
A Message from the County Administrative Officer

Kings County

SAFETY POLICY STATEMENT

The County's most important resource is its employees. Because accidents and injuries cause pain and suffering to employees and their families, it is important for each one of us to work safely and prevent accidents.

Accidents lessen our productivity and detract from our reliability. Accidents also are costly in terms of damaged vehicles and equipment, workers' compensation payments, scheduling to compensate for the loss of the injured employee, and replacement costs.

The diversity of the services provided by County employees is mirrored in the diversity of safety needs and issues. Many aspects of workplace safety are strictly regulated by state and federal laws; other aspects require common sense and sound judgment.

Each Department Head is responsible for ensuring full compliance with all applicable safety and health regulations. All employees must be informed about proper work procedures and the use of protective equipment required in their work sites. Initial and on-going safety training must be a regular part of our working environment.

California law and County policies require that all of us follow the safety regulations that have been written for our work sites. We must all accept the responsibility to work safely, for our own benefit as well as the good of the County.

Larry Spikes
County Administrative Officer

Table of Contents

SAFETY POLICY STATEMENT	1
TABLE OF CONTENTS	2
INTRODUCTION.....	3
RESPONSIBILITIES.....	4
GENERAL SAFETY INFORMATION.....	5
ACCIDENT PREVENTION RULES FOR COUNTY EMPLOYEES	6
HEAT STRESS	7
FIRE PREVENTION.....	9
EVACUATION PROCEDURES.....	10
EARTHQUAKES	11
OFFICE SAFETY	12
HOUSEKEEPING	14
LIFTING SAFELY	15
VIDEO DISPLAY TERMINALS (VDTS)	16
PERSONAL PROTECTIVE EQUIPMENT.....	18
CHEMICAL SAFETY	19
SAFETY DATA SHEETS (SDS)	19
PROTECTIVE EQUIPMENT AND PRACTICES	19
MOTOR VEHICLE SAFETY	20
VEHICLE ACCIDENTS - WHAT TO DO	21
WORKPLACE VIOLENCE	22
DEFUSING VOLATILE SITUATIONS.....	23
FIRST AID MEASURES	24
WHAT TO DO IF YOU ARE INJURED ON THE JOB	25
SAFETY TRAINING.....	26
HOW TO REPORT A SAFETY HAZARD	27
EMPLOYEE REPORT OF SAFETY HAZARD.....	28
DRIVER'S REPORT OF ACCIDENT	29

Introduction

A successful safety record in each department is dependent on each employee. It is your responsibility to do all that you can to avoid accidents or injuries to yourself and your co-workers.

The object of the Kings County Safety Program is to prevent accidents resulting in personal injury, property damage, and loss of income. These objectives can only be achieved when all employees accept their responsibility and with active participation in following all County and Department safety rules and regulations.

This booklet contains general information about the Kings County Safety Program. It is your responsibility to read it. If you have questions about any of the material contained in this booklet, contact the Risk Management Office (x2374) or your supervisor or Department Head.

Employees who violate safety regulations or who knowingly permit violations of safety regulations may be subject to disciplinary action, up to and including termination of employment.

Remember: Safety is no accident. Here are some things you can do to become involved in the Safety Program:

- Attend all training sessions.
- Read this booklet and all other safety material made available to you by your department.
- Ask questions if you don't understand a safety policy, procedure or rule.
- Know where safety equipment is located and its proper usage. If you don't know where the equipment is or how to use it, ask immediately.
- Always use your safety equipment and follow safety rules and regulations.
- Report unsafe or potentially hazardous conditions to your supervisor or department head.
- Think safety.



Responsibilities

ALL EMPLOYEES:

As an employee, you are responsible to a large extent for the safety of yourself, your co-workers and members of the public. Although the County will strive always to provide a safe and healthy work environment, it is up to you to follow all safe work practices and to be alert for safety hazards.

1. Consider safety as the top priority in whatever you and your coworkers do.
2. Know and understand all safety aspects of your job, and request additional orientation or training when you are not absolutely sure how to do a task safely.
3. Report accidents, injuries, and near misses to your supervisor immediately.
4. Report safety hazards immediately.

