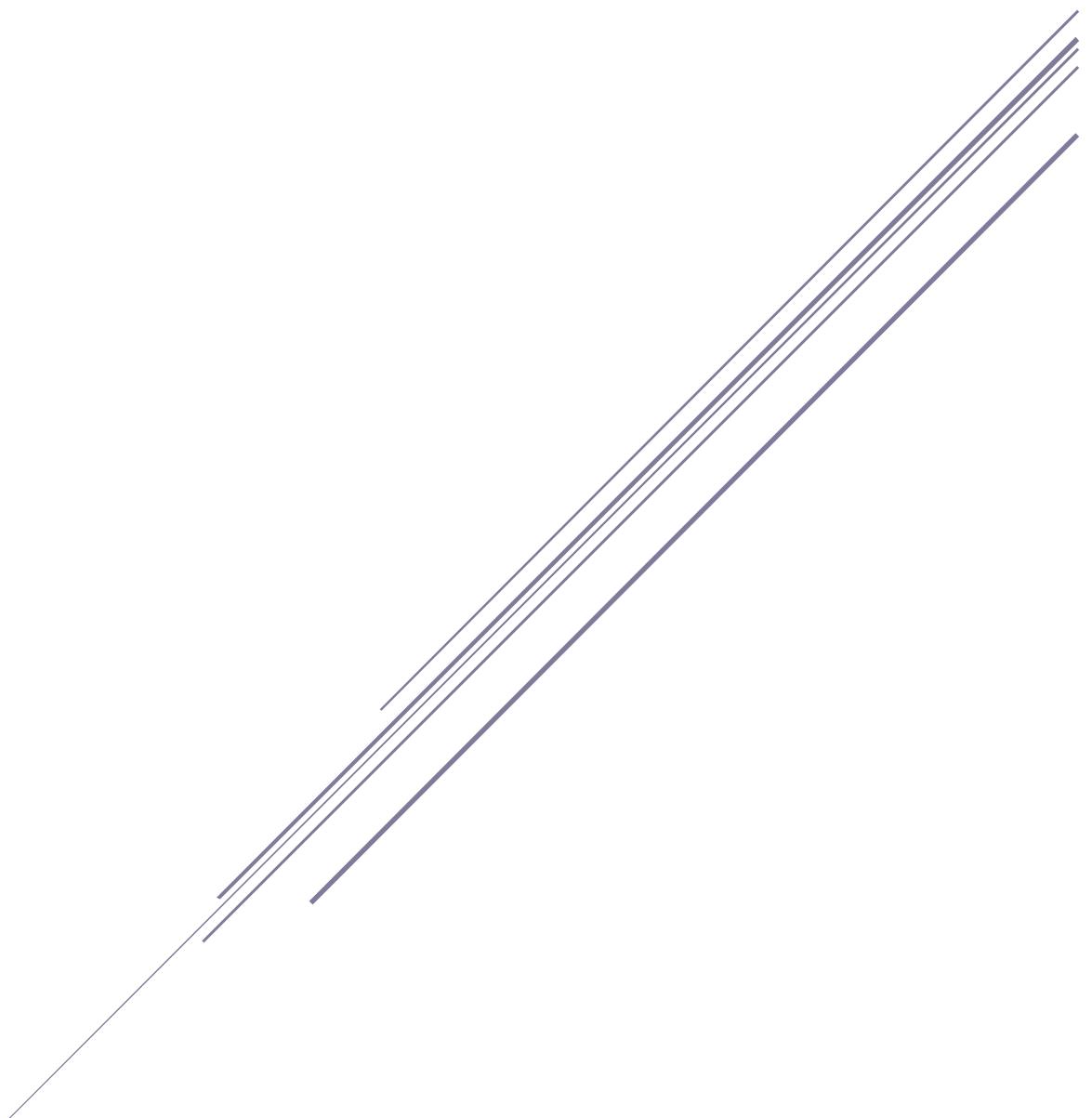


# LASALLE COUNTY

## Safety Policy and Procedures Manual



**Updated September 2023** This policy and procedures manual exists in a constant state of revision. As revisions are, they will be reviewed and adopted by the LaSalle County Board and inserted into the manual at the earliest possible convenience. All departments within LaSalle County shall comply with the directives and policies herein, including any revisions that may be adopted.

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# 1 COUNTY BOARD SAFETY POLICY STATEMENT

The County Board has a sincere concern for the occupational health and safety of its employees and the public it serves. It is the County's policy to:

1. Provide a safe environment for all citizens and visitors, and to maintain County services at a high standard for their safety and security.
2. Provide safe working conditions for all employees.
3. Provide complete instructions covering safe work methods.
4. Provide special equipment to protect employees against particular hazards.
5. Ensure that safety takes precedence over operational expediency or short cuts.
6. Comply with Occupational Safety and Health Act (OSHA) and other safety laws as enforced by the Illinois Department of Labor.

The success of the LaSalle County Safety Program is the responsibility of all personnel. Therefore, the County Board hereby endorses the Safety Policy and Procedures developed with the cooperation of the LaSalle County Insurance Trust, Elected Officials, Department Heads, and employees.

Revised Edition approved by the County Board on the 12<sup>th</sup> day of October, 2023.

*Don Jensen*

Chairperson, County Board

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## 2 OSHA RECORDKEEPING AND REPORTING

The Occupational Safety and Health Act of 1970, 29 CFR 1904, requires all employers to prepare and maintain records of occupational injuries and illnesses. Records of injuries and illnesses are necessary for carrying out the purpose of the Act. They provide statistical data for OSHA and help employers identify risk factors that cause injuries and illnesses in the workplace.

OSHA records are prepared and kept by Human Resources or their designee. Annual required reports are posted in accordance with the Act, within the mandated time frame of February 1<sup>st</sup> through April 30<sup>th</sup> for all employees to view on employee bulletin boards.

All employers are required to notify OSHA of any work-related fatality, in-patient hospitalization, amputation, or loss of an eye. It is the responsibility of the Department Head to advise the Human Resource Director or Human Resource Generalist immediately upon notification of such an event.

Questions regarding OSHA records or medical records should be directed to the Human Resources Department.

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# 3 GENERAL SAFETY GUIDELINES

## SAFETY PROGRAM STATEMENT

It is the intent of the County to provide safety guidelines that will promote the safety of its employees and the general public.

Departments are responsible for developing guidelines for specific jobs to ensure additional levels of employee safety. These specific job guidelines should address hazards encountered by employees in the course of doing regular or occasional job tasks. Incidents are often the result of unsafe acts or unsafe conditions. When developing additional department specific safety guidelines, thought should be given to the 'total job system' which focuses on the relationship between the employee, the task, the tools, and the workplace environment.

The following general safety guidelines apply to all County employees, regardless of the department in which they work.

## SAFETY GUIDELINES

These guidelines are not all-inclusive, but are provided to assist County personnel in making decisions when taking actions for the safety of themselves and others.

- **REMEMBER** to report all on-the-job injuries to your Supervisor or Department Head immediately.
- Observe safety rules applicable to your respective Department, position and building.
- Demonstrate safety in your work habits and personal conduct.
- Employees are to wear footwear appropriate for the job they hold in an effort to not create additional safety hazards throughout the workday.
- Engaging in practical jokes, wrestling, fighting, scuffling, horseplay, or other acts that may produce undesirable effects will not be tolerated.
- Possession of unauthorized firearms, alcoholic beverages, illegal drugs and state legalized drugs, or unauthorized medically prescribed drugs is not permitted in the workplace.
- Employees are responsible to notify their immediate Supervisor or Department Head of any permanent or temporary impairment, to include prescribed and over the counter medications, that reduces their ability to perform the essential functions of their position in a safe manner.
- When an employee experiences a personal illness or work-related injury prohibiting self-transportation to medical services, LaSalle County personnel will call a relative or an ambulance for transportation. Employees are not permitted to transport co-workers for medical services.
- Personal protective equipment (PPE) must be used when warranted and will be provided by the County.
- No employee shall remove, deface, tamper with, damage, destroy, or carry off any safety devices, fire extinguishers, first-aid kits, machine guards, or PPE furnished by the County for accident prevention.
- Equipment is to be operated only by trained and authorized personnel and must be operated in accordance with the manufacturer's guidelines and recommendations.
- All equipment failures and improperly operating equipment should be removed from service immediately and reported to the Supervisor or Department Head.
- Seat belts and other safety restraint systems must be fastened before operating vehicles or equipment.
- Employees are encouraged to report unsafe conditions or procedures to their immediate Supervisor.
- Periodic inspections of work areas are conducted to identify potential hazards and to ensure that equipment, tools, procedures, or vehicles are operating in a safe manner.

Safety while on the job is the responsibility of every employee.

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# 4 COMMITTEE

## MISSION STATEMENT

It is the mission of the LaSalle County Health and Safety Committee to promote occupational safety and health in the workplace for its employees, the general public, and contractors. It's an opportunity for employees to assist the County and make recommendations for improvements regarding safety and health issues. This is a cooperative effort to detect and correct workplace hazards, reduce injuries and illnesses and increase safety awareness. It gives employees a direct voice in addressing safety concerns and their possible solutions throughout the County facilities.

Employee involvement is integral to creating a safe working environment. Safety Starts with me.

## PURPOSE

To fulfill its mission of protecting the safety and health of its employees and the public, LaSalle County has an established joint safety committee comprised of employees, management, union representatives, Loss Control Consultant, and 7 assigned County Board members with one designated as Committee Chair. The committee will provide information and recommendations to management and County Board members about occupational safety and health conditions and practices and will provide a forum for information exchange.

The safety committee is strictly advisory in nature and does not have any regulatory enforcement powers. Enforcement of safety and health policies and procedures is the responsibility of County Board members, County Board Committees, Department Heads and supervisors.

This standing committee is comprised of seven board members, with one being the chair who will oversee the monthly meeting. It is recommended that each department appoint a designated employee representative for a continuous term of at least one year. There will be a designated employee safety committee chairperson and secretary.

The employee safety committee will meet at least once per month.

## EMPLOYEE SAFETY COMMITTEE FUNCTIONS

Safety committee members should know general safety guidelines, as well as specific County safety rules. They should work with the Elected Official or Department Head to pass on safety instructions to other employees. Safety committee members are also encouraged to make suggestions regarding unsafe conditions and unsafe work practices.

The safety committee is charged with carrying out the following tasks:

- Participate in an annual review of the Safety Policy and Procedure Manual; recommend updates if necessary.
- Solicit employee suggestions. Evaluate newer, safer methods, work practices and processes to reduce risks.
- Assist with the coordination of safety training programs.
- Assist with and review the results of periodic safety walkthrough inspections. Document unsafe conditions and practices, determine and recommend their remedies. Follow up on prior recommendations.

## DUTIES OF THE EMPLOYEE CHAIRPERSON

- Actively promote health and safety.
- Act as communication liaison between employee committee members and the County Board.
- Facilitate monthly employee safety committee meetings.
- Assist the Loss Control Consultant as appropriate.
- Participate in annual facility safety inspections.
- Coordinate annual fire and tornado drills.
- Coordinate the inspection or maintenance of county safety equipment such as AED, biohazard clean-up kits, sharps containers, etc.
- Attend Insurance Trust Committee meetings with the Loss Control Consultant as needed.
- Ensure the effectiveness of the meetings by directing discussion to meet mission and objectives.

