

HAZARD COMMUNICATIONS POLICY POLK COUNTY

SECTION 1. REGULATORY REQUIREMENT

Polk County, as an employer, must comply with the requirements of the Hazard Communication Act (V.A.C.S. Article 5182b, Sec 1.). This act requires employers to train and educate employees on the safe use and handling of hazardous materials that employees may be exposed to in the workplace.

SECTION 2. POLICY AND OBJECTIVES

It is the intent of Polk County to provide our employees with a safe and healthful work environment.

The objective of the County's Hazard Communication Program is to provide the information and training needed so employees may work safely with hazardous chemicals found in the workplace. Employees have an obligation to adhere to instructions on safe use, handling, and disposal of hazardous materials.

The requirement of Polk County's Hazard Communication Program does not include the chemicals that are specifically exempt, according to the Hazard Communication Act. The exempt chemicals are:

- a. Any article that is formed to a specific shape or design during manufacture, that has end-use functions dependent in whole or in part on its shape or design during end-use, and that does not release or otherwise result in exposure to a hazardous chemical under normal conditions of use.
- b. Products intended for personal consumption by employees in the workplace.
- c. Retail food sale establishments and all other retail trade establishments, exclusive of processing and repair areas.
- d. Any substance that comes under the Food and Drug Act (21 USC 201 et seq) or those things defined in the Federal Alcohol Administration Act (27 USC et seq).
- e. A laboratory under the direct supervision or guidance of a technically qualified individual provided the labeling, MSDS and training are given.

- f. Products pursuant to the Federal Insecticide, Fungicide and Rodenticide Act.
- g. Hazardous waste pursuant to the Federal Resource Conservation and Recovery Act.
- h. Radioactive wastes.

SECTION 3. DISTRIBUTION OF WRITTEN PROGRAM

In addition to this program's inclusion in the Safety Handbook, each department that is affected will maintain a copy in their workplace which will be available to all work shifts.

A copy of this program is available to review at the Safety Division.

SECTION 4. EMPLOYEE COMMENTS

If, at anytime, employees have any questions or concerns about the program, they are encouraged to submit their comments to their department head or to the Safety Division. Comments will be evaluated and appropriate action taken.

SECTION 5. PROGRAM MANAGEMENT

PROGRAM MANAGER: Although not required under the Act, Polk County shall designate a Program Manager with authority to carry out the written requirements of the program. The Program Manager is the Safety Director.

The Program Manager is responsible for overseeing the total program, as well as these specific duties:

- a. Maintain records and documentation generated by the program.
- b. Address all comments concerning the program.
- c. Conduct compliance audits.
- d. File all reports with the appropriate governmental authority.
- e. Schedule Hazard Communication Program (Basic) training for existing personnel.
- f. Conduct training for new hires on a quarterly basis.

- g. Assure all training is documented.
- h. Any other tasks affecting the Hazard Communication Program training.

SECTION 6. PURCHASING AGENT

The County's Purchasing Agent will:

- a. Forward material safety data sheets for all chemicals requisitioned through the Purchasing Department to the requesting department.
- b. Include in all specifications for contractual services the requirement to comply with the Hazard Communication Act.

SECTION 7. DEPARTMENTAL HAZARD COMMUNICATION COORDINATORS

Department Heads shall act as the Departmental Hazard Communications (DHC) Coordinators. The DHC Coordinator's duties include:

- a. Maintain a copy of the County's Hazard Communications Program, Workplace Chemical List and MSDSs specific for each workplace and assure they are readily available for review by all employees during each work shift.
- b. Compile, maintain, and update hazardous chemicals lists for the department's workplace. This list will be updated when new hazardous chemicals are introduced or deleted.
- c. Post Notice to Employees in each workplace.
- d. Provide new employees with specific training before employees have reason to handle or be around any hazardous chemicals.
- e. Provide annual hazardous chemical education and training programs for employees.
- f. Obtain MSDSs for all chemicals prior to their use and forward copies to the Program Manager.
- g. Verify that containers of hazardous chemicals are properly labeled.

- h. Record and submit to the Program Manager, a "Planning Letter", if one (or more) chemical is listed on the state's extremely Hazardous Chemical List.

SECTION 8. EMPLOYEES

- a. Practice safe work habits. Obey the rules and never take shortcuts when handling, using, storing, or transporting hazardous chemicals.
- b. Learn to use chemicals properly and understand their purpose.
- c. Use protective clothing and equipment. Make sure it fits properly, follow instructions for cleaning and storing, and replace damaged articles promptly.
- d. Know emergency procedures. Keep first-aid supplies on hand and learn emergency eyewash and shower procedures.
- e. Notify supervisor of containers that are incorrectly labeled.
- f. Notify supervisor if containers are damaged.
- g. Notify supervisor immediately of all chemical spills.
- h. Notify supervisor if chemical smells unusual or appears unusual.

SECTION 9. PARTICIPATING EMPLOYEES

The Act requires the County to train employees at least annually AND when hazards are introduced, or when employees are hired or reassigned. Employees will be trained DHC coordinators for working with hazardous chemicals.

The Act defines an employee as any person who may be or may have been exposed to hazardous chemicals in the person's workplace under normal operating conditions or foreseeable emergencies. The Act does not always include office workers, ground maintenance workers, security personnel, unless they are often involved in potential exposure to hazardous chemicals.

SECTION 10. HAZARDOUS LOCATIONS AND CHEMICAL INVENTORY

It is the policy of Polk County to identify where hazardous chemicals are used, stored, or transported and to list all of the hazardous chemicals present.

SECTION 11. WORKPLACE HAZARDOUS CHEMICALS LIST

The Department's hazardous chemical list will be maintained in the workplace and will contain the information required by the State for each chemical: CAS# (Pure Chemical No. or Registration No.), Common Name, Chemical Name, Hazardous Ingredient (s), Work area/Storage area, and Quantity.

The Program Manager shall be notified immediately if changes occur in the Chemical List.

The workplace hazardous chemical list will be kept in each workplace's designated location. It must be readily available for review by all employees during each work shift. Copies will be made available upon request (in writing) or may be reviewed in the Safety Division during regular office hours.

The hazardous chemical list will be updated by the DHC Coordinators when new hazardous chemicals are introduced into the workplace or deleted from the workplace. It also may be necessary to update when revised material safety data sheets are received.

It is the DHC Coordinator's responsibility to retain the updated hazardous chemical list and any required MSDSs in the workplace.

SECTION 12. HAZARD LABELING

CONTAINER LABELING: the DHC Coordinators will verify that all chemical containers received for use and all chemical containers currently in use in each workplace have the following information:

- a. Chemical identity.
- b. Hazard warning.
- c. Name and address of manufacturer, distributor or importer.

No containers will be released for use until the above data is verified.

If the labeling is inadequate, the order shall be refused. If it is an emergency purchase, the department may accept the order but will be responsible for permanently affixing labels with the required information prior to releasing for workplace use.

All labels and information on labels shall be written in English. Departments are NOT required to provide MSDSs, labels or other documents in other languages. If any employee cannot read or write, coordinators and supervisors shall act as helpers and trainers for such workers to assist them in understanding how to use chemicals properly and how to avoid misusing them.

By law, the common name on the label must be found on the workplace chemical list and on the matching MSDS.

Under no circumstances shall labeling be removed or covered while any hazardous material remains in the container.

If a label is missing or has been defaced, corrective action shall be taken immediately by the DHC Coordinator.

PIPES AND TANKS: Prior to any work commencing in areas which have unlabeled pipes, the supervisor in charge of the work must contact the appropriate department head and obtain information concerning the contents of the pipes. Every effort will be made to label pipes which carry materials that could be hazardous. Labeling can be specific marking indentifying the contents in the pipes.

If hazardous chemicals run through the pipes, the potential hazards and necessary safety precaution relative to the chemicals must be obtained and given to the employees working in the area. Departments shall be responsible for specific chemical training/education.

PORTABLE CONTAINERS: If, for any reason, an unlabeled container such as a bucket is used to temporarily store or transport a hazardous chemical, it shall only be used by the employee who performs the transfer and shall only be used during the shift of work during which the transfer was made.

RE-USE OF EMPTY CONTAINERS: Any empty container being considered for re-use must be fully cleaned and all labels removed prior to its use.

SECTION 13. MATERIAL SAFETY DATA SHEETS (MSDSs)

Obtaining Material Safety Data Sheets: Accurate, up-to-date MSDSs for each chemical used in Polk County shall be obtained by the DHC Coordinator prior to the use of the specific chemical. The DHC Coordinator shall rely on the chemical distributor to supply the MSDSs.

When MSDSs are received by the Purchasing Department, they shall be forwarded to the concerned department prior to or with the chemical shipment.