SUPERVISORS:

It is at the first-line supervisor level that the majority of workplace safety activity will take place. First-line supervisors represent the critical link between employees actually performing the work and the County's ability to provide a safe and healthy workplace.

1. Communicate all aspects of safety clearly to all employees, through training, posters, memos, and most importantly, through personal example.
2. Ensure that employees comply with safe and healthy work practices, including the use of personal protective equipment.
3. Know and understand all safety requirements and procedures for jobs and work sites under your responsibility.
4. Conduct safety inspections regularly, and correct hazards as soon as possible.
5. Conduct safety training regularly, and retain records of the training.

DEPARTMENT HEADS:

Department Heads are responsible for providing safe and healthy workplaces in their departments. Although they may appoint others to manage specific aspects of safety, they bear ultimate responsibility for safety in their departments.

COUNTY SAFETY PLAN AUTHORITY:

The person responsible for implementing and maintaining the Kings County Injury and Illness Prevention Program is Deb West, Assistant County Administrative Officer, Risk Management Division of the Administrative Office.

General Safety Information

The following pages contain information about general safety policies and procedures which apply to all Kings County employees.

In addition to this handbook, each department may provide its employees with handbooks, manuals or other material which explain the workplace safety requirements specific to that department. You will be required to read and follow those safety rules and regulations in addition to those contained in this handbook.

Remember:

Following all County and Department safety policies and procedures is a condition of employment with Kings County. Failure to do so may result in disciplinary action, up to and including termination of employment.

Accident Prevention Rules For County Employees

1. Employees must exercise general care, orderliness, and “good housekeeping” practices in the performance of their duties.
2. Employees must follow safe work practices in all work activities. This requirement is a condition of employment. Failure to comply with department safe work practices may be cause for disciplinary action, up to and including termination of employment.
3. Unsafe conditions, unsafe actions, and occupational illness or injuries are to be reported to a supervisor or other management personnel promptly.
4. Reporting, or willful assistance in reporting, a nonexistent injury or illness may be grounds for disciplinary action, up to an including termination of employment.
5. No one will be permitted on County property who has in his or her possession any firearm, ammunition, knife, brass knuckles, club, or any other weapon, with the exception of law enforcement personnel or others who are licensed to carry appropriate weapons.
6. Employees must not engage in horseplay or practical jokes which might result in injury to an individual or co-workers or the public.
7. Employees must wear suitable clothing for their assigned tasks at all times. Departments may adopt specific requirements regarding appropriate attire.
8. Safe shoes will be worn at all times. Departments may adopt specific requirements regarding appropriate shoes. Bare feet are prohibited at all times.
9. Possession and/or use of alcohol or illegal drugs by any employee while on duty is prohibited. Use of prescribed drugs which could impair an employee’s ability to perform his or her assigned duties is prohibited. Refer to the Kings County Substance Abuse Policy for complete information.
10. No employee shall use, drive, employ, or operate any County vehicle for any purpose other than County business.

Heat Stress

It is very common in the summer months of early June through late August for the Central Valley to be in the midst of “record-breaking” heat waves. So much so, that in July 2006 Gov. Schwarzenegger came to the Central Valley to discuss California’s regulations to protect those who work outdoors or in poorly ventilated buildings.

“.....we must protect our outdoor workers in the sweltering summer heat. It is critical that employees working outdoors like farm workers, highway workers, landscapers and construction workers drink plenty of water and take rest breaks in the shade. Our heat illness prevention regulations have made California a national leader for workplace standards for heat illness prevention and treatment.” – Governor Schwarzenegger –

In March 2009 Cal/OSHA's Division of Occupational Safety and Health (DOSH) released its interpretation of the heat illness regulations as it relates to seasonal heat waves. It is intended to be a resource for employers and employees. It can be accessed at <http://www.dir.ca.gov/DOSH/HeatIllnessInfo.html>.

The Different Types of Heat-Induced Illness And Common Signs and Symptoms

Heat Exhaustion

Heat exhaustion is caused by dehydration. The symptoms include chills, lightheadedness, dizziness, headache, and nausea. The body temperature is usually between 100-102 degrees F. and profuse sweating is evident. Get the individual to a cool shaded area and administer fluids by mouth, if conscious. Report to your Supervisor and seek medical advice immediately. If untreated, heat exhaustion can lead to heat stroke.