## DUTIES OF THE COMMITTEE SECRETARY

- Actively promote health and safety.
- Ensure the meeting minutes are recorded, completed, and distributed to committee members and County Board Committee members.
- Distribute the meeting agenda with minutes to members prior to the scheduled meeting date.
- Take and record meeting attendance.
- Distribute any correspondence and/or directives developed by the committee.
- Develop and maintain files of meetings and correspondence.

## DUTIES OF EMPLOYEE COMMITTEE MEMBERS

- Actively promote health and safety.
- Attend monthly meetings or arrange for an alternate to attend.
- Act as a liaison between the safety committee and their respective Department.
- Participate in annual tornado and fire drills.
- Provide a point of contact for employees to communicate safety questions, concerns and suggestions.
- Submit suggestions to the Department Head or Director for the prevention of accidents and injuries.
- Recommend improvements to the County's workplace safety program.

## DUTIES OF THE 7-MEMBER COUNTY BOARD

- Actively promote health and safety.
- Serve as a liaison to communicate initiatives to other County Committees and County Board.
- Attend monthly meetings.
- Recommend improvements to the County's workplace safety program.

## DUTIES OF LOSS CONTROL CONSULTANT

- Serve as an external resource to the County regarding loss trends and regulatory safety compliance items.
- Administrate and make necessary changes in the safety program.
- Review accident, injury, and workers' compensation reports and conduct investigations as needed.
- Conduct an annual facility safety inspection of all County Departments including grounds and facilities.
- Provide recommendations for hazard exposure control and other safety related corrective action.
- Attend monthly Insurance Trust Committee meetings and Health & Safety meetings

## EMPLOYEE SAFETY COMMITTEE MEETING STRUCTURE

Safety committee meetings are conducted according to simple rules of order, and every member is free to openly discuss anything that is brought up in the meeting. Meetings are conducted as follows:

1. All present are asked to sign in
2. Committee Chairperson – Call meeting to order
3. Committee Chairperson – Duly introduce visitors
4. Committee Chairperson – Call the approval of minutes from the previous meeting
5. Employee Chairperson – Review old business – all matters on which definite decisions have not been made are brought up for reconsideration
6. Employee Chairperson – Review new business – any new business that has not already been brought up
7. Loss Control Consultant – Presents a review of injuries and other statistics
8. Employee Chairperson – Open the floor for member discussion
  - a. Members are encouraged to speak, bring in new suggestions, or any other subject that may be of interest or pertain to better understanding of safety
9. Loss Control Consultant – Present a safety training topic, safety compliance, or a general awareness topic.
10. Committee Chairperson – Call for a motion, second, and vote for any recommendations made from the floor or action items, or agree to forward onto the appropriate committee for further action.
11. Committee Chairperson – Announce next meeting date
12. Committee Chairperson – Call the adjournment or the meeting

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## 5 EMPLOYEE SAFETY ORIENTATION

### EMPLOYEE SAFETY ORIENTATION

During New Hire orientation conducted by the HR Dept, each employee will be provided a copy of the LaSalle County Safety Policy and Procedure Manual. Employees are expected to review the manual, ask questions as needed, and sign off on the acknowledgment form.

Departments are responsible for conducting a department specific safety orientation for new employees. This should be completed within the first 30 days of employment, then annually thereafter as a refresher training or when policies/procedures change.

### ENFORCEMENT OF STANDARDS

Departments are responsible for the enforcement of and compliance with all safety policies and procedures, County-wide and department operations specific.

Failure to adhere to safety procedures which may lead to an unsafe situation for the employee or others may result in disciplinary action up to and including termination of employment.

### SAFETY TRAINING

LaSalle County utilizes the SafePersonnel© training platform for online training. When required, in-person training will be conducted by trained facilitators.

At times departments will conduct periodic departmental specific safety training. Frequency and topics discussed shall be based on, and pertinent to, the hazards and accidents faced by the department and the job tasks, processes, and/or work environment.

It is the responsibility of the employee to request training on any unfamiliar aspects of their job.

The Department Head is responsible to ensure that all employees complete required training, whether online or in-person.

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## 6 ACTIVE SHOOTER/WORKPLACE VIOLENCE

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined space and populated area by any means including, but not limited to, firearms, bladed weapons, vehicles, or any tool that in the circumstance in which it is used constitutes deadly physical force. In most cases, there is no pattern or method to their selection of victims. Most active shooter situations are unpredictable, evolve quickly, and are over within minutes.

Work place violence may be committed by employees of the organization or individuals which are guests of the facilities. Follow the security best practices outlined for your facility due to the sensitive nature of operations.

- Follow security check point rules as applicable
- Do not prop open exterior doors
- Do not share security codes or key fobs
- Report suspicious behaviors to managers for Employee Assistance Options or security best practices
- Report damaged doors or building equipment to facilities management

LaSalle County has adopted the ALICE Best Practices. ALICE is an acronym stating to Alert, Lockdown, Inform, Counter, and Evacuate. The goal of this best practice is individuals assess their location and determine if their best action is lockdown or evacuate the facility. If confronted, individuals have the option of countering or fighting for their safety. The ALICE methodology focuses on clear communication to alert others in your area of the incident. Additionally, informing the authorities and providing factual details is a factor of clear communication.

Many LaSalle County employees are employed within a particular office space. However, many employees travel throughout the facilities or within the community. Situational awareness is the knowledge of one's immediate environment and the events happening. The ALICE concept is a guideline and it outlines to employees how to protect themselves via evacuation or lockdown until law enforcement can be dispatched and arrive at the destination.

### ACTIVE SHOOTER ACTION GUIDELINES

#### A: ALERT

When an Active Shooter situation arises, situational awareness requires individuals to be **alert** to their surroundings. Notify emergency response team immediately by dialing 911.

- Building address and location inside of the facility
- Communicate with guests and staff within the immediate area of exit or lockdown options

#### L: Lockdown

If the threat is immediate and an exit is **not** an option, then **lockdown** in an area is necessary.

- Lock or barricade doors with physical locks or items in the room
- Silence cellular telephones, computers, radios, etc.
- Turn off lights
- Remain quiet
- Try not to huddle as a group in the lockdown area
- If locked down is selected, then open the door with confirmation of the event's end as instructed by incident command.

Items that can be used to barricade:

- Furniture
- Computer cords to secure door handles
- Locks
- Door wedges

## I: Inform

When speaking to 911 operators

- Understand the operational features of current telephone system or public address
- Understand sensitivity of cellular phones and lock and dialing features under stress
- Speak clearly and slowly

Provide details including:

- Any known details on the Active Assailant such as name, physical description, location inside of the building
- Type of weapon being utilized, shots fired, fragrances, other sensory cues
- Injured individuals, number, types of injuries

## C: Counter

If faced by the Active Assailant, then the personal choice of countering the Active Assailant's intentions is permitted. Countering is a method of distracting the current focus of the Active Assailant and attempt to reclaim control of the area for survival. At this time seconds matter and distractions add time for the individual's next decision. Countering provides time to relocate/ evacuate or provide additional counter measures. These tactics may include:

- Yelling phrases to distract the assailant may include:
  - Call the assailant's name
  - Drop the weapon
  - Stop
  - Why are you doing this
- Throwing items at the assailant may render them unable to use or drop the weapon. Items that may be available:
  - Office supplies
  - Shoes
  - Chairs
- Tackling the individual
- If the weapon is dropped, then countering may include kicking the weapon to another area of the room.

## E: Evacuation

When safe to do so, evacuation from the location is the preference. Exit routes in facilities must be maintained without obstructions for fire and life safety best practices which include active assailant incidents.

- Be alert to doors that require authorized key fob entry.
- Leave personal belongings behind.
- Ensure hands are clearly visible to law enforcement.
- Follow instruction of law enforcement.
- Meet at assigned rally points for emergency best practices for attendance and first aid triage.
- Follow media relations best practices policy.

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# 7 INCIDENT/ACCIDENT REPORTING AND INVESTIGATION

## DEFINITIONS

Incident or near miss – Unplanned, unwanted event that has the ***potential*** of resulting in injury, harm or damage to people or property.

Accident – Unplanned, unwanted event that causes injury to people or property damage.

## REPORTING

Employees are required to report all accidents involving a County employee or a visitor, damage to County property, and damage to non-County property by a County employee.

The immediate Supervisor or Department Head is to be notified immediately or as soon as reasonably possible. In the event of serious injury or incident, medical help should be called first. Others can be notified when circumstances permit. Do not discuss the accident details with anyone, except a Supervisor, Department Head, law enforcement authorities or Human Resources. If police have completed an accident report, the Department Head or Supervisor is required to submit copies of all reports to Human Resources for claims processing.

Human Resources is required to notify OSHA of any work-related fatality, in-patient hospitalization, amputation, or loss of an eye. It is the responsibility of the Department Head to advise Human Resources *immediately* upon notification of such an event, including weekends.

## FORMS

- IL Form 45 is to be completed by the Supervisor or Department Head for every work-related, employee injury.
- HIPAA Medical Record Disclosure Authorization to be completed and signed by the employee as soon as possible after a work-related injury.
- Employee Report of Injury/Incident is to be completed and signed by the employee after a work-related accident. This is the employee's version of events leading up to and including the accident and must be written and signed by the employee.
- Automobile Loss Notice is to be completed by the Supervisor or Department Head for automobile accidents or damage.
- General Liability Loss Notice is to be completed by the Supervisor or Department Head for all non-employee injuries that occur on County property.

All forms are provided to Departments in electronic format; completed forms are to be turned in to Human Resources as soon as possible for timely claims processing.

## INVESTIGATION

Departments are responsible for participating in an investigation of all incidents and accidents with the County's Loss Control Consultants for determination of cause and effect in an effort to minimize County liability and risk exposure. Loss Control will provide the necessary assessment forms to collect pertinent details.

## TRANSPORTATION

When an employee experiences a personal illness or work-related injury prohibiting self-transportation to medical services, LaSalle County personnel will call a relative or an ambulance for transportation. Employees are not permitted to transport co-workers for medical services.

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# 8 EMERGENCY ACTION PLAN

## POLICY

Emergencies will occur. The effect of the emergency must be controlled by means of proper pre-emergency planning. In order to respond to this need, LaSalle County has developed the following plan which all employees are expected to follow in preventing or responding to emergency situations that we reasonably expect in a workplace setting.

There may be times when emergencies may require departments to deviate from the plan to provide maximum safety to the public and employees.

LaSalle County administration is of the belief that trained professionals should be called for all fires, medical emergencies, and all other emergencies. The contact typically occurs by calling 911 from an office landline or a personal cell phone. If all means of telephone communication fails, the Sheriff's Department should be notified in person. Department Heads or designee are responsible for advising their direct employees of the procedures to be used at such times. Any person of the general public in a County building at the time evacuation procedures are initiated should be directed to the designated area along with employees.

Court Security and Bailiffs are responsible for directing people from the courtrooms to the same assembly location as the employees.

Persons in the custody of the Sheriff's Department and Detention Centers will continue to be the responsibility of their respective department.

Employees working in a non-emergency capacity are not expected to perform rescue or medical duties. Therefore, there are no provisions for training employees in these tasks. Municipal emergency medical and fire departments are used for LaSalle County emergency medical treatment. At no time should a LaSalle County employee be directed to perform emergency duties which may endanger their life.

When an employee experiences a personal illness or work-related injury prohibiting self-transportation to medical services, LaSalle County personnel will call a relative or an ambulance for transportation. Employees are not permitted to transport co-workers for medical services.

