover as much of the body as possible to protect against scrapes, burns, punctures, or even the harmful effects of the sun. All employees will be required to wear a shirt and full-length pants when involved in field activities.

Respiratory Protection

- A. There are no known Road Commission operations or activities where exposure levels are such that respiratory protection would be required to be worn. When performing duties where dust clouds are produced, employees may request, and will be provided with, dust masks.

PERMIT-REQUIRED CONFINED SPACE ENTRY

It is the policy of the Washtenaw County Road Commission to comply with the requirements in MIOSHA Occupational Health Standard, Part 490. No employee shall enter confined spaces without authorization. A confined space is defined as the following:

1. A space that is not designed for continuous employee occupancy.
2. Is large enough and so configured that a person can physical enter into and perform assigned work.
3. Has limited or restricted means for entry or exit.

Confined spaces that may have a hazardous atmosphere require special precautions. Hazardous atmospheres are those that may expose employees to the risk of death, incapacitation, and impairment of ability to self-rescue caused by:

- Flammable gas.
- Airborne combustible dust.
- Atmospheric oxygen concentration below 19.5 or above 23.5%.
- A toxic atmosphere or substance.
- Danger of engulfment.

Refer to Interoffice Procedure IO-53 for additional information.

CONTROL OF HAZARDOUS ENERGY SOURCES (LOCKOUT/TAGOUT)

It is the policy of the Washtenaw County Road Commission to comply with the requirements in MIOSHA General Industry Safety Standard, Part 85. Lockout/Tagout assures that employees are protected from unintended machine motion or unintended release of energy which could cause injury. This includes electricity, water, steam, hydraulic gravity, and many other sources of stored energy.

All sources of energy must be shut off, de-energized at the sources, and locked-out prior to any employee beginning work around or on the potential hazard.

Refer to Interoffice Procedure IO-55 for additional information.

VI. OCCUPATIONAL HEALTH AND SAFETY WORK RULES

EQUIPMENT OPERATION

- A. All Road Commission work rules for operation of equipment and all State of Michigan traffic laws shall be strictly observed.
- B. Employees are limited to operating equipment they are authorized to use and only after all safety devices are in place and operation manuals are reviewed.
- C. Vehicles or equipment shall be thoroughly inspected before starting assigned work. Any and all defective safety equipment or mechanical deficiencies shall be reported to their supervisor or the Equipment Maintenance Supervisor.
- D. Proper 3-point mounting/dismounting techniques shall be used when mounting/dismounting a piece of equipment.
- E. Seat belts shall be worn at all times.
- F. Windshields, windows and mirrors shall be kept free of dirt, frost or other obstructing substances or materials.
- G. Basic safety equipment, which includes flares, flashlight, current fire extinguisher and first aid kit, shall be carried in all vehicles in case they are needed.
- H. All small tools shall be stored in a secured toolbox and vehicles will be kept free of unnecessary equipment or debris.
- I. Prior to starting, operators will assure that no obstacles or personnel are in the area. If unsure, drivers shall exit and walk around the vehicle, or obtain assistance.
- J. When heavy equipment is being loaded or off-loaded from a trailer, two employees may be necessary to perform this operation. The second employee will act as a guide and perform traffic control, as conditions warrant.
- K. Machines shall not be kept running while unattended.
- L. Equipment shall not be adjusted while it is running or attempts made to stop equipment with hand or other makeshift device.
- M. Proper jacks and blocking devices shall be used at all appropriate times.
- N. Vehicle gasoline tanks shall not be filled while indoors, while the engine is running or while using cell phones.
- O. Rotary mower blades shall be lifted for proper clearance while traveling over loose gravel drives or walkways.
- P. The load capacity and operating speed of equipment shall not be exceeded.
- Q. Loose fitting clothes shall not be worn when working with or near machinery. When operating or in close proximity to equipment, jewelry on hands and wrists shall be removed, necklaces tucked in, dangling earrings removed, and long hair pulled back.