Heat Stroke

IMPORTANT!! Heat stroke can be fatal. Heat stroke is caused by a sudden failure of the heat-regulating system of the body. It initially appears similar to heat exhaustion but may rapidly progress to more serious symptoms, such as disorientation, loss of consciousness, rapid heart beat and seizures. The body temperature will be elevated and hot to the touch. Sweating is often absent, but the skin may be quite moist from earlier perspiration. The core temperature must be brought down immediately. Rapid medical attention is also vital.

An employee experiencing any of those symptoms requires immediate attention. Even the initial symptoms may indicate serious heat exposure. If medical personnel are not immediately available onsite and serious heat illness is suspected, emergency medical personnel should be immediately contacted and on-site first aid undertaken. No employee with symptoms of possible serious heat illness should be left unattended or sent home without medical assessment and authorization.

Heat Stress

Beat the Heat!

Here are some ways that will help you beat the heat:

- **Shade:** Shade allows the body to cool. Shade is defined as the blockage of direct sunlight and must “actually be present” to accommodate at a minimum 25 percent of the employees on any given shift when the outdoor temperature high is going to be over 85 degrees F according to the National Weather Service forecast as of 5 p.m. the previous day.

Sources of shade include:

- a) buildings
 - b) canopies & lean-to's
 - c) partial or temporary structures that are either ventilated or open to air movement
 - d) trees and dense vines
 - e) air conditioned vehicles
- **Hydration:** Drink plenty of fluids often (water being the most common), up to 4 cups per hour. Especially when the work environment is hot and you are likely to be sweating more than usual in the performance of your duties. The water provided should be fresh, pure and suitably cool. Sport replacement drinks are superior to water due to the electrolytes and carbohydrates contained in them and will also help speed your body's recovery from the stress of fluid loss. When temperatures exceed 90 degrees F having ice on hand to cool the water or sport replacement drink is highly recommended.
 - **Acclimatization:** Gradually build up your tolerance for working outdoors in warmer weather.
 - **Stay Fit:** Individuals who exercise regularly are more tolerant to heat than those who do not exercise.
 - **Watch Your Health:** Make sure you are aware of both medical conditions that you have and medications that can affect your tolerance to heat. Medical conditions affecting your heat tolerance include diabetes, high blood pressure, anorexia nervosa, bulimia, obesity, and fever.
 - **Dress Cool:** Wear light weight clothing to permit evaporation of perspiration.

Numerous resources and heat illness publications can be found online at this link: <http://www.dir.ca.gov/DOSH/HeatIllnessInfo.html>

Fire Prevention

Fire can occur anytime. It is possible wherever there is anything that can burn, and every office and home contains plenty of things that can burn. For fire to start, only three things are needed: something that will burn (fuel), heat (an ignition source), and air(oxygen).

FOUR STEPS TO FIRE SAFETY

1. Recognize fire hazards and eliminate them.
2. Learn what to do in case of fire.
3. Practice fire safety at all times.
4. Learn your escape route and hold periodic fire drills.

THE TOP FIVE FIRE HAZARDS

1. Electrical: Protect cord insulation from damage. Don't use portable heaters; they can overload cords and circuits. Remove damaged equipment from service. Don't attempt makeshift repairs.
2. Smoking and Matches: Dispose of them in ashtrays--never in trash cans. Obey "No Smoking" signs.
3. Trash: Remove rubbish and waste materials. They invite and help spread fire.
4. Welding/Cutting: Protect nearby exposures. Guard your work areas. Inspect for any smoldering after the job.
5. Flammable Liquids: Clean up spills immediately, following proper procedures and using proper protective equipment. Keep oil-soaked rags in covered, metal containers. Use flammable liquids in small quantities, and keep them in approved safety cans. Enforce no smoking. Ventilate the area.

IN CASE OF FIRE

1. Safety of people is the first priority. Evacuate the work area. Alert others in adjacent or nearby offices or buildings
2. Fight the fire **ONLY** if it is small and you have received the proper training in fire extinguisher use.
3. Report the emergency by calling
9 + 911 if calling from the county phone system,
or
911 if calling outside the county phone system.