Should non-emergency employees opt to assist a co-worker, visitor, vendor, etc. they do so under the Good Samaritan Law. (745 ILCS 49-1)

## CHEMICAL SPILLS

If you discover a spill or emission (i.e., unidentified liquid, unusual smoke, or cloud), alert others in the area of the danger and notify your immediate Supervisor or Department Head immediately. Leave the area of immediate danger and call 911 from a safe area, preferably uphill and/or upwind from the suspected leak.

When reporting the emergency:

- Clearly state the area of the suspected leak
- Clearly state the nature of the problem

The Hazard Communication Plan outlined in section 17 addresses chemical spills and the SDS sheets for all chemicals used at County facilities. SDS sheets are stored electronically within the Safe Personnel site as well as within the department using those specific chemicals.

## **EVACUATION FOR EMERGENCIES**

### **FIRE OR CHEMICAL RELEASE**

In the event of a fire or a chemical emergency, LaSalle County employees are to evacuate along with visitors, vendors, etc., from the section of the building directly affected. Additional evacuation of the building, whether partial or complete, is left to the discretion of the Sheriff's Department or fire department personnel. When the exact area of danger is unknown, a full evacuation is required.

The following individuals are responsible to conduct a sweep of the floor or department to ensure all employees and members of the general public have evacuated:

• Downtown Courthouse	Bailiff assigned to the floor
• Governmental Complex	Department Head or designee
• Governmental Complex Basement	Court Security at front door is to go to the basement to conduct a sweep
• Criminal Justice Center	Department Head or designee
• Criminal Justice Center Court	Bailiff assigned to the courtroom
• EMA	Director or designee
• Health Department	Management or designee
• Highway Department	County Engineer or designee
• Nursing Home	Director or designee
• Forensic Center	Management or designee

Should an employee or visitor require assistance with evacuation, the individual responsible for the floor or departmental sweep must immediately advise the fire department of the person's specific location.

Evacuation route assignments are to be posted throughout all County buildings, to include employee work areas and public gathering areas.

Employees, visitors, and vendors are not permitted to return to an area or a building for personal belongings until an all clear is given by fire department personnel.

### **ACCOUNTING FOR PEOPLE AFTER AN EVACUATION**

Evacuated employees must report directly to their designated assembly area. The Department Head or Supervisor is responsible for directing all visitors, vendors, etc. to the departments assigned assembly location. Employees are advised not to leave an assembly area until instructed to do so by the Department Head, the Sheriff's Department, or fire department personnel.

### **ELECTRICAL OUTAGE**

In the event of an electrical outage, emergency lighting should illuminate. If the emergency lighting fails, employees should carefully evacuate and report to their designated assembly location. All employees should remain at the assembly area location unless otherwise directed by the Department Head or Sheriff's Department.

### **REVIEW OF EMERGENCY PLANS WITH NEW EMPLOYEES**

A review of the emergency plans should be completed with each new employee prior to the beginning of his/her duties within the Department. Additional review with staff should be completed when plans are revised; this is the responsibility of each department.

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# 8.1 EMERGENCY PROCEDURES: TORNADOES

## GENERAL INFORMATION

Tornadoes usually occur in the spring and summer; they are formed by severe thunderstorms. Considered nature's most violent and erratic storms, they consist of whirling winds of up to 300 miles per hour. Tornadoes can sweep through an area, causing serious damage and destruction. In addition to injuries and structural damage, electrical shorts, gas leaks, etc., may create fires or other hazards. Everyone must understand the terminology associated with tornado safety.

Tornado watches are issued by the National Weather Service office. The Local National Weather Service office issues tornado warnings.

### TORNADO WATCH

Weather conditions are considered favorable to tornadoes to form in and near the watch area. These conditions are determined by the National Weather Service which transmits the watch information through weather radio, television, internet service, and radio. When a **Tornado Watch** has been issued for your area, you should monitor the weather radio, local radio, television, or internet service for additional watches or warnings.

### TORNADO WARNING

A tornado warning means that a tornado has been sighted by a trained weather spotter, local law enforcement, or Doppler radar has indicated an area of rotation that could develop or has developed into a tornado.

### TAKE SHELTER IMMEDIATELY!

Remember that tornadoes can form and move quickly; therefore, there may not be adequate time to issue a warning. If severe thunderstorms occur, be alert to the fact that a thunderstorm could trigger a tornado. BE PREPARED!

## TORNADO PLAN

**PURPOSE** – To provide staff and the general public with guidance on the procedures to be followed when notified of a **Tornado Watch** and/or a **Tornado Warning** originating from the National Weather Service.

**GOAL** – To minimize personal injury, loss of life, and property damage through proactive measures.

**RESPONSIBILITY** – Senior Administrators, Elected Officials, Directors, and Department Heads will ensure that all employees within their area(s) of responsibility read and receive direction to comply with this plan.

**NOTE** – Particular attention must be given to both new and temporary employees, seasonal workers, and contractors to ensure that they are briefed on emergency plans and procedures by the responsible department.

## TORNADO PROCEDURES

### TORNADO WATCH

- When the National Weather Service issues a tornado watch, it will be received on all Weather Alert Radio systems located in key facilities/offices within all County buildings as well as most computers connected to the County network will receive a pop-up window indicating there is a tornado watch in progress: LaSalle County is under a **Tornado Watch**
- Time the tornado watch expires

- Normal routine will not be interrupted unless a **Tornado Warning** is issued
- If the weather radio or outside sirens sound indicating a **Tornado Warning** for LaSalle County proceed immediately to the nearest designated tornado shelter in your building

## TORNADO WARNING

When the National Weather Service issues a **Tornado Warning** for LaSalle County, regardless of the day of the week, or the time of the day, the EMA Department will activate the **AlertSense**© system. This system will send a message to all pre-identified department phones advising of the **Tornado Warning**. Additionally, employees that have registered for emergency alerts through the County will receive notification of the Tornado Warning on their cell phone during normal business hours. All individuals will proceed to the nearest designated tornado shelter area in the building where individuals are located. Shelter areas depend on your location at the time of the warning.

- Court Security personnel will notify the Judge of the warning when court is in session and assist in evacuating all courtroom observers, lawyers, etc. to the designated shelter area of the respective building.
- Department Heads/Elected Officials and supervisory personnel will:
  - Direct employees and members of the public to proceed in a quick and orderly manner to the nearest designated shelter area in the building:
 

<b>Downtown Courthouse</b>	<b>Basement</b>
<b>Governmental Complex</b>	<b>East Basement</b>
<b>Criminal Justice Center</b>	<b>East Basement</b>
<b>Detention Home</b>	<b>Interior Hallway</b>
<b>EMA</b>	<b>Basement</b>
<b>Health Department</b>	<b>Interior Office</b>
<b>Highway Department</b>	<b>Storm Shelter</b>
<b>Nursing Home</b>	<b>Interior Hallway, Quiet Room, Beauty Shop</b>
<b>Parks Department</b>	<b>Nature Center</b>
<b>Forensic Center</b>	<b>Public Restrooms</b>
  - Instruct employees and members of the public to not leave the building
  - Aid persons with disabilities, and non-English speaking persons
  - Take a head count of the occupants present in the area, and record the names on the sign-in sheet provided
- Sheriff's Department and the Jail will follow their specific guidelines for responding to a tornado.
- Department Heads and Supervisors are expected to review their office's evacuation and shelter location at least annually with their employees. Drills will be arranged by the Safety Committee Chairperson, in cooperation with Human Resources and the Ottawa Fire Department, and will be conducted and evaluated annually.

**IF YOU ARE IN A BUILDING, STAY IN THAT BUILDING AND GO TO THE NEAREST DESIGNATED SHELTER AREA. IF YOU ARE OUTSIDE, IMMEDIATELY ENTER THE NEAREST BUILDING AND PROCEED TO THE NEAREST DESIGNATED SHELTER AREA.**

## TORNADO SAFETY TIPS

If you are in the open:

- Move at right angles to the tornado
- Attempt to reach shelter, such as a building with a basement
- If there is no time to escape or find shelter, lie flat in a ditch or depression, avoid areas subject to rapid water accumulation or flooding in heavy rains

Trouble areas or places to avoid:

- All outside walls, elevators, and windows of a building
- Any low-lying area that could flood
- Do not use vehicles for shelter
- Building areas with a large roof span, such as an auditorium

## ONLINE RESOURCES

- <https://forecast.weather.gov>
- <http://www.1430wcmv.com/>
- <http://www.intellicast.com/Local/WxMap.aspx>

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## 8.2 PREPAREDNESS

### HOSTAGE SITUATION

In the event of a hostage situation, the immediate evacuation of the public and employees from the area is the first priority.

1. Call 911
2. Attempt to have information for the Sheriff's Department or local law enforcement upon their arrival concerning the number of hostages and the hostage takers. The exact location of the hostage(s) and hostage taker(s) is crucial. AT NO TIME SHOULD ANY EMPLOYEE PUT THEMSELVES IN A DANGEROUS SITUATION IN AN ATTEMPT TO GAIN THE ABOVE INFORMATION.

If you are or become a hostage, the following conduct may increase chances of remaining unharmed:

1. Comply with the request of the hostage taker(s).
2. Do not offer any assistance to the hostage taker(s) voluntarily.
3. Speak only when spoken to.
4. Detach yourself from the event as much as possible.
5. If you can escape safely, by all means do so.

Keep in mind that a hostage negotiator or tactical unit is likely attempting to resolve the situation with your utmost safety in mind.

## FIRE

### BEFORE A FIRE:

- Ensure all employees are familiar with the Emergency Action Plan and assigned evacuation assembly area so they can react appropriately to the emergency. (see page 14)
  - Assembly locations should be located at least 100 feet away from the building. See below for assembly areas.

- Participate in fire evacuation drills. Drills are scheduled by the Employee Chairperson and should be conducted annually at a minimum.
- If trained in the use of a fire extinguisher, know the location of all extinguishers within your department or departments you frequent.
- Ensure that all exits and exit routes remain clear at all times. Exit routes must be at least 28 inches wide at all points for employee exits, and at least 36 inches wide for all public exits.
- Know all exit locations within the vicinity of your department in the event the nearest exit is blocked or unsafe, you can confidently utilize an alternative exit.

## ASSEMBLY LOCATIONS:

<b>Downtown Courthouse</b>	South employee parking lot or North side, grassy area
<b>Government Complex Center – East Hall (all levels, plus basement)</b>	Grassy area East of the East parking lot
<b>Government Complex Center – North Hall (all levels)</b>	Grassy area North of the North parking lot
<b>Criminal Justice Center (all levels)</b>	Grassy area North of the North parking lot
<b>Criminal Justice Center – Sheriff Training Room &amp; Investigations</b>	South parking lot
<b>Health Department</b>	Grassy area East of the East parking lot
<b>Highway Department</b>	Butler Building – truck storage
<b>Nursing Home</b>	Morton Building
<b>Detention Home</b>	Jail
<b>EMA Building</b>	South East corner of parking lot located to the North of the building
<b>Forensic Center</b>	North parking lot

## DURING A FIRE:

In the event of a fire, Department Heads are responsible for the safe evacuation of their department. To ensure a safe evacuation, complete these steps:

1. If trained to assess a fire or fire extinguisher use, determine if the fire is controllable using a fire extinguisher. If so, extinguish the fire only if trained and comfortable completing the task.
2. If unable to extinguish the fire or untrained, pull the nearest fire alarm box, then call 911 if safe to do so. When calling 911 be prepared to give the address, the proper entrance, and specific location of the fire within the building.
3. Utilizing the nearest exit, evacuate all departmental employees, visitors, and vendors.