The DHC Coordinator shall send a copy of a MSDS not included on the workplace chemical list to the Program Manager within three (3) working days of receipt. The copy shall be sent using the prescribed form. Copies of MSDSs will be made available to employees upon request.

Relaying Material Safety Data Sheets Information: MSDS information for each hazardous chemical to be used in the workplace must be obtained and relayed to the employees who will be working with the chemical before the chemical is put into use. Each newly-assigned employee must be given the information on the chemical before being allowed or required to work with the chemical. Revised MSDSs must be reviewed with employees within three (3) working days of receipt.

Location of Workplace Material Safety Data Sheets: MSDSs for all hazardous chemicals used in the workplace will be kept in a designated location and be readily available for review by all employees during each work shift.

SECTION 14. EMPLOYEE TRAINING AND INFORMATION

Employees, volunteers, and contractors shall receive information on the County's Hazard Communications Program and training to protect their health and safety.

Information and training will be provided based on job responsibility and risk. Levels of training range from basic chemical program information to hands-on materials handling training. Basic chemical education shall be provided, which shall include: basic information on the law, its purpose and employees rights as employees, Notice to Employees, and a general explanation of how the document system of labels, MSDSs, and workplace chemical lists are used. Specific training shall be provided and shall include: information on the location of workplace chemicals, their acute and chronic effects, protective equipment and first-aid treatment: and safety instructions on the handling, cleanup procedures and disposal of hazardous chemicals.

The method and level of training will vary with the needs of each department, depending upon the hazardous chemicals present and the job duties and educational level of employees.

Training shall be in non-technical language and may be generic to the extent appropriate. The training program shall be designed to ensure an appropriate level of understanding by all employees.

Training will be provided at least once per year, or as needed, to comply with the act.

SECTION 15. EMPLOYEE TRAINING RECORDS

The DHC Coordinator will record specific chemical training and forward the original form to the Program Manager within ten (10) days from employment. A copy will be retained by the department to assure training compliance. The Program Manager shall report to the Safety Division that the required program training has been provided to employees.

SECTION 16. INFORMING CONTRACTORS

Before a contractor commences work, the DHC Coordinator which controls the workplace will be responsible for:

- a. Informing the contractor of his rights under the Act.
- b. Providing a copy of the workplace chemical list to which the contractor, his employees, and agents may be exposed to in the workplace.
- c. Providing copies of all MSDSs for the hazardous chemicals which they may be exposed to in the workplace.
- d. Informing the contractor of his obligation to inform his employees and agents of each of the above requirements.
- e. Assuring that the contractor provides MSDSs for any hazardous chemical they may bring into the County's workplace or that County employees will be exposed to.
- f. Assuring that the contractor sign a Contractor Acknowledgment certifying that he has received the information provided by the County on hazardous chemicals. The Contractor Acknowledgment, signed by the contractor, shall be retained with the original contact.

Signed this the _____ day of _____, 20_____.

NOTICE – HAZARD COMMUNICATION ACT

As the employer, Polk County will provide all employees with information concerning the Hazard Communication Act, State of Texas. This posted Notice containing relevant information will inform employees about the law and management's responsibilities to employees under the Act.

Understanding the Hazard Communication Act is necessary before compliance with the law can be achieved.

It is vitally important for supervisors, lead workers and front line employees to be informed as to the requirements of the Hazard Communication Act.

MATERIAL SAFETY DATA SHEET CHECKLIST

You must ensure that each MSDS contains the following information:

1. Product or chemical identity used on the label. _____
2. Manufacturer's name and address. _____
3. Chemical and common names of each hazardous ingredient. _____
4. Name, address, and phone number for hazard and emergency information. _____
5. Preparation or revision date. _____
6. The hazardous chemical's physical and chemical characteristics, such as vapor pressure and flash point. _____
7. Physical hazards, including the potential for fire, explosion and reactivity. _____
8. Known health hazards. _____
9. OSHA permissible exposure limit (PEL), ACGIH threshold limit value (TLV) or other exposure limits. _____
10. Emergency and first-aid procedures. _____
11. Whether OSHA, NTP or IARC lists the ingredient as a carcinogen. _____
12. Precautions for safe handling and use. _____
13. Control measures such as engineering controls, work practices, hygienic practices or personal protective equipment required. _____
14. Primary routes of entry. _____
15. Procedures for spills, leaks, and clean-up. _____

**POLK COUNTY
HIV/AIDS POLICY**

SECTION 1. REGULATORY REQUIREMENT

The 71st Texas Legislature has mandated that the Texas Department of Health develop model policies for the handling, care and treatment of HIV-infected persons in the custody of or under the supervision of specified correctional, law enforcement and emergency services entities. These entities must develop policies which are based on and are substantially similar to HIV/AIDS policies, procedures or protocols developed by the Texas Department of Health. Policies must include: HIV/AIDS education; infection control supplies, equipment and training; occupational exposure; and, where applicable, testing, segregation and isolation.

SECTION 2. EDUCATION, SUPPLIES AND EQUIPMENT (ARTICLE 4419B-3, V.T.C.S, AS ADDED BY SEC. 11, CH. 1195, ACTS 71ST LEG., R.S., 1989 (SB 959)

Periodic HIV/AIDS education of each employee and/or detainee of Polk County will be documented. HIV/AIDS education will be based on current, accurate scientific information provided by the United States Department of Health and Human Services, U.S. Surgeon General, Texas public health. Development of education programs will be consistent with the Texas Department of Health's HIV/AIDS Model Workplace Guidelines, Amended Final Rules, approved by the Texas Board of Health January 27, 1990, in 25 TAC Sec. 97.20.

Information about HIV/AIDS infection will include:

- a. Modes of HIV transmission,
- b. Methods of prevention of HIV transmission
- c. Behaviors that are a potential risk for HIV infection, and
- d. Potential HIV transmission behaviors that are in violation of Texas criminal laws.

Periodic HIV/AIDS education for employees will include standard occupational precautions, based on universal infection control protocols and other scientifically accurate information. Provision of this education and the knowledge and location of current infection control policies and procedures will be documented for each employee, contractor, subcontractor, or appropriate volunteer.

Polk County will provide proper infection control supplies and equipment, which at a minimum must include the following items:

- a. First Aid Kit (contained in 12' X 15' clear, resealable bag) consisting of:
 - blood/body substance barriers
 - disposable latex or vinyl gloves (for use during direct body or body fluid contact)
 - packaged alcohol or germicide wipes
 - CPR barrier equipment (for use by CPR-trained personnel)
 - goggles
 - paper towels (15-20)
 - one-page instruction sheet explaining use of contents of kit; AND
- b. Clean-Up Kit (contained in 12" X 15" clear, resealable bag) consisting of:
 - two pairs of disposable or reusable vinyl gloves, rubber gloves, or any other appropriate barrier (for use during direct contact with body fluid spills, especially those containing visible blood);
 - appropriate disposal containers, including 1 disposable bag (1 mil) and 1 red disposable bag (1.5 mil) marked "CONTAMINATED",
 - liquid "hospital disinfectant" which is tuberculocidal,
 - paper towels (15-20)
 - one-page instruction sheet explaining use of contents of kit.

Supplies and equipment must be readily accessible by being:

- a. clearly identified for intended use
- b. placed in areas of potential need
- c. placed in locations within easy reach of personnel
- d. stored in containers that are easily opened

The training of each employee, contractor, subcontractor, or volunteer in the proper use and location of infection control supplies/equipment will be documented. Documentation will exist that supplies and equipment are assessed periodically to determine replacement needs based on use, expiration date or other factors.

Polk County will provide equal access to appropriate services for all persons, including those who are infected with HIV or who have AIDS, in the custody or care of the entity. Access to appropriate services includes:

- a. prompt access to testing/evaluation services if significant medical conditions or assaults are claimed.
- b. prompt referral/access to medical or dental care provider
- c. prompt and accurate dispensing of prescription medications

- d. prompt administration of proper first-aid techniques to control a condition until referral/transport can be achieved
- e. prompt transport to medical or health-care facility

Each employee, contractor, subcontractor, or volunteer will be informed about specific policy regarding the confidentiality of medical information. All medical information, including information about HIV/AIDS infection, must be treated confidentially, as provided by law. The appropriate physician (s), as designated by Polk County, shall determine who has a need to know this information and shall document its release and the reasons for its release in the medical record. HIV status shall not be released to non-medical personnel unless written consent, specifying certain individuals or certain classes of persons, is obtained from the detainee, or a person or entity legally authorized to consent on behalf of the detainee. Non-medical personnel receiving such information shall keep this information confidential and not release it to others.

Documentation will be made that personnel have been informed of the confidentiality policy and that failure to adhere to policy may result in both civil and criminal liabilities.