FIRE SAFETY PRACTICES

1. Plan an escape route. Plan two ways out of each major room, if possible.
2. Learn to recognize fire hazards. Eliminate those that you can; report the others to your supervisor.
3. Know where the fire extinguisher(s) is located. Make sure it is not obstructed from reach by stored supplies or equipment.
4. Know how to properly use a fire extinguisher. If you don't know how, ask.

Evacuation Procedures

Whether from a fire, bomb threat, or an earthquake, there may be a need to evacuate a County facility. Regardless of the triggering event, certain procedures are common for all County facilities:

1. Except in case of a fire or imminent danger or physical harm, you should remain in your work area until told to evacuate. In case of fire, the alarm will sound and you should immediately evacuate the facility.
2. In all other cases, you will be notified by appropriate means (telephone, public address system, runners, etc.) to evacuate the building or facility. The most important thing is to remain calm. Leave the building in an orderly fashion and proceed to your pre-established assembly point. If possible, take your personal possessions with you (purse, briefcase, keys, coat, packages, glasses, etc.) as you may not be allowed back in for a long time.
3. Local (floor by floor) plans should be made to assist any disabled employees or visitors from the building. If an Emergency Response Team is in place they will help with the evacuation.
4. Once at your assembly point, check in with your immediate supervisor and await further instructions. You may be allowed to return to your workplace, or, if damage to the facility is extensive or there is no electrical power for an extended period time, you may be reassigned or allowed to leave.

Your building or facility should conduct evacuation drills at least once each year to make sure you know how to respond in a real emergency situation.

Earthquakes

BEFORE AN EARTHQUAKE

1. Check workplaces, rest areas and corridors for hazards, such as hanging plants, books on high shelves and unsecured furniture and equipment. If problems are noted, correct them.
2. Discuss the floor or office disaster plan with co-workers. Participate in all evacuation drills.
3. Know where emergency equipment and exits are.
4. Store a few emergency supplies in your desk or car. Items might include a flashlight (with extra batteries), storage food and drink, needed medications.

DURING AN EARTHQUAKE

1. If indoors, yell, “get under your desk!”, then do so yourself. Watch for falling and sliding objects. Stay away from windows, outer walls, and outside doorways.
2. If you are in an elevator, stop at the nearest floor. Take cover in a hallway or office against an interior wall.
3. If you are in a hallway, brace yourself against the wall. Duck and cover your head with your arms.
4. If you are outdoors, move to an open area. Stay away from trees, power lines and other structures.
5. If you are driving, pull over, stop (but not under a bridge or overpass), and stay inside until help arrives or it clearly is apparent that you may proceed on the roadway.

AFTER AN EARTHQUAKE

1. Take a deep breath. Stay calm; be ready for aftershocks.
2. Move to the center of the building. Do not evacuate until instructed, unless there is immediate danger.
3. Check for injuries and administer first aid.
4. Assist employees with special needs.
5. Check for fire hazards. Do not smoke or light matches.
6. Do not use elevators.
7. Replace telephone receivers on cradles, but do not use them unless there is fire or serious injury.
8. Cooperate with Emergency Response personnel.
9. Listen for emergency information over a battery-operated radio.
10. Remain calm. Don’t spread rumors. Reassure and help others.

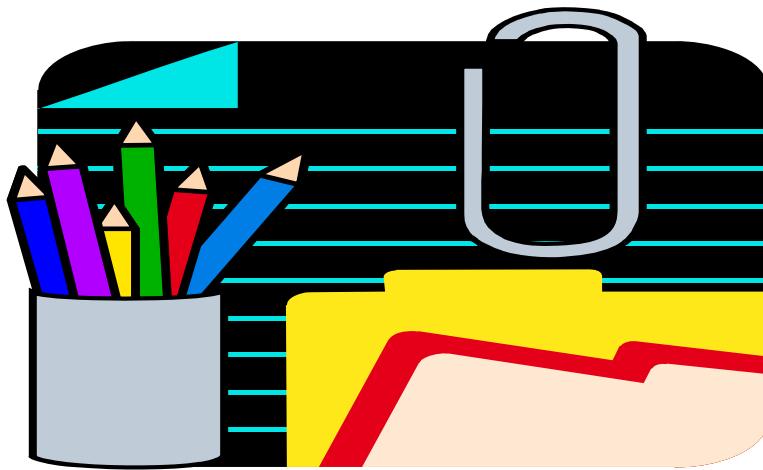
Office Safety

Although offices are generally thought to be safe, serious injuries and accidents can occur if safety is not a priority. There are a number of things you can do to prevent office injuries.