GARAGE AND/OR REPAIR AREA

- A. Be sure all guards have been replaced and properly adjusted before operating any equipment which has been repaired or adjusted.
- B. Keep repair and yard areas free of unnecessary debris and equipment parts. Immediately remove floor hazards, such as oil, grease, debris, and tools, which can cause falls or fires.
- C. Repair areas shall be adequately ventilated to protect against exposure to hazardous concentrations of carbon monoxide gas. Move equipment with engine running to the outside or attach a hose to the muffler leading to the outside.
- D. Do not attempt to move heavy parts alone. Ask for help or use a mechanical lifting device.
- E. Do not overload hand-operated or electrical hoists. Always check the capacity of the hoisting device and know the weight of the object being lifted.
- F. When inflating a tire, turn face away from tire. Never hold the tire between your legs. Always use a safety cage when inflating tires equipped with lock rings.
- G. Compressed air may be used for cleaning or servicing of equipment not for blowing dirt from hands, face, or clothing.
- H. Label all compressed gas cylinders. For large cylinders secure in an up-right position to a stationary support. For portable cylinders, secure to carrying case. For cylinders mounted on vehicles, secure to vehicle fixture.
- I. Fuel and oxidizer should not be stored together. These substances shall be separated by a distance of at least twenty (20) feet.
- J. Carry or store small quantities of gasoline or other flammable solvents only in safety cans and tagged containers. Do not use any flammable substance to wash hands or clothing.
- K. Use a safety solvent provided for cleaning parts. Never use carbon tetrachloride, gasoline or other hazardous materials.
- L. Use metal safety stands when working under a vehicle which is raised by a floor jack.
- M. When working under the box of a dump truck, ensure that the box is chocked in two (2) locations.
- N. Use suitable replacement parts, lubricants, service procedures, and proper tools for the job, at all times.
- O. Adjust machinery only if authorized and qualified to do so.
- P. Keep all tools in clean, safe condition, including replacing broken handles, dressing mushroomed heads of striking equipment, and making sure all electrical tools are properly grounded.
- Q. Take necessary measures to limit exhaust emissions in repair areas by operating appropriate ventilation.
- R. Use lifts, jacks, and hoists at the manufacturer's recommended load limits.

EXCAVATION AND TRENCHING

- A. It is the policy of the Washtenaw County Road Commission to comply with the requirements in MIOSHA Construction Safety Standard, Part 9.
- B. Use protective systems if the trench is 5' or deeper.
- C. If the trench is less than 5' but is hazardous due to soil or the nature of the trench, then protective systems must be used.
- D. Appropriate protective systems to prevent a cave-in may include: trench boxes, shoring, benching of trench sides, or sloping of trench sides.
- E. Inspect site daily at the start of each shift, following a rainstorm, or after any other hazard-increasing event.
- F. Contact MISS DIG at 1-800-482-7171 or 811 to locate underground lines at least 3 days prior to excavating.
- G. Plan for traffic control when necessary; refer to the *Michigan Manual on Uniform Traffic Control Devices* (MMUTCD), Part 6 for traffic control.
- H. Test for low oxygen, and hazardous gases and vapors, especially when gasoline engine-driven equipment is running, or the dirt has been contaminated by leaking lines or storage tanks. Fuel-powered equipment produces carbon monoxide in the exhaust and must not be used without adequate ventilation. Provide appropriate respiratory protection when necessary.
- I. Provide safe access into and out of the excavation. If the excavation is 4' or greater, ensure a ladder is within 25' of workers in the excavation.
- J. Provide appropriate protections if water accumulation is a problem. Water flow and accumulation must be inspected and controlled.
- K. Limit excavations to the minimum amount of time needed to complete operations.

WORK ZONE SAFETY

- A. Plan for traffic control before performing any work in or around the roadway; refer to the *Michigan Manual on Uniform Traffic Control* (MMUTCD), Part 6.
- B. When operations are such that signs, signals, and barricades do not provide adequate protection on or adjacent to a highway or street, flaggers and/or other appropriate traffic control shall be provided. Signaling shall be accomplished by flaggers in conformance with the *Michigan Manual on Uniform Traffic Control* (MMUTCD), Part 6.

LADDERS/ELEVATED PLATFORMS

- A. It is the policy of the Washtenaw County Road Commission to comply with the requirements in MIOSHA Construction Safety Standard, Part 12.
- B. Ladders shall be stored in locations where they will not be exposed to the elements.
- C. Ladders shall be long enough to do the job safely. Individuals shall not stand on the top two steps of a stepladder. The top three feet of an extension ladder shall not extend beyond the anchor point.