SECTION 3. OCCUPATIONAL EXPOSURE (ART 4491B-4, V.T.C.S., SEC. 1.05, TESTING, AND COUNSELING FOR EMPLOYEES EXPOSED ON THE JOB)

Chapter 81, Health & Safety Code, as amended by Section 22, Chapter 1195, Acts of the 71st Legislature, Regular Session, 1989 (Senate Bill 959) adds Section 3.12, MANDATORY TESTING OF PERSONS SUSPECTED OF EXPOSING CERTAIN OTHER PERSONS TO REPORTABLE DISEASES, INCLUDING HIV INFECTION states that:

- a. A person whose occupation or volunteer service is included in one or more of the following categories may request the department or health authority to order the testing of another person who may have exposed the person to a reportable disease, including HIV infection:
 - 1. a law enforcement officer
 - 2. a firefighter
 - 3. an emergency medical service employee or paramedic
 - 4. a correctional officer
- b. A request under this section may be made only if the person:

1. has experienced the exposure in the course of the person's employment or volunteer service
2. believes that the exposure placed the person at risk of a reportable disease, including HIV infection AND
3. presents to the department or health authority a sworn affidavit that delineates the reasons for the request

Within 72 hours of the incident, a person claiming occupational exposure to a reportable disease must submit to the local health authority a sworn affidavit delineating the reasons for the request.

Based on criteria established by the Board of Health, the local health authority must determine that the exposure occurred in a manner that the United States Public Health Service has determined capable of transmitting a reportable disease, including HIV (as defined in the current edition of the report titled Control of Communicable Diseases In Man, published as an official report by the American Public Health Association. If probable exposure is determined, the local health authority shall follow specific procedures developed by the Texas Department of State Health Services:

- a. The local health authority must give the person (source) prompt and confidential written notice of the order to be tested. The source must be provided the factual basis for ordering the test and referral to appropriate health care facilities for testing for reportable diseases, including HIV. The source must be advised of the right to refuse to be tested, but that the refusal may result in a court determination of the necessity for testing.
- b. If the source refuses to be tested, he or she may be ordered by the court to be tested.
- c. The source has a right to an attorney, court appointed, if the source cannot afford legal representation. The source may not waive the right to an attorney unless the source has consulted an attorney.
- d. If the court determines that there was not reasonable cause for the claimant to have requested the test, the court may assess court costs against the claimant.
- e. The local health authority is to inform the claimant and source of the test results and the possible need for medical follow-up and counseling service.

When claiming occupational exposure to a reportable disease, including HIV, the claimant may request testing and counseling.

To qualify for workers' compensation or any other similar benefits for compensation, an employee claiming occupational exposure to a reportable disease, including HIV infection, must:

- a. provide the entity a sworn affidavit of the date and circumstances of the exposure within 72 hours of the incident, and
- b. document that within ten (10) days after the exposure the employee had a test result that indicated an absence of the reportable disease, including HIV infection.

A person subject to this section, who may have been exposed to a reportable disease, including HIV infection, may not be required to be tested.

SECTION 4. HIV TESTING AND SEGREGATION (SECTION 46A, V.A.C.C.P, AS ADDED BY SEC. 13, CH. 1195, ACTS 71ST LEG., R.S., 1989 (SB 959)

Statutory authority DOES NOT require that persons in the custody of Polk County, or their contractors or subcontractors, be tested for HIV infection. The city does not order mandatory testing. Mandatory testing is to be based on the judgment of the attending/admitting physician or local health authority or when ordered by the court. The physician or the local health authority must document the medical or behavioral necessity for HIV testing in the person's medical record.

Persons requesting testing for HIV infection must either:

1. sign a consent form indicating the individual's willingness to be tested voluntarily; or
2. have documentation in the medical record that the test has been explained and the detainee's consent has been obtained orally (informed consent).

Mandatory and voluntary testing must be based on protocols which include all elements of pre-test and post-test counseling protocols established by the Texas Department of State Health Services, as provided by law.

Statutory authority DOES NOT require segregation/isolation of HIV-infected persons under the supervision or the custody of the county.

Development of social management policies will include consideration of the modes of HIV transmission, which are scientifically documented as being very limited. Decisions involving the segregation/isolation of inmates or prisoners will be based on certain behaviors or medical conditions of the person:

- a. participation in vaginal, anal or oral penetration or intercourse, especially without the proper use of a latex condom
- b. sharing intravenous needles, syringes, or other sharps used to purposely penetrate the skin
- c. having open, unscabbed wounds or weeping dermatitis that cannot be covered
- d. having medical conditions which are highly contagious (i.e. tuberculosis, measles or other air-borne diseases, especially for susceptible individuals).

Assumed conditions such as sexual orientation, perceived drug abuse, or perceived medical conditions are not valid reasons to segregate or isolate.

Evaluation of segregation/isolation of HIV-infected persons must also be determined by the availability of space and the possibility of unreasonable or unsafe crowding conditions. At no time should a determination to segregate/isolate an HIV-infected individual be based on claims of contamination of environmental surfaces (i.e. walls, floors, furniture, eating utensils). If visible blood, semen and/or vaginal fluids are present on any surface, implementation of proper infection control disinfecting techniques eliminates HIV and other pathogens.

**POLK COUNTY
ALCOHOL AND DRUG TESTING POLICY**

SECTION 1. GENERAL POLICY

Employees are Polk County's most valuable resource, and their health and safety are a serious concern. The county recognizes that drug and alcohol abuse may lead to accidents, decreased productivity, and increased medical expenditures. As a result, the county prohibits the use of alcohol or controlled substances in all county facilities and vehicles. The county also prohibits any employee from arriving for work impaired by or under the influence of alcohol or a controlled substance.

Polk County is committed to maintaining the health and safety of its workers and will not tolerate any drug, alcohol or intoxicant (i.e. inhalants, paint, gasoline, freon, etc.) use which endangers the lives, the health and the well-being of its employees and the public. Policies relating to alcohol and controlled substances will be strictly enforced.

The purpose for drug and alcohol testing is to promote a drug-free work environment, and to protect the employee who might be impaired by the use of a controlled substance, his or her fellow employees, and the general public, from harm or injury.

Alcohol and/or drug testing will be conducted under the following conditions:

Prior to employment, after an offer of employment has been made, with final employment approval subject to the results of the test;

For reasonable suspicion;

Post Accident, when an Employee is involved in a work related accident/injury.

Randomly, only for vehicle and equipment drivers covered by United States Department of Transportation guidelines, and in accordance with the Omnibus Transportation Employee Testing Act of 1991.

These policies apply to all Polk County departments, employees, and post-offer employment candidates, with the exception of random testing guidelines as noted in the policies.

SECTION 2. POLICY QUESTIONS

Human Resources is available to answer any employee questions regarding the content, scope, applicability, or other matter regarding the county's alcohol and drug testing program.

SECTION 3. DEFINITIONS.

"Alcohol" is defined as the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols, including methyl or isopropyl alcohol. Alcohol use is the consumption of any beverage, mixture, or preparation, including any medication, containing alcohol.

"Controlled substances" are defined as drugs or substances listed in the Texas Controlled Substance Act or the Federal Controlled Substance Act, including, but not limited to marijuana, cocaine, narcotics, opiates, opium derivatives, hallucinogens, inhalants, and any other substance having either a stimulant or depressant effect on the central nervous system, such as amphetamines or barbiturates.

"Impaired" is defined as an employee's diminished capacity to perform any duties of the assigned job.

"Under the influence" is defined as the condition existing after the voluntary introduction of any amount of alcohol or controlled substance into the employee's body.

"Motor vehicle accident" is defined as any incident involving motor driven equipment in which there is damage to a county vehicle, other vehicle, property, or person, and includes:

An accident in which a county employee drives his or her personal vehicle in the course of his or her employment;

An accident which involves a county vehicle.

SECTION 4. APPLICABILITY: MOTOR VEHICLE OPERATORS

Covered Drivers

All county employees, whose job responsibilities include operating a county vehicle, requiring that they have and maintain a commercial driver's license (CDL), which

includes the operation of a commercial motor vehicle that meets any of the following definitions:

Has a gross combination weight rating of 26,001 or more pounds, inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds;

Has a gross weight rating of 26,001 or more pounds;

Is designed to transport more than 16 passengers, including the driver; or

Is any size transporting hazardous materials requiring placards.