## FLOOD

### EMPLOYEES ARE INDOOR:

Be ready to evacuate as directed by Emergency Management, the Sheriff's Department, or designated public official. Follow the recommended primary or secondary evacuation routes.

### EMPLOYEES ARE OUTDOOR:

- Climb to high ground and stay there.
- Avoid walking or driving through flood water.
- If vehicle stalls, abandon it immediately and climb to higher ground.

## BLIZZARD

### EMPLOYEES ARE INDOOR:

- Stay calm and await instructions from Emergency Management, the Sheriff's Department, or designated public official.
- Stay indoors.
- If there is no heat:
  - Close off unneeded rooms or areas.
  - Stuff towels or rags in cracks under doors.
  - Cover windows at night.
- Eat and drink. Food provides the body with energy and heat. Fluids prevent dehydration.
- Wear layers of loose-fitting, lightweight, warm clothing, if available.

### EMPLOYEES ARE OUTDOOR:

- Find a dry shelter. Cover all exposed parts of the body. If shelter is not available:
  - Prepare a lean-to, windbreak, or snow cave for protection from the wind.
  - Build a fire for heat and to attract attention. If possible, place rocks around the fire to absorb and reflect heat.
- Do not eat snow. It will lower your body temperature. Melt it first.

### STRANDED IN A CAR OR TRUCK:

- Stay in the vehicle.
- Run the motor about 10 minutes each hour. Open the windows a little for fresh air to avoid carbon monoxide poisoning. Make sure the exhaust pipe is not blocked.
- Make yourself visible to rescuers.
- Turn on the dome light at night when running the engine.
- Tie a colored cloth to the antenna or door.
- Raise the hood after the snow stops falling.
- Exercise to keep your blood circulating and to keep you warm.

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## 9 FIRE PREVENTION PLAN

As a means to provide a safe environment for all employees, visitors, and vendors, LaSalle County supplies fire extinguishers in all County buildings, storage facilities, County-owned vehicles, and at all off site work locations.

In addition, County buildings are equipped with life safety devices to identify and prevent the spread of fires to include: pull stations, smoke alarms, sprinklers, heat sensors, etc.

Evacuation route assignments are to be posted throughout all County buildings, to include employee work areas and public gathering areas.

### DRILLS

Fire drills are conducted annually at the direction of the Employee Chairperson, involving all County buildings. At the conclusion of a fire drill or an actual fire event, a Fire Event Log (Appendix B) will be completed by the Employee Chairperson and reviewed by committee at the next scheduled meeting. This document will capture data that includes, but limited to, number of employees, visitors, time to evacuate the facility, etc.

### PORTABLE HEATER GUIDELINES

The use of portable heaters is not recommended in County buildings; however use is subject to Department Head or Supervisor approval and must comply with the below guidelines:

- Must conform to UL safety specifications for operating temperature.
- Must be sized appropriately for the space allowed, maintaining a 3-foot clearance on all sides when in use.
- Must be kept away from combustible materials – a material that, in the form which it is used and under conditions anticipated, will ignite and burn.
- Must be turned off when not in use.
- Must be plugged directly into a wall receptacle (no power strip or extension cord).
- Must be in plain sight when in use.
- Must have a 'tip over' feature.
- User is responsible for knowing and understanding all manufacturer instruction and usage.

Portable heaters left on at the close of business will be subject to confiscation.

### STORAGE GUIDELINES

- Flammable/combustible cleaning agents, chemicals, and gasoline should not be stored in buildings occupied for offices, public assembly and like uses. Only enough materials for immediate use should be kept on hand in work areas.
- All chemicals and cleaning agents must be kept in original containers and labeled to Global Harmonization Standards (GHS). Review the product's Safety Data Sheets before using or trying to mix any hazardous material such as solvents, paint, pesticides and cleaning agents.
- Flammable liquids, such as gasoline and combustible liquids, such as diesel fuel, should be kept in NFPAOSHA approved fire safety cabinets.
- Sprinkler heads require an 18-inch clearance from ceiling mount. When stacking or storing material on shelving or otherwise, be mindful of the required clearance.
- Electrical panels require a 36" clearance.

## ELECTRICAL SAFETY GUIDELINES

### POWER STRIPS

- May provide outlet receptacles for computers, audio and video equipment and other such equipment.
- Not designed for high powered loads such as space heaters, refrigerators and microwave ovens.
- Must be plugged directly into a wall receptacle.
- May not be series connected to other power strips.
- May not be connected to extension cords.
- Not intended for use at construction sites or similar locations.

### EXTENSION CORDS

- May be used for a period **not** to exceed 90 days for holiday decorations or similar decorations (considered temporary electrical power)
- May not be fastened with staples or otherwise hung in a fashion that could damage the cord outer cover or internal insulation.
- Should be visually inspected before use for external defects or evidence of internal damage.
- Must be grounded (3-prong) – household cords may not be used as they are not properly grounded with 3-prongs.
- May not be used as a substitute for fixed wiring (permanent wall receptacle).
- May not be run through holes in walls, ceilings, floors, doorways, windows or similar.
- May not be attached to building surfaces.
- May not be hidden behind building walls, ceilings or floors.

### FIRE EXTINGUISHER USE

Per OSHA, portable fire extinguishers must be easily accessible, visible and mounted at all times. Fire extinguishers may only be used by trained employees. Employees who are required or expected to extinguish fires must be trained annually.

Most County buildings have ABC-type fire extinguishers, however based on needs, a specific area may have a different type available.



### BASIC STEPS OF MOST FIRE EXTINGUISHERS – *PASS*:

1. **PULL** the pin near the top that will allow the handles to be squeezed together. Some units have a lock latch, a puncture lever, or other device.
2. **AIM** the extinguisher nozzle, horn, or hose at the base of the fire where the material is burning.
3. **SQUEEZE** the handles together to start the flow of the extinguishing agent. Be prepared and brace for nozzle reaction.
4. **SWEEP** the nozzle from side to side along the base of the fire until it is extinguished. Release the handles, watch for a reflash, squeeze and sweep again as necessary to ensure the fire is out.



## FIRE EXTINGUISHER MAINTENANCE

A certified professional shall inspect, certify, and tag all fire extinguishers annually. Maintenance personnel are required to conduct monthly inspections of all extinguishers, adding their initials to the backside of the fire extinguisher tag.



Any fire extinguisher that has been discharged or appears to have been tampered with should be immediately removed from service, and a maintenance work order should be completed. The certified professional contracted to maintain the extinguisher will be notified immediately so they may bring a replacement.

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# 10 COMMUNICABLE DISEASE GUIDELINES

LaSalle County is committed to providing a workplace free of health hazards and to protecting its employees from communicable disease spread in the workplace.

LaSalle County will not discriminate against an employee based on the individual having been diagnosed with a communicable disease. Employees shall not be denied access to the workplace solely on the grounds that they have a communicable disease. LaSalle County reserves the right to exclude a person with a communicable disease from the workplace if the County finds that, based on a medical determination, such restriction is necessary for the welfare of the person who has the communicable disease and/or the welfare of others within the workplace.

LaSalle County will comply with all applicable statutes and regulations that protect the privacy of persons who have been diagnosed with a communicable disease.

Communicable diseases covered by this policy include diseases that can be spread in the work environment. Examples include but are not limited to:

- Chickenpox
- Measles
- Mumps
- Tuberculosis
- Meningitis
- Whooping Cough
- SARS (Severe Acute Respiratory Syndrome)
- Avian or similar type of influenza (but not the common seasonal flu)

This policy is not intended to cover common illnesses such as colds and viruses, sore throats, and upper respiratory infections.

## APPLYING THE GUIDELINE

If an employee believes he or she has been directly exposed to a communicable disease whether in the work place or not, the employee should contact a manager and the LaSalle County Health Department. Once a diagnosis is received, the employee is expected to follow necessary medical and quarantine guidelines until released to return to work by a health care professional or agency. While LaSalle County maintains the confidentiality of personal health information, non-personal information relating to communicable disease in the workplace may be disclosed to others when the information is necessary to protect the health of others.

In the event of a pandemic or other wide-spread health risk, managers and employees will be given directives regarding appropriate actions for the handling of communicable disease that may differ from the requirements of this policy.

## PREVENTION

Healthy habits prevent germs and infectious diseases from spreading. Learn, practice, and teach healthy habits.

- Stay home when sick. The Centers for Disease Control recommends that employees with influenza-like illness remain at home until at least 24 hours after they are free from fever (100-degree F), or signs of a fever, without the use of fever-reducing medications.
- Wash hands frequently with soap and water.
- Wash hands or use hand sanitizer after coughing, sneezing or blowing your nose.
- Cover your Cough. Cover coughs and sneezes with a tissue or, if tissue is not available, cough/sneeze into your upper sleeves.

- Avoid touching your nose, mouth, and eyes.
- Avoid close contact with co-workers, vendors and customers.
- Avoid shaking hands and always wash hands after contact with others.
- Avoid using other employees' phones, desks, offices or other work equipment and tools.
- Utilize social distancing – the public health practice of encouraging people to keep their physical distance from each other to slow the spread of infection.
- Clean and Disinfect commonly used surfaces. Keep work surfaces, telephones, computer equipment and any other frequently touched surfaces and office equipment clean. Only use disinfectants registered by the U.S. Environmental Protection Agency (EPA), and follow all directions and safety precautions indicated on the label.
- Consider vaccination. Many communicable diseases can be prevented by vaccination.

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# 11 BLOODBORNE PATHOGENS

## Exposure Control Plan

### OVERVIEW

Bloodborne pathogens are microorganisms present in human blood which can cause disease in humans. In the United States the hepatitis virus and the human immunodeficiency virus are the two most prevalent bloodborne diseases.

Under the OSHA rule, blood means human blood, blood products, or blood components. Other potentially infectious materials (OPIM) include human body fluids, any body fluids visibly contaminated with blood, unfixed human tissues or organs, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids. Occupational exposure is a “reasonably anticipated skin, eye mucous, or parenteral contact [where the skin is pierced by needlesticks, human bites, cuts or abrasions] with blood or other potentially infectious materials that may result from the performance of the employee’s duties.”

“Good Samaritan” acts, actions by employees rendering assistance to victims and people in need that cannot be anticipated, do not constitute occupational exposure.

### POLICY

LaSalle County is committed to providing a safe working environment for all employees. In the pursuit of this goal, the Exposure Control Plan is provided to minimize occupational exposure to bloodborne pathogens in accordance with OSHA standard 29 CFR 1910.1030, *Occupational Exposure to Bloodborne Pathogens*.

### ADMINISTRATIVE DUTIES

The Exposure Control Plan will be reviewed annually by the Loss Control Consultant to verify that the engineering controls, work practices, and information is accurate and up to date.

While it is important for all Departments to understand the importance of this plan and process, those Departments categorized as likely and possible for exposure are responsible for the implementation of the Plan.

In those same departments with likely or possible exposure, management will provide and maintain all necessary personal protective equipment (PPE), engineering controls, containment supplies and disposal bags; ensuring that adequate supplies are available, in the appropriate sizes, and accessible to the employees.