1. Your chair plays a critical role in protecting you from serious long-term injury. Your chair must be comfortable, fit correctly, and be in good condition. If your chair is uncomfortable, contact your supervisor for an evaluation of its appropriateness for you.
2. If you type or perform other repetitive tasks, your workplace (desk, keyboard, tools, etc.) should be adjusted to fit you. Try to vary your work as much as possible, take your scheduled breaks, and alternate tasks regularly. Contact Risk Management to schedule an ergonomic assessment of your workstation.
3. To prevent tripping and bumping hazards, keep desk, file and cabinet drawers closed when not in immediate use.
4. If you must keep books or other heavy objects in a file cabinet, put them in the bottom drawer. Never open more than one drawer at a time. Avoid concentrating heavy materials in upper drawers.
5. Do not move heavy furniture or equipment yourself. Do not lift objects that are bulky or heavy. Follow proper lifting procedures. See “Lifting Safely” elsewhere in this handbook.

Office Safety

6. Do not run electrical cords, telephone and equipment cables across aisles or walkways where they create a tripping hazard.
7. Do not climb on chairs, upside down waste baskets or other improvised “ladders.” Use only step ladders or stools that are designed for such needs. They should be steady and sound with non-slip steps and feet.
8. Check your furniture and equipment for defects, splinters, and sharp edges. Report all hazards or unsafe conditions to your supervisor. Don’t try to fix electrical equipment yourself; leave the job to qualified maintenance personnel.
9. Place fans in a safe place where they are not in the way and cannot fall. If necessary, use Velcro to secure them. Make sure the guard is fine enough to keep out fingers.
10. Unplug or turn off all electrical appliances when not in use or when they will be unattended.
11. Smoke only in approved areas. Use ash trays that are large enough to prevent cigarettes and ashes from falling out of them. Do not empty ashtrays into waste baskets until after the ashes and butts are out and cold. Do not use lighted candles as they pose not only a fire hazard but may cause allergic reactions in your co-workers.
12. Do not store items on top of file cabinets, storage cabinets and open shelves where they can fall and injure someone.



Housekeeping

Good housekeeping practices improve the working environment, improve morale, and reduce accidents. Nowhere is your commitment to safety more evident than in housekeeping.

1. Keep your working environment clean and in order at all times. Put things away when you have finished with them.
2. Do not place material or equipment in aisles, corridors, stairways, in front of emergency exits, electrical control panels, fire alarms, or fire extinguishers. Keep tools, equipment and chemicals away when not in use.
3. Do not store excess chemicals on the floor, under work benches or in aisles. Try to keep only one day's supply in any one work space.
4. Clean up spills immediately to reduce the danger of slipping and falling.
5. Never put broken glass, hypodermic needles and other sharp objects in waste baskets with other trash. These "sharps" can seriously injure employees and others. Ask your supervisor for the proper way to dispose of such items.
6. Do not drop cigarettes or matches on the floor or in trash cans. Use only containers designed for that purpose.
7. Do not place or stack objects in such a way that they might fall over.
8. Pick up items such as pencils, boxes or packages before they cause an accident. To prevent slips and falls, clean up all spilled liquid immediately. If you can't clean a large spill up immediately, block access to the area and put up warning signs to keep others away.

Lifting Safely

Every time you lift something the wrong way, you may be causing unrecognized harm to your back. The next bad lift can produce the injury that you finally feel. Learn to lift wisely and always use proper lifting techniques.

1. Examine the object to be lifted and decide if you can safely lift it by yourself. Do not try to lift it alone if there is any doubt that you can do it safely.
2. Make sure that your footing is secure. Get a good balance with your feet about 12 to 14 inches apart.
3. Place your feet close to the object to be lifted.
4. Bend your knees and squat (don't stoop), keeping your back straight and as nearly vertical (up and down) as possible.
5. Lift with your legs and arms, not with your back. Keep the load close to your body.
6. If you need to change direction when in the upright position, be careful not to twist your body. Turn your body as a unit.
7. If you put the load on a bench or table, place the load on the edge and then slide it forward.
8. If you must put the load on the floor, bend your knees and, with a straight back and the load close to your body, lower the load the same way you lifted it -- with your legs and arms.