Prohibitions

Any misuse of alcohol or controlled substances which would affect the performance of an employee including the following:

Reporting for duty or remaining on duty, while having an alcohol concentration of 0.04 or greater shall not be allowed to perform their duties;

Being on duty or operating a commercial motor vehicle while the driver possesses alcohol, unless the alcohol is manifested and transported as part of a shipment;

Using alcohol while performing assigned duties;

Performing duties within four hours after using alcohol;

In a situation in which a driver is required to take a post-accident alcohol test, using alcohol within eight hours following the accident or until the driver undergoes the post-accident test, whichever comes first;

Refusing to submit to alcohol and drug testing required under the Omnibus Transportation Employee Testing Act of 1991, including a post-accident alcohol or controlled substances test, a random alcohol or controlled substances test, a reasonable suspicion alcohol or controlled substances test, or a follow-up alcohol or controlled substances test;

Reporting for duty or remaining on duty requiring the performance of duties when the driver uses any controlled substances, except when he or she is under the direction of a

physician who has advised the driver that the substance will not adversely affect the driver's ability to safely operate a commercial vehicle; or

Reporting for duty, remaining on duty, or performing duties if the driver tests positive for controlled substances.

Consequences

Any employee who violates any of the prohibitions listed above shall be subject to the following consequences:

The county shall remove the employee from the performance of any duties, including the operation of a motor vehicle, and the employee may be subject to disciplinary action up to and including termination;

The county will inform the employee of available alcohol and substance abuse evaluation and control resources;

The employee will be evaluated by a substance abuse professional (SAP) who will determine what assistance, if any, the employee needs to help resolve any problem with alcohol or substance abuse; and

The employee will be subject to return-to-duty alcohol and/or drug testing, as well as follow-up alcohol and/or drug testing after returning to duty.

The employee will be responsible to participate in rehabilitation as a condition of continued employment.

Costs associated with rehabilitation and subsequent testings are the responsibility of the employee.

Tests required by the Department of Transportation

Post Job Offer / Pre-employment testing. Before a county employee performs any duties, he or she will be required to undergo testing for alcohol and drugs:

Post-accident testing. Any employee involved in an accident/injury will be tested for alcohol and drug use within two hours of the accident/injury. The employee involved in any accident/injury must remain available for testing, or the county will consider the

employee as having refused to submit to the testing, and will administer disciplinary actions as appropriate.

Random testing. Random alcohol and drug tests will be administered to county employees covered by the Department of Transportation guidelines in the following manner:

Random alcohol tests will be administered at a minimum annual rate of 25 percent of the covered employees; tests may be administered immediately before, during, or immediately following the performance of duties.

Random drug tests will be administered at a minimum annual rate of 50 percent of the covered employees; tests may be administered at any time that the employee is at work.

Selection for random alcohol and drug testing will be made on a completely random basis from a single pool of employees, using a scientifically valid method of random selection, giving each employee an equal chance of being tested each time a selection is made.

All random tests will be unannounced and will be spread reasonably throughout the year.

If an employee selected for a random alcohol and/or drug test is on vacation or, for alcohol tests, is not working, the county may either select another employee or wait until the selected employee returns to work.

Reasonable suspicion testing. The county may require an employee to submit to alcohol and/or drug testing if there is reasonable suspicion that the employee is under the influence of alcohol or controlled substances, based on specific observations of the employee's behavior and appearance.

Characteristics indicating reasonable suspicion may include, but are not limited to the following:

A pattern of abnormal or erratic behavior;

Physical symptoms, such as glassy or bloodshot eyes, slurred speech, unsteady gait, or poor coordination or reflexes;

- Odor of alcoholic beverages or controlled substances;
- Unexcused absenteeism or tardiness to work or from breaks;
- On-the-job accident;
- Direct observation of alcohol or drug use or possession; or
- Motor vehicle accident

Information provided by a county supervisor or official trained in the recognition of the signs of substance abuse, or information provided by a credible source on the possession or observed use of alcohol or controlled substances, constitute a basis for reasonable suspicion.

Return-to-duty testing. The county may require an employee covered by the Department of Transportation guidelines to submit to return-to-duty alcohol and/or drug testing following the employee's engagement in prohibited conduct regarding alcohol and/or drug misuse.

Follow-up testing. If it is determined that an employee is in need of assistance in resolving substance abuse problems, the County may require an employee covered by the Department of Transportation guidelines to submit to unannounced follow-up alcohol and/or drug testing as directed by a substance abuse professional (SAP). At least six follow-up tests may be conducted in the first 12 months following the employee's return to work. Follow-up testing may continue to up to 60 months following the employee's return to work. The cost of such follow-up testing shall be paid by the Employee.

SECTION 5. APPLICABILITY: ALL COUNTY EMPLOYEES

All county employees are covered by the above listed guidelines for alcohol and/or drug testing, with the exception of provisions related to random testing, which apply only to operators of commercial motor vehicles, as specified by the Department of Transportation.

County employees not covered by the Department of Transportation testing guidelines are subject to the following alcohol and/or drug tests, as applicable to each individual circumstance, in accordance with the basis for each test explained above:

- Post Job Offer / Pre-employment testing;

Post-accident testing;

Reasonable suspicion testing;

Return-to-duty testing; and

Follow-up testing.

SECTION 6. TESTING PROCEDURES

Alcohol and Drug Testing procedures may include blood, urine, hair and breath analysis.

Results of alcohol tests are interpreted by the BAT immediately following the conclusion of the test.

All drug tests will be conducted by a laboratory certified by the Substance Abuse and Mental Health Services Administration section of the Department of Health and Human Services, in accordance with rigid standards of sample collection and chain of custody procedures established in the Procedures for Transportation Workplace Drug and Alcohol Testing Programs. Collection of samples for urinalysis shall be made by personnel trained and certified by the agency under contract with the County for said testing. Collection of samples for hair analysis shall be made by the County's designee.

Drug test results will be reported to the County's medical review officer (MRO), who will review and interpret all positive test results.

The County's MRO will contact any employee with a confirmed positive test result for controlled substances within 72 hours of the test, and will explain at that time available options for secondary specimen testing.

The employee's privacy will be protected to the greatest extent possible, taking all individual circumstances into account, in all phases of alcohol and drug testing.

SECTION 7. RECORDKEEPING REQUIREMENTS

Confidential records related to employee alcohol and drug tests will be maintained by the Human Resources Office, including records related to the collection process, test results, documentation of drug and alcohol policy violations, and any disciplinary actions resulting from drug and alcohol policy violations.

An employee may review, upon written request to the County, any records pertaining to his or her alcohol and drug tests and related matters.

SECTION 8. LEGAL REFERENCES

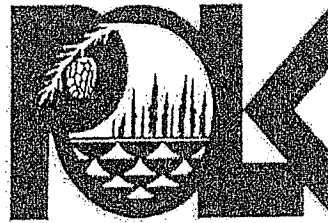
These policies have been prepared, and will be administered, in compliance with all applicable state and federal laws and regulations governing drug and alcohol testing policies and procedures.

The following laws and regulations pertain to these policies and apply to Polk County:

U.S. Drug-Free Workplace Act of 1988, as amended;

Texas Workers' Compensation Commission Act, V.T.C.S., Article 8308;

Omnibus Transportation Employee Testing Act of 1991, U.S. Department of Transportation S9 FR 7302-7625; effective date: January 1, 1996); and 49 CFR, parts 382 and 40.



Polk County Accident Prevention Plan

Revised September 2011

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MANAGEMENT COMPONENT

Safety Policy Statement

Polk County is committed to providing a safe and healthful work environment for all our employees and others that may work, visit, or enter our facilities. The objective of our Accident Prevention Plan is to prevent accidents and minimize their consequences, and to reduce the frequency and severity of injuries.

It is our policy to manage and conduct operations and business in a manner that offers maximum protection to all employees and any other person that may be affected by our operations and business.

It is our absolute conviction that we have the responsibility to provide a safe and healthful work environment for our employees and all others that may be affected by our actions as we conduct our business. We will make every effort to provide a working environment that is free from any recognized or potential hazard.

We recognize that the success of our safety and health program is contingent and dependent upon support from the Commissioners' Court, management, supervisors, and all employees of the County.

The Safety Committee will establish avenues to solicit and receive comments, information, and assistance from employees about safety and health. Questions or concerns about employee safety and/or health should be forwarded to the attention of the Safety Director at the Office of Emergency Management.

MANAGEMENT COMPONENT CONTINUED

Safety Committee Members

- | | | |
|----------------------------------|--------------------------------|--------------|
| 1. Larry Shine, Safety Director, | Office of Emergency Management | 936-327-6826 |
| 2. Adrena Gilbert | Human Resources Department | 936-327-6802 |
| 3. Jay Burks | Maintenance Department | 936-327-6808 |
| 4. Commissioner Ronnie Vincent | Road & Bridge #2 | 936-646-5929 |
| 5. Captain John Sanders | Sheriff's Department | 936-327-6810 |

MANAGEMENT COMPONENT CONTINUED

Authority and Accountability Statement

The Safety Director is responsible and will be held accountable for coordinating and administering the County Accident Prevention Plan. Some of the assigned duties include: directing the development of loss control policies and procedures; performing inspections and establishing and directing the County's safety training efforts; assisting with accident investigations; acting as liaison between Commissioners' Court, other elected officials, and the Safety Committee; establishing safety goals and objectives; and generally directing safety and accident prevention activities.