Management is also responsible for ensuring that appropriate employee health, safety and OSHA records are maintained. In the event an employee exposure occurs, the immediate supervisor, is responsible for providing the employee with information regarding the nearest medical center and recommending that the employee seek medical care as soon as possible. The immediate supervisor must also complete the IL Form 45 for work injury claim filing and provide to Human Resources.

### EXPOSURE CONTROL PLAN

The Exposure Control Plan must be in written form and updated annually, or as needed, considering job classifications or departments where people may be exposed to bloodborne pathogens. A copy of the plan must be made available to all employees, Union representatives, and Illinois OSHA, if requested.

## EMPLOYEE EXPOSURE DETERMINATION

### LIKELY OCCUPATIONAL EXPOSURE

Below is list of Departments in which employees are *likely* to have occupational exposure to Bloodborne pathogens during the course and scope of their job duties:

- Coroner
- Sheriff Department – Patrol
- Sheriff Department – Corrections
- Juvenile Detention Home
- Health Department

### POSSIBLE OCCUPATIONAL EXPOSURE

Below is a list of Departments in which employees *may*, at some time during the course and scope of their job duties, have occupational exposure to Bloodborne Pathogens:

- Probation
- Parks Department
- Maintenance
- Bailiff
- Highway
- Emergency Management

As job duties or responsibilities change, the above list may change.

All other departments, not listed above, are *not* responsible to render first aid to visitors, vendors, or other employees, under normal circumstances, thus eliminating potential exposure to Bloodborne Pathogens. Should an employee opt to assist a visitor, vendor, or other employee, the “Good Samaritan” act goes into effect.

Employees working within a healthcare setting, such as the Nursing Home or Health Department, are covered under a separate, department specific, Exposure Control Plan.

Basic first aid supplies are available to all employees for individual use per OSHA 1910.151 (b). First aid supplies, such as band aids and antiseptic ointment, can be provided to visitors or vendors for personal use.

It is the belief of the County administration that medical professionals should be called for all medical emergencies.

## BLOODBORNE PATHOGENS TRAINING

Each Department shall ensure that all employees with likely or possible occupational exposure complete Bloodborne Pathogens training at the time of hire and annually thereafter. Training will discuss the epidemiology, symptoms, and transmission of Bloodborne pathogen diseases. This online training module is assigned by Human Resources.

## PERSONAL PROTECTIVE EQUIPMENT

The County will provide necessary personal protective equipment (PPE) at no cost to the employee. PPE will be chosen based on the anticipated exposure to blood or OPIM. The PPE will be considered appropriate only if it does not permit blood or OPIM to pass through or reach the employee’s clothing, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time which it will be used.

All PPE will be cleaned, laundered, and/or disposed of by the employer at no cost to employees. All repairs and replacements will be made by the employer at no cost to employees.

All PPE will be removed prior to leaving the work area. If visibly contaminated, PPE will be placed in an appropriately designated area or container for storage, washing, decontamination or disposal at the County jail or Nursing Home.

Supervisors are responsible for ensuring that employees know where to locate PPE, are trained on the proper use and understand their responsibility to use the equipment.

The following PPE at a minimum should be provided:

- Disposable nitrile gloves (not latex)
- Disposable face mask covering the nose/mouth (N99 or P99 is preferred) or goggles and a face shield
- Disposable sleeves if short sleeves are worn
- Disposable shoe covers

Employees should be wearing the employer-provided PPE when in a situation that might expose them to potentially infectious material.

## **BLOOD- OR OPIM-CONTAMINATED PPE**

If PPE or personal clothing is splashed or soaked with blood or OPIM, the person wearing the PPE or clothing will remove the contaminated clothing as soon as possible. This clothing will be laundered at the employer's expense. The clothing would be identified as contaminated when contained to minimize others from potential exposure.

## **PPE TRAINING**

All employees working in Departments with likely or possible occupational exposure will be trained to properly use, put on, take off, decontaminate, maintain, and store PPE. Training in the use of the appropriate PPE is provided by the Department at the time of hire or when procedures and/or products change.

## **UNIVERSAL PRECAUTIONS**

If an employee were to be exposed to blood or OPIM, universal precautions will be taken to prevent contact. Universal precautions are an approach to infection control where all human blood and bodily fluids are treated as infectious and PPE is required.

Hand washing facilities and/or sanitizer will be made available to employees who incur exposure to blood or other potentially infectious materials.

## **ENGINEERING CONTROLS AND WORK PRACTICES**

Engineering controls and work practices will be implemented to prevent or minimize exposure to Bloodborne Pathogens. The Safety Committee and Department Heads are responsible for ensuring that the engineering controls, work practices, and information is both accurate and up to date, and implemented as necessary.

Engineering Controls/Work Practices/Housekeeping:

- Wear appropriate gloves when it is reasonably anticipated that there may be hand contact with blood or other potentially infectious material, and when handling or touching contaminated items or surface; replace gloves if torn, punctured or contaminated, or if their ability to function as a barrier is compromised.
- Wear appropriate face and eye protection when splashes, splatters, or droplets of blood or other potentially infectious material pose a hazard to the eyes, nose, or mouth.
- Wear disposable shoe coverings to ensure contamination does not occur to vehicles or other areas.
- Wash hands immediately or as soon as feasible after removing gloves or other PPE.
- If hand washing facilities are not immediately available after exposure, exposed employee(s) will be provided with an antiseptic cleanser with cloth or paper towels or antiseptic towelettes. Exposed employees will wash their hands with running water and soap as soon as possible after using the antiseptic

alternatives.

- When skin or mucous membranes are exposed to blood or OPIM, those areas of the body will be washed or flushed with running water as soon as possible after contact.
- Remove PPE after it becomes contaminated and before leaving the work area.
- Used PPE must be disposed of properly.
- Remove immediately or as soon as feasible any garment contaminated with blood or other potentially infectious matter, in such a way as to avoid contact with the outer surface.

## SHARPS

Sharps containers are located in male and female restrooms throughout County buildings. Safety Committee members volunteer to monitor the containers on a monthly basis, working with the Maintenance dept to replace when full. Disposal of full containers are handled by an authorized 3<sup>rd</sup> party service.

## HOUSEKEEPING

Cleaning and decontamination must occur as soon as possible after contact with blood or OPIM.

When cleaning human blood, blood products, or blood components, and OPIM, an EPA-registered disinfectant (such as, but not limited to, Bio-Clean, Clean-cide, Hospital Disinfectant Cleaner, etc.) must be used.

Only Bloodborne Pathogens trained employees are permitted to clean human blood, blood products, or OPIM. When an untrained employee discovers blood, blood products, or OPIM, they are to contact a member of the biohazard response team.

- Maintenance Director 815-434-8278
- Maintenance Supervisor 815-434-8277

Employees are expected to utilize an approved biohazard clean-up kit, cover and contain the 'spill' and restrict access to the area with cones. Biohazard clean-up kits are located near the AED and First Aid Stations throughout County buildings. A member of the team will assess the 'spill' to determine if it can be cleaned in-house or if a 3<sup>rd</sup> party clean-up company will be contacted for bio-hazard remediation.

When it is determined the spill is too large to handle internally, a member of the biohazard response team will ensure that the spill has been properly contained, covered and access restricted until an outside vendor has arrived. The response team member will then be responsible for remaining near the incident site until all remediation has been completed. Maintenance may need to be contacted for further repairs to the incident site. The response team member will also verify and sign any documentation required by the outside biohazard clean-up vendor.

When the spill can be cleaned in-house, the following steps will be followed:

1. Utilize Universal Precautions to prevent contact with the spill by using gloves, a mask or face shield, and apron (at the minimum).
2. Contain the spill with a solidifying agent, such as absorbent, then scoop or scrape the spill and place the contents in a red biohazard bag.
3. Disinfect the spill area with germicidal wipes or EPA-registered disinfectant spray – follow the manufacturer instructions on the product label as many products require time to set before wiping up.
4. Dispose of the wipes, paper towels, gloves, mask, apron, etc. in the biohazard bag.
5. Sanitize hands with hand sanitizer, then wash with soap and warm water.

Broken glassware that may be contaminated is only picked up using mechanical means, such as a brush and dustpan.

There will be times when infectious material makes it into garbage. For this reason, caution should be used when removing garbage. For example, wear gloves and do not put a hand underneath trash bags to help carry.

## REGULATED WASTE

Regulated waste must be placed in closable, leak-proof containers, preferably red, built to contain all contents during handling, storing, transporting, or shipping and labeling appropriately regulated waste is defined as:

- Liquid or semi-liquid blood or other potentially infectious materials
- Contaminated items that would release blood or other potentially infectious materials in a liquid or semi-liquid state if compressed
- Items that are caked with dried blood or other potentially infectious materials and are capable of releasing these materials during handling
- Contaminated sharps
- Pathological and microbiological wastes containing blood or other potentially infectious materials

## LABELING

Containers of regulated waste must be labeled with fluorescent orange or orange-red biohazard warning labels. The warning label must contain the biohazard symbol and must have the word BIOHAZARD on it and attached to each object by string, wire, adhesive, or another method to prevent loss or unintentional removal of the label.



The biohazard label is not required when a red biohazard bag or container is used.

## EXPOSURE REPORTING

Any incident that results in occupational exposure to bloodborne pathogens should be reported immediately.

When an exposure incident occurs, the employee will be advised to seek medical evaluation at the employer's designated occupational healthcare facility or the employee's preferred healthcare facility.

Administration of documentation will be coordinated between the employee, their reporting supervisor, the department and Human Resources.

The employee would be advised by a medical professional regarding follow-up care dependent upon the outcome of an relevant testing; overall outcome is treatment to ensure the wellbeing of the employee affected.

Loss Control and the Department Head and/or Safety representative will review the circumstances of all exposure incidents to assess the:

- Procedure or task being performed when the incident occurred
- Proper PPE used at the time of incident.
- Engineering controls in use and work practices followed
- Employee's training

## HEPATITIS B VACCINATION

The Hepatitis B vaccination series is available at the LaSalle County Health Department, at no cost, after initial employee training and within 10 days of initial assignment to all employees working in Departments with ***likely or possible occupational exposure***. Employees who decline may request and obtain the vaccination at a later date at no cost. Signed declination forms are available in the Human Resources Dept and will be retained in the employee's personnel file.

# HEPATITIS B

**KNOW** HEPATITIS B

## Living with Hepatitis B

### What is Hepatitis B?

Hepatitis B is a liver disease. It is caused by the Hepatitis B virus. For some people who get Hepatitis B, the virus stays in the body, causing a lifelong illness. Hepatitis B can cause serious health problems over time. These problems can include liver cancer and liver failure.

### How is Hepatitis B spread?

Hepatitis B is spread when someone comes in contact with blood from a person who has the disease. Most people born in Asia who have Hepatitis B were infected as infants or young children. Hepatitis B can be passed from an infected mother to her baby at birth or from a family member to young children.

Hepatitis B is not a genetic disease. People also do not get Hepatitis B from sharing meals, bowls or utensils with someone who has the disease. Hepatitis B is not spread through breastfeeding, hugging, kissing, holding hands, coughing, or sneezing.



If you have Hepatitis B,  
see a doctor regularly to  
take care of your health.

### What are the symptoms of Hepatitis B?

Most people who have Hepatitis B do not know they have it. The disease does not always cause symptoms. Hepatitis B can stay hidden in the body. Many people can live with Hepatitis B for many years without feeling sick. Still, liver damage from the disease can take place during this time.