- D. Ladders shall not be placed in front of a door that opens towards them unless the door is blocked, locked, or guarded.
- E. Stepladders shall be fully spread and locked when used.
- F. Fiberglass ladders are preferable to aluminum or wood ladders when working around electrical equipment. Rubber shoes shall be worn if an aluminum ladder is used.
- G. Ladder feet shall be leveled before individuals climb on the ladder.
- H. Ladders shall be used by only one person at a time.
- I. Individuals shall face the ladder and hold onto each rung when climbing or descending.
- J. No attempt shall be made to reach beyond normal arm's length while standing on the ladder, especially to the side.
- K. Ladders shall be secured at the bottom to prevent kickout, and secured at the top with non-conductive material if they are tall or unstable.
- L. Elevated platforms shall be erected properly and securely.

HAND AND POWER TOOLS

- A. It is the policy of the Washtenaw County Road Commission to comply with the requirements in MIOSHA General Industry Safety Standard, Part 38.
- B. Any tool that is malfunctioning shall be immediately removed from service and tagged.
- C. Only appropriately trained employees shall operate tools and machinery.
- D. All tools and equipment shall be kept in a clean and good working condition. Keep all tools properly lubricated and make sure all cutting tools are sharp.
- E. Use the right tool for the job and store it in a safe place.
- F. Do not carry any tool or piece of equipment by the cord or yank it to disconnect it from the receptacle.
- G. Secure work by using clamps or a vise.
- H. When sawing, never reach under the material being cut.
- I. Never exceed the manufacturer's recommended speed (RPM) on any rotary equipment.
- J. All rotary operating machines and all pinch points must be protected by a proper guard or shield.
- K. Electric tools shall be grounded or double insulated in an approved manner and control switches shall be placed at a readily accessible point.
- L. Air powered (pneumatic) tools shall be secured to the hose in such a manner as to prevent disconnection, and the manufacturer's recommended safe operating pressure shall not be exceeded.
- M. Tractors or other equipment with power take-off shafts shall be guarded. This equipment shall be shut off before the operator dismounts to make any repairs or adjustments.

- N. Abrasive wheel and stand grinders shall be provided with safety guards, which cover the spindle ends, nut and flange projections, and are strong enough to withstand the effects of a bursting wheel. If guards become broken or damaged the equipment must be removed from service and tagged until it can be repaired.
- O. Floor and bench mounted grinders shall be equipped with a rigid work rest adjusted to a clearance not to exceed 1/8 inch between the rest and the wheel surface. Should the work rest become broken the grinder will be taken out of service and tagged until it can be repaired.
- P. Abrasive wheels shall be closely inspected before mounting to ensure that they are free from defects. Abrasive wheels should be inspected daily for cracks.

AERIAL DEVICE OPERATIONS

- A. It is the policy of the Washtenaw County Road Commission to comply with the requirements in MIOSHA Construction Safety Standard, Part 32.
- B. Only trained and certified employees shall operate aerial lifts.
- C. A harness shall be worn and a lanyard attached to the boom or basket when working from an aerial lift.
- D. Employees shall stand firmly on the basket floor, and not sit/stand/climb on the edge of the basket. Planks, ladders, or other devices shall not be used for additional elevation.
- E. Aerial lift trucks shall not be moved with workers in an elevated basket.
- F. Lift controls shall be tested each day prior to use to ensure that they are in good working condition.
- G. Control functions shall be plainly marked.
- H. Wheel chocks shall be installed before using an aerial lift on an incline.

WELDING AND CUTTING

- A. It is the policy of the Washtenaw County Road Commission to comply with the requirements in MIOSHA Construction Safety Standard, Part 7.
- B. Arc welding equipment shall be chosen for safe application to the work and shall be properly installed. Proper shielding and eye protection to prevent exposure to personnel from welding hazards shall be provided and used.
- C. Acetylene and oxygen tanks shall be securely fastened to prevent their falling over or being knocked down, both on the job and during transportation.
- D. Use all possible ventilation when welding or soldering. Wear respirators of proper design when welding toxic material (e.g. galvanized iron) to avoid breathing harmful fumes. Avoid welding in the same work area where flammables or combustibles are present.
- E. Workers designated to operate welding equipment shall have been properly instructed and qualified to operate it.
- F. Precautions for fire prevention in areas where welding or other "hot work" is being done shall include isolating welding and cutting activities, removing fire hazards from the vicinity and providing a fire watch.