The responsibility for loss prevention administration is delegated to the Safety Committee members, acting in an advisory capacity to department managers and supervisors within the County. Some of the assigned duties include: participating in Safety Committee meetings, assisting with development of safety policies, conducting or assisting with accident investigations, evaluating and recommending corrective actions to prevent accidents and injuries, assisting with establishing safety goals and objectives, and conducting departmental safety inspections.

The department head/elected official, with the assistance of Safety Committee members, is responsible for ensuring that all employees in the department follow all safety and health policies, procedures, and rules established by the County. They are also responsible for administering training and guidance to employees in their departments.

The department head/elected official has the authority to reprimand and recommend disciplinary actions against employees in the department that violate the safety and health policies of the County.

Employees are accountable for their actions and must, therefore, act in accordance with the provisions of the Accident Prevention Plan by following policies, procedures, and rules set forth herein. County employees will become actively involved in the safety program to provide a safe and healthful workplace.

RECORDKEEPING COMPONENT

Records and Documentation Statement

The County believes that the only valid means of reviewing and identifying trends and deficiencies in a safety program is through effective recordkeeping. The recordkeeping element will be essential in tracking the performance of duties and responsibilities under the Plan. The County will implement and maintain an active, up-to-date recordkeeping program.

Injury and Illness Data

The Department of Human Resources will maintain records of all work-related injuries sustained by employees. Copies of records will be sent to the Office of Emergency Management.

The following records apply only to work-related injuries and illnesses.

Applicable forms or records:

- Employee injury report
- TX Workers' Compensation Commission form TWCC-1, Employer's First Report of Injury
- Accident log
- Employee Acknowledgement of PSWCA Direct Contracting Program
- Alcohol/Drug Testing Results

Safety and Health Surveys and Inspections Program

The Safety Committee Recorder ("Recorder") will maintain and review records of all safety audits and inspections that are conducted within his/her respective areas.

Applicable forms and records:

- Comprehensive safety inspection reports as well as records to document action taken to correct identified deficiencies
- Monthly precinct barn inspections
- Monthly office inspections
- Monthly jail inspections

All inspection information will be retained in the department where the information originally generated. The retaining period will be in accordance with the recordkeeping plan.

RECORDKEEPING COMPONENT CONTINUED

Safety and Related Meetings

The Recorder will maintain accurate records of all proceedings associated with the safety and health program of the County.

Applicable forms and records:

- Agendas, minutes, records, and data, including training information used during safety meetings and other gatherings in which safety and health issues were discussed. These records will include the name of the recorder, date, a list of attendees, details of the topics discussed, and action or corrective measures suggested, recommended, or implemented.
- Employee injury report
- First report of injury
- Accident investigation forms
- Witness reports
- Supporting data including photographs, sketches, maps, etc.
- Plan of corrective action and records of corrective action or preventative measures implemented

The Recorder will keep a record of all proceedings, as well as appropriate management or other designated staff actions affecting the safety and health program.

The Recorder will be responsible for keeping minutes and records at each meeting. During each subsequent meeting, the record of minutes for the previous meeting will be reviewed, discussed, and resolved.

Training Records

The Recorder will document and maintain records of all safety and health-related training.

Applicable forms or records:

- Sign in sheets
- Copies of materials distributed during the training session

RECORDKEEPING COMPONENT CONTINUED

All safety and health-related training provided to employees of the County will be documented. This documentation will be maintained as proof of attendance and reviewed to assist in determining the need for additional or repeated training for employees on an individual basis.

Records and documentation of training will include: the presenter's name, date of training, topic or subject, printed name, and signature of all participants.

The person providing the training is responsible for generating documentation. The training record will become part of the employee's permanent training file and will be maintained by the Recorder.

Accident Investigation

All accidents and near-miss incidents resulting in injury or illness to a person, property damage of any magnitude, or the potential for either, will be investigated and documented.

The Safety Director will ensure that proper records and documentation of all accident and incident investigation activities are maintained and reviewed according to the Accident Investigation Component of this plan.

Equipment Inspection and Maintenance

County department heads and elected officials will maintain records and data pertaining to equipment inspection and maintenance programs performed at or within each facility.

Applicable forms and records:

- Daily vehicle inspections
- 3000 mile car, patrol car, and pickup truck inspections
- 250 hours heavy equipment inspections

Accurate records will be maintained involving all routine inspections and maintenance procedures performed on equipment for the County. This documentation will be utilized to determine an effective, ongoing equipment maintenance program and to ensure compliance with regulations that require inspections on certain equipment.

ANALYSIS COMPONENT

Trend Analysis

The Safety Committee will review and analyze all records and documentation pertaining to the safety and health program. This review will be conducted on a monthly basis. The analysis will focus on hazard analysis and recognition of developing trends.

Trend analysis will identify recurring accidents and near-miss incidents resulting in or potentially involving injury, illness, and/or property damage. The analysis will also recognize repeatedly identified hazards/violations needing corrective action to establish which plan component is failing; therefore, allowing the hazard to exist.

The Safety Committee will provide information and recommendations for corrective measures for trends developing in their areas. Information regarding recommendations will be part of the regular safety meeting.

Employees will be made aware of developing trends and hazard exposures as they are recognized.

Corrective measures will be implemented by the department head/elected official of each department until cause factors have been eliminated or controlled.

All department heads/elected officials will provide analysis information of their respective departments to the Safety Committee for the development of the monthly analysis report for Commissioners' Court.

The Human Resources Supervisor maintaining the accident log will utilize all injury and illness documentation. The log will be utilized to prepare the monthly report for Commissioners' Court. The report will be made available during the last Commissioners' Court meeting of the month.

POLK COUNTY ACCIDENT PREVENTION PLAN

Training Program Development

The County is committed to providing safety and health-related orientation and training to all employees. The Safety Director will develop, implement, and maintain a safety and health orientation and training program.

The purpose of the training element is to educate and familiarize employees with safety and health procedures, rules, and work practices of the County. The County will require the involvement and participation of all department heads/elected officials, supervisors, and employees. Furthermore, the County will support the orientation and training program by allocating funding, staff, resources, and time to develop and implement this element of the Accident Prevention Plan.

Ongoing Training

The training subjects, materials and the training schedule will be developed utilizing potential site-specific hazards, accident and incident information data, and safety training analysis.

All employees will receive monthly safety training. The date and topic of the training will be posted as part of the training schedule for the fiscal year. The County should include the training schedule as part of the Accident Prevention Plan.

All employees who are required to attend a training session must demonstrate competency to perform the job assignment and the ability to retain an acceptable level of training information prior to returning to any job assignment.

POLK COUNTY ACCIDENT PREVENTION PLAN CONTINUED

Orientation

The orientation training will be administered to all new employees prior to the initial work assignment and to employees assigned to new or different jobs.

The orientation will consist of discussions of all relevant County and departmental policies, as well as job and site-specific safety and health information. The orientation topics will be listed on the suggested safety orientation checklist. All new employees will be given a tour of the facility and an opportunity to pose questions to expedite the familiarization process. New employees will not be released to an individual job assignment until it has been determined by the Human Resources Supervisor that the employee has met the minimum safety requirements.

The orientation and subsequent training sessions will include, but not be limited to, the following:

- Hazards associated with the work area
- Hazards of the job or task assignment
- Emergency procedures
- Personal protective equipment
- Hazard Communication (hazardous chemicals and materials)
- Specific equipment operation training
- Employee reporting requirements
- Accident investigation (supervisors and other designated personnel)

Documentation

All safety and health-related training administered or provided by the County will be documented with the following minimum information:

- Date of training session
- Instructor or Presenter
- Subject matter
- Legible name of attendee(s)
- Signature of acknowledgement of attendance

All training records and documentation will be retained within the department where they were generated. Individual training records will be maintained for the current year, plus five more years.

HAZARD IDENTIFICATION COMPONENT

The County has implemented the Accident Prevention Plan to identify, correct, and control hazards on an ongoing basis. This Plan will utilize multiple resources to ensure effectiveness, some of which are mandatory under this Plan, and some resources will be used to capture and report employee concerns regarding safety issues.

Comprehensive Surveys

The County has arranged for each operating location to receive a comprehensive safety and health audit by a safety specialist from Texas Association of Counties ("TAC"), no less than annually. These audits will identify existing and potential hazards, non-compliance issues and will evaluate the overall effectiveness of the Accident Prevention Plan.

Safety and Health Self-Inspections

The department head/elected official of each department will conduct an inspection that covers the entire department and all equipment. Some inspections will be conducted weekly, or monthly. All inspections will be conducted on an ongoing basis without interruption. Department heads/elected officials will allocate adequate time and resources to perform the inspections.