### How serious is Hepatitis B?

Hepatitis B can become very serious. For some people, this disease leads to liver damage, like liver failure or cancer.

### How is Hepatitis B treated?

It is important to be checked regularly by a doctor experienced in treating Hepatitis B. Many people with Hepatitis B see their doctor one to two times a year for an exam, blood tests, and liver tests. The doctor will use these tests to help decide what medical care is needed. Medications, called antivirals, can be used to treat many people with Hepatitis B. However, these medications may not help everyone. Some people live with Hepatitis B for many years before needing to take medications. Talk to your doctor about the best treatment for you and if medication would help. Your doctor will look at the condition of your liver and other health problems you might have.

### How do I take care of my liver?

- Check with your doctor before taking any prescription, over-the-counter medications, supplements or vitamins. Some drugs, such as certain pain medications, can potentially damage the liver.
- Avoid alcohol since it can increase the speed of liver damage.
- Ask your doctor if you should get the Hepatitis A vaccine.

### How do I protect my family members from getting Hepatitis B?

People who find out they have Hepatitis B can also keep other family members healthy. Doctors will want to test all family members of people with Hepatitis B. The test involves a simple blood test that takes only a small amount of blood from a person's arm.

### Why should my family get tested for Hepatitis B?

Family members who have Hepatitis B should see a doctor. Other family members who do not have the disease should get the Hepatitis B vaccine. The vaccine is safe and protects people who have never had Hepatitis B from getting infected. This helps prevent liver disease and liver cancer that can come from getting Hepatitis B.



U.S. Department of  
Health and Human Services  
Centers for Disease  
Control and Prevention



[cdc.gov/knowhepatitisB](http://cdc.gov/knowhepatitisB)

July 2015

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# 12 MOTOR VEHICLE SAFETY

It is the intent of LaSalle County to have employees carry out their assigned jobs safely and efficiently. This includes tasks that require the use of a motor vehicle whether owned by the employee or by the County.

Departments are responsible for promptly reporting all vehicle accidents when being used for County business. The department and employee involved are expected to cooperate fully in the investigation with the proper authorities and with the County's claim service representatives. Passengers in a County vehicle being used for personal business are NOT covered by the County's insurance policy.

## DRIVER'S LICENSE EVALUATION

Motor Vehicle Records (MVR) will be obtained at the time of hire and annually thereafter for all employees who operate vehicles for County business, personal or County owned. A copy of the MVR will be maintained in the employee personnel file. An employee with infractions that present a liability to the County may be restricted from driving.

Human Resources completes both the new hire record check as well as the annual review process. Forms are distributed to departments each January and employees are required to complete and sign the Motor Vehicle Record Check form (see Appendix).

Employees with driving responsibilities must possess a current, valid driver's license with proper endorsement for all vehicles they may operate. The same employees are required to advise their direct supervisor or the Department Head of any driving citations or motor vehicle accidents immediately or the next working day. Upon notification of an employee traffic violation or involvement in a *preventable* vehicle accident, a review of the incident and status of the employee's license status would be completed by the Department Head and Human Resources as it relates to the County's liability and imposed driving restrictions relating to their position.

## VEHICLE INSPECTION

At a minimum of once each year, all County owned/leased vehicles must complete an inspection with a certified automotive mechanic. The inspection will cover, at a minimum, the following items: engine oil and filter replacement, battery terminal cleaning, light inspection, air filter replacement, and radiator, battery and transmission fluid levels. The Department Head is responsible for ensuring all inspections are scheduled and completed. Should a vehicle fail an inspection, the vehicle will be removed from service until all repairs are completed.

Department Heads shall advise employees that it is the employee's duty to keep their personal vehicle in safe operating condition and properly maintained at all times if it is used for County business.

Department Heads shall verify that all County vehicles which were originally equipped with seat belts by the manufacturer shall have seat belts and that they are in good condition. Employees are REQUIRED to use seat belts while operating vehicles for County business.

## VEHICLE MAINTENANCE

Department management should see that all employees who regularly drive County owned vehicles report any defects which become apparent; ensure that repairs are made to correct reported defects and have vehicles taken out of service until serious defects are corrected.

## DEFENSIVE DRIVER TRAINING

Employees with driving responsibilities are required to complete the National Safety Council (DDC4) defensive driver training course within the first 3 months of hire, then complete every 3 years, thereafter. The training is offered at no cost to the employee.

## COUNTY VEHICLE USE

It is the policy of LaSalle County that vehicles provided for employees be used strictly for County business.

### AUTHORIZED USE

- Travel between the employee's home and office to where the employee has been dispatched or the place where the official County business is performed.
- When on official travel status, use between the place of County business and the place of temporary lodging.
- When on official travel status and not within reasonable walking distance, use between lodging and work location and:
  - Places to obtain meals located reasonably nearby lodging and/or work location
  - Places to obtain medical assistance, including drug stores
- Transport of County employees, other government officials, or guests of the County when they are on official County business.
- Transport of consultants, contractors, or commercial firm representatives when such transport is in the best interest of the County.
- Transport of materials, supplies, parcels, or other items belonging to or serving the best interest of the County.
- Transport of any person or item in an emergency situation, or when pursuant to an employee's assigned job duties.

### UNAUTHORIZED USE

Unauthorized use of county vehicles may result in immediate disciplinary action, up to and including termination. Discipline may also include suspension of all privileges to operate county vehicles.

- For personal use not approved by management nor specified in the Authorized Use section.
- Transport of cargo, hazardous materials, acids, explosives, weapons, or ammunition that has no relation to the performance of official County business.
- Transport of items or equipment which constitutes an obstruction to safe driving, a hazard to pedestrians, or to other vehicles.

## INSURANCE FOR PERSONAL VEHICLES

The County *does not* provide automobile insurance for non-owned vehicles whether or not they are used for County business. Employees using their own vehicles on County business *must provide their own insurance* on that vehicle.

Annually, employees who are using their own vehicles for County business will need to show proof of automobile insurance at the Illinois minimum requirements.

## ACCIDENT REPORTING

Accidents occurring with vehicles owned by the County should be reported to department management. A police agency should be called to the scene for accidents involving a County employee, on County business, using a County vehicle. A copy of the Accident report, Liability Incident forms and photos of the damaged property are forwarded to Human Resources for insurance claim filing.

Accidents occurring with vehicles not owned by the County should be reported to department management as well as the driver's own insurance company. An Incident report and copy of the Accident report should be sent to Human Resources for insurance liability claim filing.

## DEFENSIVE DRIVING GUIDELINES

- Drivers are required to maintain a safe following distance at all times.
- Drivers must yield the right of way at all traffic control signals and signs requiring them to do so. Drivers should also be prepared to yield for safety's sake at any time. Pedestrians and bicycles in the roadway always have the right of way.
- With the exception of authorized and identified 'emergency vehicles', County vehicles shall neither exceed any posted speed limit, nor disregard any traffic law, light, signal, or sign.
- Turn signals must be used to show where you are heading; while going into traffic and before every turn or lane change.
- When passing or changing lanes, view the entire vehicle in your rear-view mirror before pulling back into that lane.
- Be alert of other vehicles, pedestrians, and bicyclist when approaching intersections. Never speed through an intersection on a yellow, cautious, light. When the traffic light turns green, look both ways for oncoming traffic before proceeding.
- When waiting to make left turns, keep the vehicle wheels facing straight ahead. If rear ended, you will not be pushed into the lane of oncoming traffic.
- When stopping behind another vehicle, leave enough space so you can see the rear wheels of the car in front. This allows room to go around the vehicle if necessary, and may prevent the vehicle from being pushed into the vehicle in front if you are rear-ended.
- Avoid backing where possible, but where necessary, keep the distance traveled to a minimum and be particularly careful.

## DRIVER SAFETY RULES

- Any County vehicle left unattended shall have the transmission placed in "park" (automatic transmission) or in low-range gear (manual transmission), and shall have the parking break engaged. Ignition keys shall be removed.
- No County employee shall position themselves immediately behind any County vehicle while the vehicle is being operated in reverse.
- No County employee shall ride in or on any County vehicle anywhere except in the seats provided for that purpose.
- Unauthorized individuals shall not be allowed to ride in or on any County vehicle.
- Driver and passengers shall use/wear seat belts, including passengers in the backseat or rear of vehicle.
- No employee shall operate any vehicle for County business when their ability to do so safely has been impaired by illness, fatigue, injury, prescribed medication or under the influence of drugs/alcohol.
- Employees must notify their supervisor if they are taking prescribed or other medicine with applicable warnings.
- Any County vehicle transporting over-length or overhanging materials shall be properly 'flagged'. When possible/practical, another County vehicle should follow the transporting vehicle, using emergency flashers to warn other motorists of the hazard.
- The driver of any County vehicle that becomes stalled in traffic shall immediately engage the vehicle flashers and any other vehicle warning devices. No attempt shall be made to physically move such vehicles without assistance from authorized roadside assistance, Police, or Firefighters.
- All County vehicles shall have a First Aid kit stored in them. Each department is responsible for maintenance of the kit.

- Use of cell phones for talking or texting is strictly prohibited while operating a County vehicle or personal vehicle for County business. \*Specific to school zones, construction zones and within 500'ft of an emergency scene.
- Employees are not permitted to use cell phones, or any other hand-held device, such as mp3 players, tablets, laptops, etc. while operating a vehicle, machinery, or equipment.
- Employees are not permitted to program a navigation device while a vehicle is in motion.
- Employees are not permitted to respond to texts, emails, instant messages or phone calls (with the exception of hands-free devices) while a vehicle is in motion.
- Supervisors, Department Heads or Elected Officials are not permitted to require that employees respond to a work-related text, email, instant message or phone call (with the exception of a hands-free device) while a vehicle is in motion.

## STATE LAWS

Drivers and all passengers, including backseat, must follow all applicable laws, to include seat belt usage, when operating or riding in any vehicle for County business.

State laws change throughout the year and it is the responsibility of the employee to know the laws where they operate a vehicle. Additionally, some local laws may be more restrictive than the state laws, therefore it is the employee's responsibility to be aware of all local laws when operating a vehicle.

***\* Please review Department specific policies as applicable for additional information.***

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# 13 PERSONAL PROTECTIVE EQUIPMENT POLICY

Personal protective equipment (PPE) is intended to reduce the risk of injury by creating a barrier against workplace hazards. PPE must be used when the eyes, face, hands or other parts of the body are exposed to workplace hazards that cannot be controlled by other means. PPE is not a substitute for good work practices, but rather should be used in conjunction with good work practices to ensure the safety and health of all employees.

PPE is to be provided, used, and maintained in sanitary and reliable condition wherever workplace hazards are encountered in a manner that could cause injury or impairment through absorption, inhalation, or physical contact. Defective or damaged PPE is not to be used, instead discarded and replaced. Wristwatches, rings, or other jewelry may not be worn on the job when and where they may cause a breach in the effectiveness of PPE or create an additional hazard.

Supervisors or Department Heads are required to ensure that the appropriate PPE is used by affected employees that are exposed to workplace hazards.

## WORKPLACE ASSESSMENT

Departments are responsible to conduct a workplace assessment annually, or when new hazards are introduced to the workplace. The workplace assessment determines if hazards are present, or likely to be present, that necessitates the use of PPE. Through the assessment, the appropriate PPE is to be selected, documented and communicated to affected employees.