Video Display Terminals (VDTs)

Because of their potential for increasing productivity, computers are being used more and more throughout the County. Here are some guidelines that will help you use them safely.

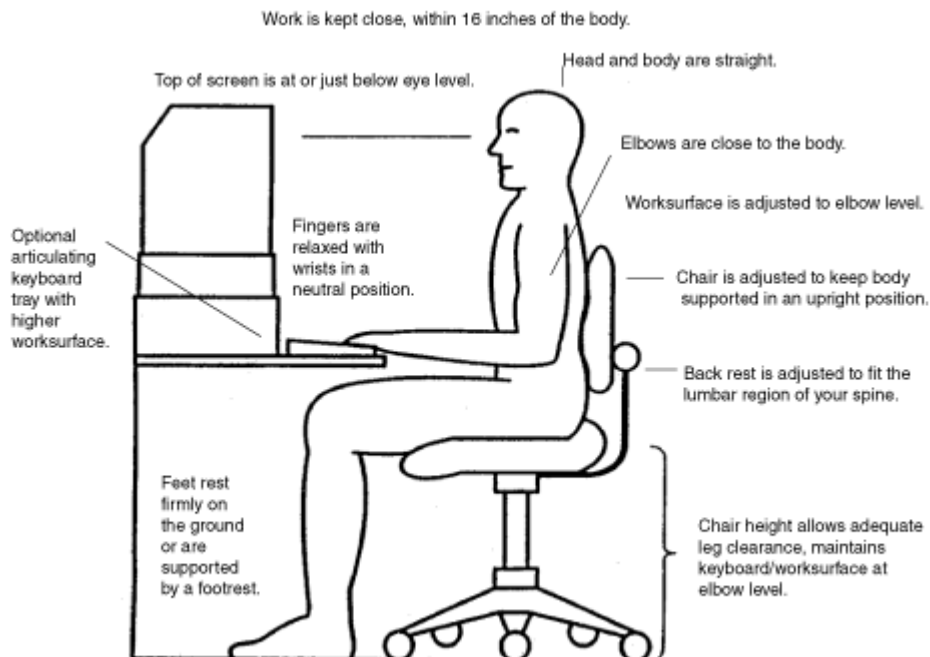
STRESS OR FATIGUE

Any close work, including working on a VDT, can cause discomfort over a period of time. Some of the most common physical complaints include eyestrain, neck and back pain, headaches and blurred vision. Your workstation, your work environment, and your vision are important considerations.

WORKSTATION COMFORT

Keyboard height should be comfortable. Your upper and lower arms should form a comfortable angle of about 90° when your wrists are resting on the desk top. This will take much of the strain off your upper back and shoulders.

To minimize eye movement and neck discomfort, the display screen and paperwork should both be at eye level and placed about arm's length from your eyes. Chairs are adjusted at a comfortable working height when you don't feel excessive pressure on your legs from the edge of the seat. Chair backrests should fit comfortably at the small of your back.



Video Display Terminals (VDTs)

WORK ENVIRONMENT

Glare and poor lighting are the biggest complaint. To control glare:

1. Adjust your screen's brightness and contrast controls to compensate.
2. Close blinds or shades to block daylight coming from behind your terminal. Try to place the terminals at right angles to windows so that neither the operator nor the terminal is facing them.
3. Try to eliminate or adjust any intense light source shining directly into your eyes.
4. Adjust the angle of your screen to minimize glare. Hoods and glare shields placed over the screens may help.

Sitting still for long periods of time can be tiring and stressful. To control stress and fatigue:

1. Stretch occasionally and look away from your work.
2. If possible, get up from your work and do other tasks.
3. Alternate different tasks throughout the day.
4. Stand up every 30-60 minutes and roll your head around and your shoulders back. Drop your hands to your sides and gently roll your wrists around and stretch your back gently. This will allow blood flow into your muscles and decrease the risk of injury.

VISION

Most visual problems involving the use of VDTs are associated with constant focusing on the screen and high glare. Uncorrected or improperly corrected vision problems are also more likely to cause visual fatigue. Fatigue affects how well you can see, which may affect how difficult your work seems.