HANDLING AND STORAGE OF MATERIALS

- A. It is the policy of the Washtenaw County Road Commission to comply with the requirements in MIOSHA Construction Safety Standard, Part 8.
- B. Know the safe way to lift. Remember these points: Get a secure footing, feet shoulder width apart; bend at the knees and get a firm grip; keep back straight and as nearly upright as possible; lift gradually by straightening the legs, keeping the back straight; avoid twisting the body into an awkward position. Use the same procedure in reverse when lowering a load.
- C. Always ask for assistance in handling heavy loads or loads of awkward shapes or sizes. When two or more persons lift or carry a load, be sure all act together to prevent throwing the load onto anyone member of the team.
- D. Wear the PPE which is required for the job being performed.
- E. Keep hands away from pinch points, such as between walls and objects being handled to prevent crushed fingers and hands.
- F. Use the proper equipment for moving or lifting the load such as hooks, ropes, slings, levers, or mechanical devices.
- G. Wear gloves and safety glasses and stand clear when cutting wire or metal straps. Warn others in the area of the possible danger of flying objects.
- H. Make sure the path through which you must remove material is free of traffic, tripping, and/or other dangers.
- I. While stacking material for storage, make sure the base is firm and level. Cross tier and keep piles from becoming too high. Keep aisle clear and never stack materials in emergency paths.
- J. Beware of open flames or hot surfaces when handling combustible and flammable materials.

HEAT STRESS

- A. Wear protective clothing that provides cooling; clothing that is lightweight (poly/cotton blend), light colored, and loose-fitting.
- B. Check on other workers that might be at high risk; use a buddy system. Be aware of heat exhaustion. Some symptoms: heavy sweating, paleness, muscle cramps, dizziness, headache, nausea, and fainting.
- C. If possible, avoid or block out the direct sun and other heat sources.
- D. Slow down; pace yourself.
- E. Stay hydrated – drink plenty of fluids, drink often and before you are thirsty.
- F. Avoid beverages that contain caffeine (they de-hydrate the body); same for salty foods.
- G. Take frequent rest periods and water breaks in a shaded area.
- H. Don't forget to protect your exposed skin with sunscreen.

VII. EMERGENCY RESPONSE PLANS

EMERGENCY RESPONSE –FIRE

In the event of a fire, the personal safety of staff and visitors is the first concern. Protection of property is secondary to personal safety.

- A. There are fire extinguishers located throughout the buildings. These fire extinguishers are a multipurpose dry chemical ABC type, suitable for use on any kind of fire, including Type A (trash, wood, paper); Type B (liquids and grease); and Type C (electrical).
- B. On each floor is an Emergency Evacuation Route sign, which shows where the fire extinguishers are located on each floor.
- C. Fire extinguishers are activated by using the **PASS** system:
 - P**ull the pin
 - A**im low at the base of the flames
 - S**queeze the handle
 - S**weep side to side
- D. Don't attempt to fight a fire unless:
 - 1. The fire is small and contained
 - 2. You have a safe egress route without exposure to the fire and a fire extinguisher is readily available.
 - 3. If in doubt, **EVACUATE!**
- E. If a small fire breaks out, it may be possible to extinguish the fire through the use of a fire extinguisher.
- F. If a significant fire breaks out, first priority must be given to the safety of persons in the building(s).
- G. Quick action is often the key to insuring that loss to person and property is avoided or minimized.

IN THE EVENT OF A FIRE:

- 1. Evacuate persons in the immediate area; help those who may need assistance. **DO NOT USE THE ELEVATOR.**
- 2. Any individual observing smoke or fire should activate the fire alarm, **CALL 911** and then notify the Human Resources Manager or any available Director.
- 3. Notify all departments using the phone paging system.
- 4. Directors will supervise evacuation of the offices in a rapid and orderly manner.
- 5. All personnel will disperse to the planned assembly area.

6. The assembly areas will be as follows:

Yard 1 (Zeeb) – Front lawn near sidewalk, east of main gates

Yard 2 (Southeast Service Center) – Near the front main gate

Yard 3 (Chelsea) – Near the main gate

Yard 4 (Manchester) – Near the main gate

7. Directors shall have a roll call at the assembly area. All employees must locate and check in with their supervisor. Each supervisor shall report to their Director the status on their employees. The Human Resources Manager or designee will then report to the incoming incident commander the accountability of all personnel.