Each department head/elected official will develop and maintain inspection checklist(s) specific to an operation. The list will be developed utilizing a general inspection and will be evaluated and updated with hazards that are identified during the inspections and other pertinent data as it is acquired.

Checklists will be developed as part of the periodic self-inspection process. Checklists will be used and maintained and must include the name of the person performing the evaluation and the date the inspection takes place. Department heads/elected officials, upon completion, will review the self-inspection checklist. All discrepancies identified during the review will be evaluated as soon as possible.

Employees will be notified of hazards that pose an immediate threat of physical harm or property damage immediately after the discovery of the condition, and will be advised of the measures or steps required to eliminate, correct, or control the hazard.

HAZARD IDENTIFICATION COMPONENT CONTINUED

Monthly Safety and Health Property Inspections will include, but not be limited to, the following:

- Comprehensive survey reports and records of action taken to correct deficiencies
- Monthly precinct barn inspections
- Monthly office inspections
- Jail inspections
- Kitchen inspections

Safety and Health Equipment Inspections will include, but not be limited to, the following:

- Daily vehicle inspections
- 3,000 mile car, patrol car and pick-up truck inspections
- 250 hours heavy equipment inspections

The department head/elected official will review inspection checklists and any other established documentation to ensure that a course of corrective action and a timeline has been established to eliminate any deficiencies.

Reports generated, as a result of comprehensive inspections by TAC or other state agencies, will receive immediate attention and consideration. All recommendations for curing indentified hazards will be acted upon in a timely manner. All methods of addressing the issues contained in the reports will be documented in writing and a copy maintained with the inspection report.

HAZARD IDENTIFICATION COMPONENT CONTINUED

Employee Reports of Hazards

The department head/elected official will develop a method for employees to report dangerous conditions or unsafe work practices so they may be corrected. These reports will go through the supervisor and the chain of command; however, an alternate reporting method will be made available to employees, such as reporting dangerous conditions directly to a Safety Committee member designated within the County, and/or other authorities.

Job Safety Analysis

In the event the County or an employee(s) identifies safety concerns in the workplace, a job safety analysis report is to be completed, and employees affected by the safety concern should be asked to assist in the development of safe work practices.

Employee Feedback at Safety Training

The department head/elected official will make note of employee safety concerns voiced at safety meetings or training sessions and take appropriate corrective action to resolve the condition, if possible. A record of these concerns should be kept for review by the department head/elected official, the Safety Committee or other authorities.

Employee Feedback through Safety Committee Members

Employees are invited to bring concerns regarding safety issues to the attention of their supervisor or a member of the Safety Committee, and are encouraged to contribute workable solutions. The County seeks an open exchange of ideas in order to make the County a safer place to work. The Safety Committee should use due care in handling safety concerns and forward recommendations to the appropriate County department head/elected official if needed.

ACCIDENT INVESTIGATION COMPONENT

Department heads/elected officials are committed to and will correct or control all hazards identified through the accident investigation or the hazard identification component of this plan. All identified hazards will receive a timely response.

Hazard Correction

Whenever possible and feasible, hazards identified in each department will be corrected in order to eliminate the cause of the hazard at the source. This will include, but not be limited to, the following:

- Discontinuation of use, or removal, of hazardous chemicals; materials, or substances from the workplace;
- Discontinuation of use, or removal of, hazardous equipment until replaced or repaired; and
- Correction of any unsafe act or conditions in existence, by service or training.

Hazard Control

When identified hazards cannot be eliminated, the hazard will be effectively controlled by engineering, administrative procedures, work practices, personal protective equipment, or any suitable combination of these measures.

- Engineering Controls
- Administrative Procedures
- Personal Protective Equipment

ACCIDENT INVESTIGATION COMPONENT CONTINUED

Accident Reporting and Investigation

The Safety Committee will investigate all work-related accidents and near-miss incidents involving employees or County property to develop preventive measures and implement corrective actions.

All items on the designated accident investigation form will be addressed in detail as soon as possible following the accident/incident. The information acquired will be used and reviewed by department heads, elected officials, supervisors, affected employees, and the Safety Committee to establish all contributing factors and causes.

All County employees must follow the accident investigation policy.

Employee Reporting

All County employees are required to report all accidents or incidents that occur in the scope of their employment. All accidents and incidents must be reported to the department manager, foreman, or supervisor immediately. An employee injury report or TWCC-1 must be filed by the supervisor and provided to the Human Resources Supervisor within 24 hours, or as soon as possible after knowledge of the accident or incident.

ACCIDENT INVESTIGATION COMPONENT CONTINUED

Phone contact by the injured employee is encouraged, if possible, to facilitate a quick investigation before the surrounding conditions change. Once notified, the immediate supervisor will begin an investigation.

Investigation Timeline

It is the responsibility of the respective supervisor/manager/foreman to begin gathering evidence, e.g. photos, statements, etc. The severity of the accident should dictate the extent of the investigation. In some cases it may be necessary for the supervisor/foreman/manager to investigate and report accidents or incidents where no injuries or other losses occurred.

The investigation will be conducted immediately, but no later than 3 working days after knowledge of the incident. The investigation will be recorded on the Safety Director's accident investigation report by the department supervisor. Immediately upon completion (no later than 5 days after knowledge of the incident), the report will be sent to the department head and, if applicable, copies of the final report should be forwarded to the Safety Director.

Department Responsibility

The department head/elected official will review the investigation report and evaluate the contributing factors of the accident outlined in the report. The department head/elected official should take into consideration the cause of the accident and immediately evaluate his/her work area for similar problems. The manager/foreman/supervisor will take immediate action to either eliminate or control the identified problems. Notification of corrections, as well as problems that cannot be corrected immediately will be sent to the department head/elected official and Safety Director, if applicable.

Action by Commissioners' Court

The Commissioners' Court will provide funding as needed to correct identified hazards in an appropriate manner. The Commissioners' Court, with the assistance of the department head/elected official, will develop a timeline for correction by the manager/foreman/supervisor. The manager/foreman/supervisor must post notice of the hazard or problem and take appropriate interim measures to prevent accidents from recurring.

Employer Reporting

The Human Resources Supervisor will report the following accidents to local, state, and federal agencies as required:

- Texas Workers' Compensation Commission – fatalities and accidents involving five (5) or more injuries will be reported within 24 hours

ACCIDENT INVESTIGATION COMPONENT CONTINUED

Lost workday cases other than fatalities:

- Covered employers report to the Texas Worker's Compensation Commission using form TWCC-1, Employer's First Report of Injury
- Non fatal cases without lost workdays that result in transfer to another employment, require medical treatment other than first aid, involve loss of consciousness, or restriction of work motion. This category also includes any diagnosed occupational illnesses which are reported to the employer but are not classified as fatalities or lost workday cases
- Bloodborne pathogen exposure within 24 hours to the Texas Department of State Health Services.

Documentation

All activities and findings of the investigators will be documented and recorded for review.

Accident investigation documentation will record, as a minimum, the following information.

- Date and time of occurrence
- Location of the occurrence
- Name of person(s) conducting the investigation
- Job assignment or duties being performed at time of incident
- Details of how the accident occurred
- Description of any equipment affected or involved
- Name and comments of witnesses
- Indirect, underlying, or contributing factors (including fault or failure in safety and health program elements)
- Name of person(s) involved, job title, area assigned, date of birth, sex
- Nature and severity of injury or illness
- Name of immediate supervisor of employee
- Special circumstances or encumbrances
- Injury, part of body affected
- Direct cause
- Corrective action implemented or preventive measures taken (including safety and health program adjustments)

PROGRAM REVIEW & REVISION COMPONENT

Periodic Review and Revision of Program Components

The Safety Director will review and revise, at least annually, the components of the Accident Prevention Plan for effectiveness and implementation.

The components of the Accident Prevention Plan will be reviewed **annually** to identify insufficiencies or component failure. Each component will be audited individually with the findings documented and recorded. This documentation will be used to identify trends in the program element deficiency and to track improvement modifications. This documentation will be maintained for review. Corrective measures will be taken as needed to reemphasize or restructure the Accident Prevention Plan to perform at the optimum effectiveness.

Special attention will be devoted to areas and criteria that demonstrate failure in a program component, introduction of new procedures, processes, or equipment.

Information will be solicited from supervisors/managers/foreman and employees to determine the effectiveness of each program component, and to assist in developing adjustments and corrections.

On a monthly basis, until the completion of the final audit, the Safety Director designated by the County will be responsible for developing an Accident Prevention Plan Implementation Status Report. The report will be provided to Commissioners' Court on the last regularly scheduled Commissioners' Court meeting of each month, with a copy of the report to be sent to TAC Safety Specialist, via fax or email. The purpose of this is to recognize the departments who are performing well and to encourage poor performers to improve.