## TRAINING

Each employee is to be trained annually on when and what PPE is necessary, how to properly wear PPE, and the proper maintenance of the PPE. Retraining is required when new processes or chemicals are introduced that could create additional hazards or when a previously trained employee does not appear to have an understanding of proper PPE use.

## EYE AND FACE PROTECTION STANDARDS

- Employees who work in areas that may contain eye or face hazards are required to wear ANSI approved safety glasses, splash goggles, or face shields. Safety glasses must be equipped with side shields.
- Employees working on or around sweeps and scrubbers should wear eye protection and a nuisance dust mask.
- Splash goggles must be worn when handling hazardous liquids.
- Employees that come in contact with battery acid must wear splash goggles and chemical resistant gloves and apron.
- This policy and procedure apply to employees who wear prescription lenses as well.

## HAND PROTECTIONS STANDARDS

- Employees who work in areas where hands are exposed to hazards such as skin absorption, severe cuts or lacerations, punctures, severe abrasions, or chemical burns are required to wear hand protection.
- Employees are required to wear the proper glove for each specific task as dictated by the Annual PPE Hazard Assessment and as directed by the Department Head, or immediate Supervisor.
- Chemical/liquid resistant gloves, such as nitrile or neoprene, must be worn when handling hazardous liquids.
- Puncture, cut and abrasion resistant gloves must be worn when working with sharp materials.

## HEAD PROTECTION STANDARDS

- Employees who work in areas where there is a potential for injury to the head from falling objects are required to wear a properly fitting protective helmet.
- All protective helmets worn by LaSalle County employees must comply with ANSI Z89.1-1986 standard.

## FOOT PROTECTION STANDARDS

- Employees who work in areas where there is a danger of foot injuries due to falling or rolling objects are required to wear proper foot attire to cover the entire foot.

## HEARING PROTECTION STANDARDS

- When employees are subjected to sounds exceeding those listed in the table below, feasible administrative or engineering controls should be utilized. If the controls fail to reduce sound level, hearing protection must be provided and used to reduce sound levels within the levels listed below.
- When the daily noise exposure is composed of two or more periods of noise exposure of different levels, their combined effect should be considered rather than the individual effect of each.
- Review the manufacturer supplied manual for the dBA or decibels for each type of machine used by employees.
- The department management will assist employees with selecting the appropriate hearing protection and purchase.

Duration per day, hour	Sound level dBA (decibel)
8	90
6	92
4	95
3	97
2	100
1 ½	102
½	110
¼ or less	115

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# 14 JOB HAZARD ANALYSIS

## PURPOSE

Any project or activity with potential for employees to be exposed to hazardous conditions or procedures should be reviewed through a Job Hazard Analysis (JHA).

A JHA facilitates the discovery and evaluation of hazards that exist in the workplace and the selection of control measures to reduce or eliminate the hazard. Once the hazards have been identified, an evaluation will determine the priority for the establishment of appropriate control measures. Based on the potential severity and risk of injury or property damage, hazards will be promptly eliminated or controlled.

The County's Loss Control Consultant will work with a department to complete this analysis.

## PRIORITIZATION

A JHA can be conducted on many jobs in a workplace. Priority should go to the following types of jobs:

- Jobs with the highest injury or illness rates
- Jobs with the *potential* to cause severe or disabling injuries or illness
- Jobs in which one simple human error could lead to a severe accident or injury
- Jobs located off-site or the working environment warrants an analysis
- Jobs that are new to your operation or that have undergone changes in processes and procedures
- Jobs complex enough to require written instructions

## PROCESS

During each step, the person(s) conducting the analysis will gather information from such resources as:

- Jobsite observations
- Input from employees who will be working in the area or on the project affected by the JHA
- People who have done similar work on other projects
- Equipment manuals
- Equipment manufacturers' technical representatives

### STEP 1 – LIST SPECIFIC ACTIVITIES OR TASK DESCRIPTION

List specific activities that will be performed by employees in a particular work area or jobsite, for the use of machines and equipment, or for a specific process or project.

### STEP 2 – LIST EACH POTENTIAL HAZARD OR HAZARD DESCRIPTION

Examine the hazards or potential hazards associated with each task or activity.

- Examine the location where the activities are or will be performed to determine if there are any apparent hazards, such as poor lighting, live electrical contacts, improperly stored materials or waste, adjacent operations that may affect the safe operation of the job under review, etc.
- Interview appropriate personnel who are familiar with the job and/or equipment. The intent of the interviews is to determine the orderly sequence of job tasks and any perceived hazards.
- Observe, where possible, employees performing the actual job tasks. Thoroughly document the findings on the JHA worksheet. (see appendix for worksheet)
- Review available literature associated with the particular activity for additional hazards, including Safety Data Sheets, equipment manuals, etc.

### STEP 3 – LIST HAZARD CONTROLS

After hazards are identified, select the corrective controls that should be implemented to ensure employee safety and health, and list them on the worksheet.

Corrective controls will be considered in the following order of precedence:

1. Elimination—removing the hazard or hazardous work practice from the workplace. This is the most effective control measure.
2. Substitution—substituting or replacing a hazard or hazardous work practice with a less hazardous one. For example, substitution of a less hazardous or toxic solvent for a highly flammable or carcinogenic solvent.
3. Engineering control—if the hazard cannot be eliminated or substituted, an engineering control is the next preferred measure. This may include modifications to tools or equipment, such as providing guards to machinery or equipment.
4. Isolation—isolating or separating the hazard or hazardous work practice from people not involved in the work or the general work areas. This can be done by marking off hazardous areas or by installing screens or barriers.
5. Administrative control—introducing work practices that reduce the exposure to employees. Some examples include limiting the amount of time a person is exposed to a particular hazard, ensuring proper training of employees, etc.
6. Personal protective equipment—consider the use of PPE when other control measures are not feasible or as an interim control until one of the other described controls can be implemented.

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# 15 UNSAFE/HAZARDOUS CONDITION REPORTING

In order for a safety program to be effective it must involve the support and participation of all employees. The LaSalle County Safety Concerns program allows for employees to report unsafe conditions or behaviors they observe anonymously via electronic form submittal. It is intended to create a formalized system to correct unsafe conditions and behaviors when reported.

## NOTIFICATION SEQUENCE

The anonymous electronic submittal process is monitored by the Safety Committee Coordinator; concerns are disseminated to the appropriate department for review and action within a reasonable time. If a hazardous condition endangers employee safety, action would be taken immediately. Because of the anonymity of the submittal process, direct feedback to the submitter is not possible; however, if a department is identifiable, a communication may be given to all employees updating them on the concern and resolution.

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## 16 SAFETY INSPECTION

Accidents and injuries generally result from unsafe acts and unsafe conditions. In order to ensure a safe work place for LaSalle County employees and a safe premise for the general public, LaSalle County Administration recommends periodic safety inspections of all work and public areas.

It is the responsibility of Department Management to visually inspect and maintain all general work areas and public access areas within their department daily, or as often as needed.

All employees have a responsibility to visually inspect public access areas as they enter and exit their specific department. If hazards are observed in areas such as the parking lot, sidewalk, or general public space the employee has a duty to report the hazard if it cannot be immediately corrected.

Formal inspections should be conducted annually; this typically includes the Loss Control Representative, Safety Committee Chair and Department Representative. Departments are encouraged to conduct additional inspections as needed.

Results of the inspections should be documented on the Safety Inspection Checklist (Appendix). A copy of the inspection should be provided to the Department Head, as they are responsible to act on all line items marked as Unsatisfactory. When corrections have been completed, the checklist should be updated and copy provided to the Loss Control Rep, Safety Committee Chair and Department Representative.

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# 17 HAZARD COMMUNICATION PLAN

## POLICY

It is the responsibility of La Salle County to provide a Hazard Communication Program that outlines the necessary information regarding dangers of all hazardous chemicals used by departments of the County.

This program applies to all work operations within the County where an employee may be exposed to hazardous chemicals under normal working conditions or during an emergency situation. Employees will be informed of the contents of the OSHA Hazard Communication standard, the hazardous properties of chemicals with which an employee works, safe handling procedures and measures to take to protect oneself from these chemicals. While departments are individually responsible for compliance of the program, there is a joint effort of the County Safety Committee, Loss Control Consultant and Departments to review and update the program, as necessary.

## LIST OF HAZARDOUS CHEMICALS

A list of all known hazardous chemicals used by LaSalle County is available within each applicable department. The list includes the name of the manufacturer and chemical, the work area in which the chemical is used and a check verifying the Safety Data Sheet (SDS) is available (paper or electronic version). Further information on each chemical may be obtained from the SDSs, located in the Departmental SDS binder or via the internet; a SafePersonnel® icon is located on all County desk top computers and QR codes posted throughout County buildings for Smartphone access.

The hazardous chemical inventory is compiled and maintained by the Department Head. When a new chemical is received, the list must be updated within 30 days. If an item is no longer being used or is outdated, the chemical or cleaning supply must be disposed of properly, however the SDS is to be retained.

## SAFETY DATA SHEETS (SDSs)

SDSs provide employees with specific information on the chemicals in use. The Department is responsible for acquiring and updating SDSs, sending the updated SDS to Human Resources to be added to the SafePersonnel site, and communicate new information to affected employees.

He/she will contact the chemical manufacturer or vendor if additional research is necessary or if an SDS has not been supplied with an initial shipment. Manufacturer contact information is often contained on the product label and may include an Internet address or a 1-800 from which an SDS may be requested. Document any SDS requests, either by maintaining a copy of an email or a note to file regarding telephone conversations.

Employees should not be allowed to use any chemicals for which the SDS has not been received. The SDS provides information needed to ensure proper protective measures are implemented prior to exposure.

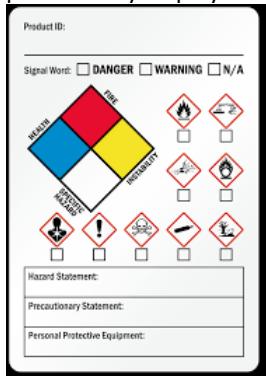
Per the OSHA Hazard Communications Standard, SDSs must be available to employees during their work shift; they cannot be housed in a locked room during employee work hours. Should an employee find that an SDS is missing; they should contact their direct Supervisor.

## LABELS AND OTHER FORMS OF WARNING

The Department will ensure that all hazardous chemicals in the work area or department are properly labeled and updated, as necessary. Under the Global Harmonization Rule, 2012, labels must contain the product identifier, name, address and telephone number of the responsible party (I.E. the manufacturer), the chemical identity, hazard pictograms, signal words, hazard statement and precautionary information. If chemicals are transferred from a labeled container to a portable container that is intended only for immediate, single employee use, within the same

day, no labels are required on the portable container. If the chemical will be maintained in the portable container then it must carry hazard information similar to that included on the original product label. See sample below.

The Department Head will review all chemical containers annually to verify the proper label is legible, in English, and prominently displayed.



## HAZARD PICTOGRAM

When a chemical meets the classification criteria under a specified hazard class, the corresponding pictogram must be printed on the label. For example, a corrosive cleaning product must contain the corrosive pictogram on the label. See the below chart for a list of all health, physical and environmental hazard pictograms.