8. All employees must remain at the assembly area unless released by their supervisor.

EMERGENCY RESPONSE – MEDICAL EMERGENCY

In the event of a medical emergency, staff should attempt to see that medical problems are attended to promptly, either through direct or indirect means. Anyone can, at their discretion, provide voluntary assistance to victims of medical emergencies. The extent to which individuals respond shall be appropriate to their training and experience.

MINOR FIRST AID INCIDENT

- A. Staff should assist the individual, with their consent.
- B. First aid kits are located on each floor of the building.
- C. Universal Precautions should be followed at all times.

MAJOR ACCIDENT OR MEDICAL EMERGENCY

- A. Staff should be extremely cautious and conservative in determining whether the person should be moved since further injury might result.
- B. **CALL 911** to contact trained emergency responders. Delegate someone to go outside and escort emergency responders to the exact location.
- C. Remove all unnecessary personnel. Any personnel that are not directly administering first aid or medical care should be removed from the general area to respect the confidentiality of the situation.

AED EMERGENCY PROCEDURES

- A. An AED is used to treat victims who experience sudden cardiac arrest. The AED shall only be applied to victims who are unconscious and not breathing normally. The AED will analyze the heart rhythm and advise the operator if a shockable rhythm is detected.
- B. The AED will charge to the appropriate energy level and advise the operator to deliver a shock. An AED shall be used in conjunction with CPR in cases of sudden cardiac arrest, in accordance with accepted protocols, including those developed by the American Red Cross and American Heart Association.

- C. Use of the AED and CPR shall continue as appropriate during the course of emergency care, until the patient resumes pulse and respiration, and/or local emergency medical services (EMS) arrive at the scene, and assume responsibility for emergency care of the patient.
- D. Personnel not trained to provide first aid assistance are expressly instructed not to provide any medical treatment. General assistance to the victim, with their consent when conscious, is permissible and advised. The medical emergency shall be assessed by responding personnel, who will evaluate the situation, and the course of action to be taken.
- E. Remain with the individual until emergency services arrive to care for the individual. Before applying the AED, responders will assess for unresponsiveness, check for breathing, pulse and signs of circulation. Additionally, responders must assess the area for additional hazards (e.g. electrical, physical, etc.) to determine if the victim needs to be moved to a safer location prior to using the AED. If the victim is not breathing or no pulse is detected, they shall begin CPR. Upon arrival of AED, responders will stop CPR and utilize the AED. Only trained personnel shall administer first aid, CPR or utilize the AED. Allow the emergency services personnel to administer all care to the individual upon arrival.
- F. Once the victim is in the care of Emergency Medical Services, the AED unit shall be immediately secured and taken out of service, by the AED Coordinator (Stockroom Supervisor), so that any necessary reports can be downloaded and the unit can be cleaned and the supplies replenished. At a minimum, event information supplied shall include any recorded data, and all electronic files captured by the AED.

EMERGENCY RESPONSE – SEVERE WEATHER

In the event that severe weather has been sighted and is moving toward the area, notification will be received via the county's radio system (Emergency Management). Emergency Management will sound the alarm and then follow it with a voice message giving details about any sighting, which may be a threat. In the event a tornado warning is given, the following plan should be activated:

- A. Notify all departments within the building by using the phone paging system. Use the 800MHz radio system to notify all employees in the field.
- B. Visitors and staff should be alerted to the warning and notified not to leave the building, but will be given shelter in secure locations within the basement of the building.
- C. Staff should monitor all radio traffic from the EOC.
- D. All doors should remain unlocked, including outside doors.
- E. When a **TORNADO WARNING** is issued, visitors and staff should be directed to the basement area and remain there until given an "All Clear" signal.
- F. When a **SEVERE THUNDERSTORM WARNING** is issued, all Employees should seek shelter inside a sturdy building or in their vehicle for the duration of the storm warning.
- G. After severe weather warnings have expired and the storm has ended, Directors will check the building for any damage and report to the Director of Operations.

TORNADO WATCH – Indicates that conditions are favorable for a tornado to develop. It does not indicate that a tornado is present, but only that the potential is there.

TORNADO WARNING – Tornado or funnel cloud has been indicated on radar or has been sighted in the area by a trained spotter. The area covered by the warning indicates the locations where people should take shelter immediately.

SEVERE THUNDERSTORM WATCH – Current weather conditions are favorable for the development of severe thunderstorms.