250 HOUR INSPECTION CHECKLIST

_____ COUNTY ROAD DEPARTMENT

Date: _____		Make/Model/Year	Equipment Number
Mileage: _____			
Shop Work Order #: _____			
Mileage/Hours	Date	Inspector	
Ref: Repair Order No. _____			

Required Action Key: Ⓢ = Replace (A) = Adjust, Replace if necessary All Others = Inspect
 Inspection Marking Key: ✓ = Satisfactory - = Not Applicable X = Deficiency ⊗ = Deficiency Corrected

SYSTEM	PM OPERATION
ENGINE AIR CLEANER FUEL AND COOLING SYSTEMS	Check operation of all units.
	Engine oil (R).
	Engine oil filter (R).
	Turbo-charger oil filter (R).
	Oil in governor (A).
	Service air cleaner and precleaner (A).
	Change oil in fuel injection pump housing (if applicable).
	Fuel filters (R).
	Clean fuel water trap.
	Service crankcase breathers (A).
	Condition and adjustment of all drive belts (A).
	Condition of all air intake piping (A).
	Condition of exhaust system (A).
	Operation and condition of cooling system (A).
Anti-freeze solution (R).	
Record engine oil pressure.	
ELECTRICAL SYSTEM	Service batteries (check specific gravity).
	Operation and condition of gauges and meters.
	Operation and condition of lights.
	Operation and condition of windshield wipers.
	Operation and condition of starting and charging systems.
	Tune-up engines.
CLUTCH BRAKES TRANSMISSION STEERING SYSTEMS	Clutch operation and adjustment.
	Master cylinder level and brake system for leaks.
	Brake operation and adjustment.
	**Inspect brake lining, brake cylinders, and all component parts, every three (3) years. Date lining was inspected.
	Parking brake operation and adjustment.
	Drain transmission and transfer drive, and refill to correct oil level.
	Transmission filter. Clean serviceable filter.
	Clean transmission and converter breathers.
Operation and condition of steering system.	
HYDRAULIC SYSTEM	Replace hydraulic filter and check system for leaks.
	Drain hydraulic reservoir every two (2) years and refill to proper oil level. (Date oil changed _____).
	Clean hydraulic breathers.

SYSTEM	PM OPERATION
CIRCLE MOLDBOARD	Operation and condition of circle assembly (shoes, teeth).
	Circle reverse gear box oil level.
	Operation and condition of moldboard. (Cutting edges, end bits, shiftable moldboard cylinder, side shift assembly).
	Check operation and condition of scarifier assembly.
AXLES TANDEMS SHAFTS, TIRES MISC	Drain differential(s), final drives, tandems, every two years and refill to proper oil level. (Date changed).
	Clean differential breathers.
	Condition of propeller shafts and universals.
	Condition of tires.
	Condition of cab assembly. (Doors, glass, etc.)
LUBRICATION	Lubricate machine per manufacturer's recommendations.

Inspection Remarks: _____

Reviewed By: _____

Repair Remarks: _____

Reviewed By: _____

DAILY EQUIPMENT INSPECTION

County/Road Department: _____

(✓) If okay (X) If not okay-requires action		Monday	Tuesday	Wednesday	Thursday	Friday
Before Starting	Engine Oil Level					
	Coolant Level					
	Tires					
	Battery Fluid & Terminals					
	Belts and Hoses					
After Starting	Engine					
	Instruments					
	Lights					
	Horn					
	Windshield Wiper					
	Clutch					
	Transmissions					
	Brakes					
Steering						
Other Remarks:						

MILEAGE AND FUEL CONSUMPTION RECORD

Next 3,000 Inspection _____

Date	Beginning Mileage	Gallons Fuel	Tank #	Quarts Oil	Ending Mileage	Project	Operator

3,000 HOUR INSPECTION CHECKLIST

COUNTY ROAD DEPARTMENT

Date: _____		Make/Model/Year	Equipment Number
Mileage: _____			
Shop Work Order #: _____			
Mileage/Hours	Date	Inspector	
Ref: Repair Order No.			

Required Action Key: Ⓢ = Replace (A) = Adjust, Replace if necessary All Others = Inspect
 Inspection Marking Key: ✓ = Satisfactory - = Not Applicable X = Deficiency ⊗ = Deficiency Corrected

Engine Compartment: <input type="checkbox"/> Radiator Condition <input checked="" type="checkbox"/> Pressure Cap <input checked="" type="checkbox"/> Coolant Level <input type="checkbox"/> Anti-Freeze <input type="checkbox"/> Hoses/Clamps <input type="checkbox"/> Recovery Tank <input type="checkbox"/> Oil Cooler/Lines/Fittings <input type="checkbox"/> Trans Cooler/Lines/Fittings <input type="checkbox"/> Fan Belt (A) <input type="checkbox"/> A/C Drive Belt (A) <input type="checkbox"/> Gen/Alt Belt (A) <input type="checkbox"/> Water Pump Belt (A) <input type="checkbox"/> Gen/Alt Mts/Cables <input type="checkbox"/> Starter Mts/Cables <input type="checkbox"/> Battery Condition <input type="checkbox"/> Battery Level <input type="checkbox"/> Terminals/Cables <input type="checkbox"/> Access Wiring <input type="checkbox"/> Brake Fluid <input type="checkbox"/> Brake Booster <input type="checkbox"/> Air Filter Ⓢ <input type="checkbox"/> Fuel Filter/Gasket Ⓢ <input type="checkbox"/> Fuel Lines/Fittings <input type="checkbox"/> Return Lines/Fittings <input type="checkbox"/> Carb/Choke (A) <input type="checkbox"/> PS Fluid/Filter Ⓢ <input type="checkbox"/> Hydraulic Fluid/Filter Ⓢ	Engine Running: <input type="checkbox"/> Oil Pressure Gauge <input type="checkbox"/> Oil Temperature Gauge <input type="checkbox"/> Ammeter/Voltmeter <input type="checkbox"/> Fuel Gauge <input type="checkbox"/> Coolant Temp Gauge <input type="checkbox"/> Choke <input type="checkbox"/> Neutral Safety Switch <input type="checkbox"/> Tachometer <input type="checkbox"/> Air Pressure Gauge <input type="checkbox"/> Brake Vacuum Gauge <input type="checkbox"/> Fuel Switch-over <input type="checkbox"/> Manifolds <input type="checkbox"/> Air Compressor/Tank(s) <input type="checkbox"/> Switches <input type="checkbox"/> Service Lights <input type="checkbox"/> Wipers/Washer <input type="checkbox"/> Horn <input type="checkbox"/> Heater/Defroster <input type="checkbox"/> Mirrors	Lubrication: <input type="checkbox"/> Oil/Filter Ⓢ <input type="checkbox"/> Clutch Release Bearing <input type="checkbox"/> U Joints/Flanges <input type="checkbox"/> Ball Joints <input type="checkbox"/> Kingpins/Draw Keys <input type="checkbox"/> Tie Rods/Idle Arm/Drag Link <input type="checkbox"/> Fittings <input type="checkbox"/> Transmission <input type="checkbox"/> Differential <input type="checkbox"/> Hydrovac Underbody: <input type="checkbox"/> Exhaust System <input type="checkbox"/> Shocks/Springs <input type="checkbox"/> Torsion Bars <input type="checkbox"/> Suspension Bushings <input type="checkbox"/> PS Hoses/Cylinders <input type="checkbox"/> Steering Gear (A) <input type="checkbox"/> Brake Lines <input type="checkbox"/> Tires/Pressure (A) <input type="checkbox"/> Wheel Lugs/Rims	Operating: <input type="checkbox"/> Brakes (A) <input type="checkbox"/> Clutch (A) <input type="checkbox"/> Emergency Brake (A) <input type="checkbox"/> Steering (A) <input type="checkbox"/> Shift Linkage (A) <input type="checkbox"/> Transmission <input type="checkbox"/> Odometer <input type="checkbox"/> Two-Speed Axle <input type="checkbox"/> Backup Alarm <input type="checkbox"/> Headlight Alignment (A) <input type="checkbox"/> Safety Equipment <input type="checkbox"/> Front End Alignment/Toe-in <input type="checkbox"/> Doors/Glass/Seals Supplemental: <input type="checkbox"/> PTO <input type="checkbox"/> Hydraulic Pump <input type="checkbox"/> Bed Hoist <input type="checkbox"/> Hoist Cylinder Mts. <input type="checkbox"/> Dump Bed <input type="checkbox"/> Bed Hinge Pins <input type="checkbox"/> Dump Bed Lock <input type="checkbox"/> Tailgate Lock <input type="checkbox"/> Aux. Fuel Tank
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PRECINCT YARD INSPECTION FORM