		
<b>Environmental Hazard</b> <ul style="list-style-type: none"><li>• Aquatic Toxicity</li></ul>	<b>Health Hazard</b> <ul style="list-style-type: none"><li>• Carcinogen</li><li>• Mutagenicity</li><li>• Reproductive Toxicity</li><li>• Aspiration Toxicity</li><li>• Target Organ Toxicity</li></ul>	<b>General Hazard</b> <ul style="list-style-type: none"><li>• Irritant (skin and eye)</li><li>• Skin Sensitizer</li><li>• Acute Toxicity</li><li>• Narcotic Effects</li><li>• Respiratory Tract Irritant</li><li>• Hazardous to Ozon Layer</li></ul>
		
<b>Flammable Hazard</b> <ul style="list-style-type: none"><li>• Flammables</li><li>• Pyrophorics</li><li>• Self-Heating</li><li>• Emits Flammable Gas</li><li>• Self-Reactive</li><li>• Organic Peroxides</li></ul>	<b>Acute Toxicity Hazard</b>	<b>Compressed Gas Hazard</b> <ul style="list-style-type: none"><li>• Gases Under Pressure</li></ul>
		
<b>Corrosive Hazard</b> <ul style="list-style-type: none"><li>• Skin Corrosion/Burns</li><li>• Eye Damage</li><li>• Corrosive to Metals</li></ul>	<b>Oxidizing Hazard</b> <ul style="list-style-type: none"><li>• Oxidizers</li></ul>	<b>Explosive Hazard</b> <ul style="list-style-type: none"><li>• Explosives</li><li>• Self-Reactives</li><li>• Organic Peroxides</li></ul>

## TRAINING

Everyone who works with or is potentially exposed to hazardous chemicals will receive initial training on Hazard Communication and the safe use of those hazardous chemicals. Whenever a new hazard is introduced, additional training must be provided. Regular safety meetings or departmental communication will also be used to review the information presented in the initial training. Supervisors will be trained regarding hazards and appropriate protective measures so they will be available to answer questions from employees and provide daily monitoring of safe work practices.

Training is online via SafePersonnel© and covers information such as, but not limited to:

- A summary of Hazard Communication.
- The hazardous chemicals present at the location.
- Procedures to protect against chemicals hazards (e.g., required personal protective equipment; reading product labels, etc.).
- The location of the SDSs, how to read and interpret the information on labels and SDSs, and how employees may obtain additional hazard information.
- Physical and health hazards if products used at the facility.

Retraining is required when the hazard changes or when a new hazard is introduced into the workplace.

## INFORMING EMPLOYEES WHO DO SPECIAL TASKS

Prior to assigned special or non-routine tasks, the Department will evaluate hazards associated with the task(s) and provide appropriate controls, to include Personal Protective Equipment (PPE), and all training that will be required.

Before an employee conducts a special or non-routine task that may expose them to hazardous chemicals, their Department will inform them about the chemical's hazards and inform the employee about how to control exposure, the appropriate PPE necessary to safely complete the task and what steps to take in the event of an emergency.

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## APPENDIX SECTION

# A NEW HIRE SAFETY ORIENTATION

To be completed at the department level

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

The following should be reviewed with the employee at the time of hire and when changes are made to departmental and county-wide policies and procedures.

- 1. County safety program, explained
  - Safety Manual
  - Safety Committee
  - Location of First Aid Kits and AEDs
  - Evacuation routes and Emergency Action Plans reviewed
  - Responsibility to report unsafe conditions, work injuries/illnesses and due diligence for safety of all – employees and patrons
  - MVR form submittal, if operating vehicle
  
- 2. Departmental safety program explained, if applicable
  - PPE issued, proper usage and disposal
  - Equipment operation, safeguards, and proper care explained
  - Use and care of departmental tools explained
  - Hazardous chemical use and storage explained

Comments:

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Supervisor/Department Head Signature

Date

Employee Signature

Date

Maintain a copy of this record in the employee departmental file

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## B FIRE EVENT LOG

Building: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ AM/PM

Number of Participants: Employees \_\_\_\_\_ Visitors \_\_\_\_\_ Vendors \_\_\_\_\_ Others \_\_\_\_\_

Time until last person exited the building/department: Min \_\_\_\_\_ Sec \_\_\_\_\_

Does the building have an alarm system? YES NO

Was the alarm system used? YES NO

If the alarm was used, did you confirm that the fire department and/or monitoring company received the alarm?

YES NO

Type of event:

- Fire alarm sounded due to smoke/fire caused by \_\_\_\_\_
- Sensor malfunctioned and sounded
- Pull station activated
- Drill
- Other \_\_\_\_\_

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### BUILDING EVALUATION

Do the employees understand the function of the fire alarm system? YES NO

Were all doors closed upon exiting? YES NO

Explain any problems noted during the event and actions taken to prevent from occurring again:

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*Upon completion turn in to the Employee Chairperson*

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# C DRIVING VIOLATION AND REVIEW RECORD

Driver's Name (PRINT): \_\_\_\_\_ Date: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_

## CERTIFICATION OF VIOLATIONS

I certify that the following is a true and complete list of traffic violations (other than parking violations) for which I have been convicted or forfeited bond or collateral during the past 12 months. When showing speeding violation, you must indicate how much over the posted speed limit.

Date of Conviction	Offense (if speeding, indicate the amount over the posted speed limit)	Location	Type of Vehicle Operated

If no violations are listed above, I certify that I have not been convicted or forfeited bond or collateral on account of any violations required to be listed during the past 12 months. Falsifying any information on this form constitutes grounds for corrective action, up to and including termination. I authorize my employer to obtain information and/or reports relating to my driving record.

**All drivers must supply a copy of a current and valid driver's license. Employees required to drive personal vehicles must provide proof of insurance.**

By signing this document, I acknowledge that I have received a copy of, read, and understand the Motor Vehicle Safety section of the LaSalle County Safety Policies and Procedures Manual.

Driver Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## REVIEW AND EVALUATION OF DRIVER'S RECORD

Action taken (if necessary):

## NOTICE TO CDL HOLDERS ONLY

In accordance with Section 391.25, Motor Carrier Safety Regulations, all information pertinent to the above driver's safety of operations, including the list of violations furnished by him/her in accordance with Section 391.27, has been reviewed for the past 12 months.

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## D UNSAFE/HAZARDOUS CONDITIONS REPORT

\*\*Electronic reporting LasCo Safety Concerns currently in use as of the 2023 update.

DEPARTMENT: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE SUBMITTING REPORT: \_\_\_\_\_

REPORT SUBMITTED TO: \_\_\_\_\_

DESCRIBE THE UNSAFE CONDITION OR BEHAVIOR OBSERVED:

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EMPLOYEE SUGGESTIONS FOR CORRECTION:

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SUPERVISOR OR DEPARTMENT HEAD DOCUMENT THE CORRECTIVE ACTION TAKEN, INCLUDING DATES:

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SIGNATURE OF SUPERVISOR OR DEPARTMENT HEAD

DATE

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# E SAFETY INSPECTION CHECKLIST

Date: \_\_\_\_\_

Department: \_\_\_\_\_

Person(s) Performing Inspection: \_\_\_\_\_

	SATISFACTORY	UNSATISFACTORY	N/A	DEFICIENCY CORRECTED
<b>INTERIOR &amp; EXTERIOR WORKING/WALKING SURFACES</b>				
Interior and exterior floors and walkways well maintained, free of trip hazards and afford secure footing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-skid mats or warning signs used on wet floors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stairwells properly illuminated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency lighting present and operable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stairs free of chips, cracks, or collapsed treads	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Floor mats and carpets in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walkway sufficiently wide to provide easy movement, minimum 36 inches at all points for ADA and Building Code compliance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lighting provided in parking area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>OFFICE SAFETY</b>	SATISFACTORY	UNSATISFACTORY	N/A	DEFICIENCY CORRECTED
Non-slip feet on all stepstools/portable elevated structures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All appliances, office equipment cords in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Furniture and fixtures free of splinters/sharp edges/broken parts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Castered furniture easy to move	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Individual work stations free of obvious physical hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>ELECTRICAL SAFETY</b>	SATISFACTORY	UNSATISFACTORY	N/A	DEFICIENCY CORRECTED
Extension cords, plugs, switches in good repair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extension cords not used in place of permanent wiring (more than 90 days)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extension cords are grounded with a 3-prong plug – household extension cords not permitted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Power strips are plugged directly into an outlet and not series connected (plugged into another power strip)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extension cords do not extend across walking path, if so the cord must have a proper cover or visible tape to prevent tripping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3-foot clearance space around electrical panels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outlet and junction box covers in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All appliances, office equipment cords in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>FIRE PROTECTION</b>	<b>SATISFACTORY</b>	<b>UNSATISFACTORY</b>	<b>N/A</b>	<b>DEFICIENCY CORRECTED</b>
Fire exit doors operable and open in the direction of travel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire exits plainly marked, illuminated, kept clear, and discharge to level, open surface	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire extinguishers are visible, accessible, and inspected monthly for proper charge (check back of tag for initials)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire exit plans and instructions posted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employees are familiar with emergency exit plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency exit routes are clean and clear, with no obstructions, and 36 inches wide at all points	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>KITCHEN/BREAK ROOM/BATHROOM AREAS</b>	<b>SATISFACTORY</b>	<b>UNSATISFACTORY</b>	<b>N/A</b>	<b>DEFICIENCY CORRECTED</b>
Ground fault circuit interrupter (GFCI) installed in wet areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Number of electrical appliances appropriate for number of outlets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Waste receptacles provided and emptied daily	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>MAINTENANCE AND MACHINE GUARDING</b>	<b>SATISFACTORY</b>	<b>UNSATISFACTORY</b>	<b>N/A</b>	<b>DEFICIENCY CORRECTED</b>
Point of operation guards provided and used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stored compressed gases properly separated and secured to wall or post in upright position with caps in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Eyewash stations available where necessary (read label of chemical or cleaning product to determine if eye wash is required) – disposable bottles of saline are not acceptable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All electrical and gasoline powered equipment well maintained with appropriate guarding in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All elevated platforms, step ladders, extension ladders in good repair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All ladders and stepping stools provided with non-slip feet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Hand tools in good repair, properly stored with protective guards in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large equipment secured to floor and stored with protective devices and guards in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>CHEMICAL SAFETY/INFECTION CONTROL</b>	<b>SATISFACTORY</b>	<b>UNSATISFACTORY</b>	<b>N/A</b>	<b>DEFICIENCY CORRECTED</b>
Flammable materials stored in certified flammable liquid storage cabinets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Storage areas kept clean and orderly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safe collection, storage and disposition of all waste combustible materials and oily rags	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety Data Sheets available for corresponding chemicals and available to employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bloodborne Pathogen (BBP) training given to employees with likely or possible occupational exposure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal Protective Equipment provided to employees, in working order and used as appropriate or mandated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Infectious waste stored appropriately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Infectious waste or sharps disposed of appropriately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>OTHER</b>	<b>SATISFACTORY</b>	<b>UNSATISFACTORY</b>	<b>N/A</b>	<b>DEFICIENCY CORRECTED</b>
Medical equipment/trained personnel available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Elevator inspections documented	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety bulletin board with state mandated posters installed in a conspicuous place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Recommendations (use additional sheets if necessary):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

# F INVENTORY OF HAZARDOUS CHEMICALS AND INDEX OF SDS

\*to be utilized annually by departments to ensure the online SDS data is updated and accurate

Department: \_\_\_\_\_

Review all labels for signal words WARNING or DANGER. If the signal words are present, the chemical belongs on this list. On file includes online accessibility via SafePersonnel®.

This inventory must be reviewed annually and updated as necessary throughout the year.

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Supervisor/Department Head Signature

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Date