SEVERE THUNDERSTORM WARNING – Winds in excess of 58 miles per hour, or 1” or larger diameter hail, or both is indicated on radar or has been sighted by a trained spotter.

EMERGENCY RESPONSE PLAN – DISRUPTIVE BEHAVIOR

Because of the nature of our work and the individuals with whom we interact, staff may occasionally be confronted with a disruptive or assaultive person. In order to forestall problems, it is helpful that staff be alert to potential problems and how the individual is reacting to staff actions.

Staff should be attentive to the behavior of individuals in an attempt to anticipate any possible problems. In the event that an individual is becoming aggravated or agitated, it is important that staff remain calm in order to react appropriately. The way a staff person reacts may influence the individual, either by serving to calm them or to further aggravate them. Staff should not argue with the individual. If someone is not satisfied with answers from staff, they should be given the opportunity to discuss the situation with a supervisor.

Other staff must be alert to developing problems and be ready to back up and help one another out of the situation. A fellow staff member is often in the best position to alert a supervisor to a developing problem or to provide other assistance.

Action:

1. It is most important that people remain calm.
2. Maintain the personal safety of visitors and fellow employees.
3. If the situation has deteriorated to a point where no staff can provide help or that staff is in any physical danger, call 911.
4. If the person has a weapon, particular care and attention must be maintained.
5. As private individuals, we can defend ourselves.
6. We cannot forcibly hold a person while waiting for the police to arrive.

Assaults:

If an employee is assaulted, that employee will decide whether or not they wish to pursue criminal action against the person involved. If the employee does pursue criminal action, full Washtenaw County Road Commission support will be given to the employee. Administration leave will be authorized for required police and/or court appearances.

Picketing:

If the building(s) are being picketed because of an employee dispute, a demonstration against Washtenaw County policies, or against Washtenaw County, staff is not to attempt to break up the picket, take away signs or posters, incite or heckle a picketer or group of picketers with verbal or physical exchanges.

Supervisory personnel will notify employees of procedures necessary for staff to cross the picket line. The Managing Director will notify staff, if there is any need to change the work site or need to modify the hours of department operations due to picketing.

General Civil Disturbance:

If there is a general civil disturbance in the area, the Managing Director will notify Directors if the work site is going to close or remain open. The Managing Director will also determine whether to lock exits or bar the entrance to the building(s) as a means to protect staff and visitors. If the civil disturbance appears to be serious and may affect the building or employees, the Managing Director may make a decision to evacuate the area and close the building(s).

EMERGENCY RESPONSE PLAN – BOMB THREAT

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain as much information as possible. If a bomb threat is received by phone, keep the caller on the line for as long as possible. **DO NOT HANG UP**, even if the caller does. Listen carefully. Be polite and show interest. Try to keep the caller talking to learn more information. If possible, signal to a co-worker nearby to call for assistance, if this is not possible, use another phone to call for assistance.

Immediately after receiving such a threat call 911 from a different and supply them with the information obtained.

- **DO NOT** use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
- **DO NOT** evacuate the building until police arrive and evaluate the threat.
- **DO NOT** activate the fire alarm.
- **DO NOT** touch or move a suspicious package.

Immediately following, notify the Human Resources Manager, if unable to locate, contact a Director. Administration will notify departments with emergency building announcements. No general alarm shall be spread regarding a “Bomb Threat”.

If authorities determine all visitors and staff should evacuate the building(s) and assemble at the designated assembly area, the following actions should occur:

1. Evacuate persons in the immediate area. Do not use the elevator!
2. Help any individuals who might need assistance in leaving the area.
3. Directors will assist in the evacuation of the offices in a rapid and orderly manner.
4. All personnel will disperse to the planned assembly area.
5. The assembly areas will be as follows:

Yard 1 (Zeeb) – South parking lot, west side of the gate in the lawn

Yard 2 (Southeast Service Center) – Near the front main gate

Yard 3 (Chelsea) – Near the main gate

Yard 4 (Manchester) – Near the main gate

6. Road Commission Directors shall have a roll call at the assembly area. All employees must locate and check in with their supervisor. Each supervisor shall report to their Director the status on their employees. The Human Resources Manager or designee will then report to the incoming incident commander the accountability of all personnel.
7. All employees must remain at the assembly area unless released by their supervisor.
8. Administration will decide when to return to the building(s), after consultation with the Police and/or Fire Department.