APPENDIX E
ATTACHMENT 4

County/Precinct Number: _____
Completed by: _____

Work Area: _____
Title: _____

Date: _____

Areas/Items to be Inspected

Okay
 Needs Improvement
 N/A

Comments

Chemical/Hazard Communication

Product name & hazard warning labels clearly visible				
Proper containers used				
Lids closed when not in used				
Minimum amount of flammable materials in the working area				
Empty containers properly disposed				
MSDS available for all chemicals in the workplace				
Chemical inventory list posted				
All employees trained in the chemicals hazards				

Electrical

Electrical panels easily accessible				
Wiring, insulation in good conditions				
Equipment grounded				
Electrical disconnects provided & functional				
Electrical installations conducted				
Explosion proof fixtures where required				
Electrical outlets, plugs and junction boxes properly covered				

Personal Protective Equipment

Safety glasses, goggles, face masks being worn where needed				
Hearing protection being worn where required				
Gloves in good condition being worn where required				
Safety shoes being worn where required				
Leather welding outfits for welders				

Housekeeping

Aisles clearly marked and unobstructed				
Floors clean, orderly, free of trip, slip and fall hazards				
Exits clearly marked and unobstructed				

Areas/Items to be Inspected Okay Needs Improvement N/A **Comments**

Fire Prevention

Fire equipment in good condition					
Fire extinguisher inspected					
Fire equipment clearly marked					
Availability of welding curtain					
Fusible links in parts washer in good condition and doors unobstructed					
Unsafe practices observed					

Elevated Work Areas

Railings secured 42 inches high top rail mid-rail					
4" toe boards in place where materials could fall along sides					
Proper non-skid flooring					
Accumulation of materials on elevated surfaces					
Load evenly distributed					

Ladders

Safety feet, rungs, side rails in good condition					
Free from grease and oils					
Doors blocked or guarded if they interfere with the use of a ladder					
Metal Ladders not used near electrical installations					

Stairs

At least 24 inches wide					
Handrails provided on open sides					
Areas clean and unobstructed					
Uniform height and tread depth					

Machine Guarding

Guards secured in place					
Interlocked guards operating properly					
Operator instruction and service manuals available					
All controls clearly marked					
All controls, including foot controls guarded against accidental start-up					
Mechanics properly trained in the adjustment of guards					

Areas/Items to be Inspected

Okay Needs Improvement N/A

Comments
APPENDIX B
ATTACHMENT 4

Lockout Tag Out

Lockout/Tag Out procedures being used _____

Tags and locks issued to authorized personnel _____

Portable Hand Tools

Tools, electrical cords and air hoses in good condition _____

Guards and safety devices in good operating conditions _____

Proper storage for tools not being used _____

Lifting Equipment

Free of physical damage deformed hooks, frayed cables _____

Cleaned and lubricated as required _____

Lifting capacity clearly marked _____

All controls operational _____

Safety latches intact and operational on all hooks _____

Compressed Gasses

Special storage area away from heat sources _____

Stored upright and chained to prevent falling over _____

Contents legibly marked and segregated by item _____

Caps hand tight _____

Employee Work Practices

Loose hair or employee clothing _____

Employee overexertion _____

Potential for repetitive motion injury _____

Sturdy shoes suitable for work environment _____

Unsafe practices observed _____

HAZARD COMMUNICATION CHECKLIST

Entity/Department: _____

Completed By: _____

Date: _____

Action to be Taken	Yes	No
1. Listed all of the hazardous chemicals in our workplace.		
2. Established a file for information on hazardous chemicals.		
3. Obtained an MSDS for each hazardous chemical in use.		
4. Developed a system to ensure that all incoming hazardous chemicals are labeled.		
5. Reviewed each MSDS to be sure it is complete.		
6. Made sure that MSDS's are available where necessary.		
7. Developed a written hazard communication program.		
8. Developed a method to communicate hazards to employees and others.		
9. Informed employees of protective measures for hazardous chemicals used in the workplace.		
10. Alerted employees to other forms of warning that may be used.		

Safety Meeting Record

County/Department: _____

Training Topic: _____

Individual Responsible: _____ Date: _____

Print name, do not write in cursive

Name	Department	Address
1.		
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28.		



Employee Acknowledgment of PSWCA Direct Contracting Program

I have received information that informs me of my employer's relationship with the Alliance and how to get health care if I suffer a work related injury/illness.

If I am injured on the job, I understand that:

1. I must choose a treating doctor from the list of doctors provided by my employer or obtain the list myself which is located at <http://www.pswca.org/>
2. I must go to my treating doctor for all health care for my injury. If I need a specialist, my treating doctor will refer me. If I need emergency care, I may go anywhere.
3. JI Specialty Services on behalf of the Texas Association of Counties Risk Management Pool will pay the treating doctor and other referral providers.
4. I may be required to pay for health care received from a provider if that provider is not on the approved list.
5. Making a false or fraudulent workers' compensation claim is a crime that may result in fines and or imprisonment.
6. Additional information regarding the PSWCA is available on my pool's website at www.county.org

Signature

Date

Printed Name

I live at: _____
Street Address

City State Zip Code

Name of Employer: _____

Call 800-752-6301 if you need assistance locating a treating provider.

Please indicate whether this is the:

- Initial Employee Notification
- Injury Notification (Date of Injury: __/__/__)

**PLEASE RETURN THIS FORM TO YOUR EMPLOYER
DO NOT RETURN THIS FORM TO JI SPECIALTY SERVICE UNLESS REQUESTED**

Important Contact Information

- Alliance website is www.pswca.org
- Alliance phone number is 1-866-99-PSWCA (1-866-997-7922)
To contact JI Specialty Service call 800-752-6301

Claims Administrator, JI Specialty Services, Inc.

P.O. Box 160120 • Austin, TX 78716 • 800-752-6301 • 512-427-2497 • FAX 512-346-9321

LOSS CAUSATION/PROBLEM SOLVING MODEL

LACK OF CONTROL	BASIC CAUSES	IMMEDIATE CAUSES	INCIDENTS	LOSSES
<p>Inadequate Program Standards</p> <p>Lack of Compliance for:</p> <ul style="list-style-type: none"> Leadership and administration Leadership training Planned inspections & maintenance Critical task analysis & procedures Accident/incident investigation Task observations Emergency preparedness Rules & work permits Accident/incident analysis Knowledge & skill training Personal protective equipment Health & hygiene control System evaluation Engineering & change management Personal communications General promotion Hiring and placement Purchasing controls Materials & services management Off-the-job safety 	<p>Personal Factors</p> <ul style="list-style-type: none"> Inadequate physical capability Inadequate mental capability Physical stress Mental stress Lack of knowledge Lack of skill Improper motivation <p>Job Factors</p> <ul style="list-style-type: none"> Inadequate leadership & supervision Inadequate engineering Inadequate purchasing Inadequate maintenance Inadequate tools and equipment Inadequate work standards Wear and tear Abuse or misuse 	<p>Substandard Actions</p> <ul style="list-style-type: none"> Operating without authority Failure to warn Failure to secure Operating at improper speed Making safety device inoperable Using defective equipment Using equipment improperly Failure to wear personal protective equipment Improper loading Improper placement Improper lifting Improper placement Improper position for task Servicing equipment in operation Horseplay Under the influence of controlled substances <p>Substandard Conditions</p> <ul style="list-style-type: none"> Inadequate guards or barriers Inadequate or improper protective equipment Defective tools, equipment, or materials Congestion or restricted action Inadequate warning systems Fire and explosion hazards Poor housekeeping Noise exposures Radiation exposures Extreme temperatures Inadequate illumination Hazardous environmental conditions: gases, dusts, smoke, fumes, vapors 	<p>Contact with Sources of Energy or Substances that Exceed the Threshold of the Body or Structure</p> <ul style="list-style-type: none"> Struck against Struck by Fall to lower level Fall on same level Caught in Caught on Caught between Overexertion Overstress <p>Contact with</p> <ul style="list-style-type: none"> Heat Cold Fire Electricity Chemical-caustic Chemical-toxic Noise Pressure Radiation 	<p>Injury/Illness</p> <ul style="list-style-type: none"> First aid Medical treatment Lost workday Fatality <p>Part of Body Harmed</p> <ul style="list-style-type: none"> Head Eye Hearing Respiratory Trunk Digestive track Arm Hand Finger Leg Knee Ankle Foot Toe Skin <p>Property Damage/Process Loss</p> <ul style="list-style-type: none"> Minor (less than \$100) Serious (\$100-\$999) Major (\$1,000-\$9,999) Catastrophic (\$10,000+) <p>Type of Property Process Loss</p> <ul style="list-style-type: none"> Building Equipment Vehicles Tools Materials Various process

LOSS CAUSATION/PROBLEM SOLVING MODEL

APPENDIX E
ATTACHMENT 8

LACK OF CONTROL	BASIC CAUSES	IMMEDIATE CAUSES	INCIDENTS	LOSSES