Have periodic vision examinations to make sure any vision problems are discovered and quickly corrected.

Personal Protective Equipment

Depending on your work assignment, various types of personal protective equipment may be issued and required. The County may issue you goggles, face shields, hard hats, ear plugs, gloves, safety shoes, respirators, protective clothing, or other items to protect you. Use them.

1. Protective equipment must be worn where required. Your supervisor will tell you what equipment you need for your particular job.
2. Always wear protective clothing when working with chemicals.
3. Sunglasses and regular prescription glasses do not protect your eyes as well as safety glasses. Therefore, you must wear safety glasses in all areas and jobs which require their use.
4. Contact lenses increase the danger of eye damage when used in areas of potential eye injury. Don't wear contact lenses in any area where chemicals are used or when welding.
5. Avoid handling chemicals or immersing your hands in chemical solutions without wearing the correct type of gloves, goggles, and other protection.
6. If hazardous chemicals come in contact with your skin, immediately remove contaminated clothing and rinse the exposed area with running water for 15 minutes. Seek medical attention if necessary. Removing the chemical quickly is the important factor.
7. Under no circumstances may you eat, drink or smoke in laboratories or work areas where radioactive materials, toxic chemicals or flammables are used or stored.
8. Never store food in the same refrigerator as medications, specimens, or chemicals.

Chemical Safety

Chemicals are used daily by many County employees. Some of these include acid, solvents, flammable liquids, gases, etc. The toner in most copy machines contain several chemicals. Janitors use a variety of cleaning chemicals. Groundworkers mix and use pesticide chemicals. Flammable liquids are used in printing services and in many shops. All kinds of hazardous chemicals are used in health care environments.

Chemicals are a necessary tool. Wise and careful handling can protect you, the user. Use these guidelines and follow your department's specific rules when using chemicals:

SAFETY DATA SHEETS (SDS)

Before using any hazardous substance, make sure you read and understand the "Safety Data Sheet" (SDS) for that substance. The SDS contains important information such as chemical names, common names, hazards in the use of the material, precautions, handling procedures, necessary protective equipment, disposal, first aid, and emergency procedures for spills and fires.

Each worksite must have a completed SDS for each hazardous substance that is used there. Your department will give you information about the location of the SDSs that are kept on file in your department and will train you about the proper use of chemicals used in your work assignment.

PROTECTIVE EQUIPMENT and PRACTICES

Wear the right protective equipment when working with chemicals. Not all chemicals are harmful and protective equipment may not always be required. Other chemicals however may require the use of gloves, chemical splash goggles, respirators, etc. Ask your supervisor about safety requirements.

After using chemicals, wash your hands and any other skin that may have come into contact with the chemicals. Always do this before eating, drinking or smoking.

Some locations are provided emergency showers or eye wash fountains. Know where these are and do not hesitate to use it in an emergency. It is essential to immediately flush any chemical splash on the body or in the eyes for least 15 minutes with running water. Speed is important if you are to reduce the possibility of a chemical burn. Remove all chemically contaminated clothing when in the shower.

Motor Vehicle Safety

Vehicles are essential to all County operations, but the use of vehicles also involves some risk. In fact, vehicle accidents are potentially one of the most costly losses we can incur when you consider property damage, bodily injury, fatalities, and lawsuits.

DRIVER RESPONSIBILITIES

Protect yourself -- drive defensively. Follow these rules:

1. You must have a valid California driver's license of the proper classification if you are using any County vehicle or your own personal automobile for business purposes.
2. Before using any vehicle, inspect it for damage, inoperable lights, loose hardware, tire condition, or any other condition which might pose a hazard.
3. Report any unsafe condition to your supervisor or the Public Works Department. *Do not drive vehicles with steering or braking defects.*
4. Plan your trip ahead of time, especially if it is to an unfamiliar location. Allow enough travel time for delays due to traffic and weather.
5. Don't tailgate. Use the "two second rule": When the vehicle in front of you passes a reference point, make sure your vehicle passes the same spot at least two seconds later. Trucks or buses should use a three or four second rule.
6. Keep your eyes moving. Your eyes should move from what's happening several cars ahead, to what is happening directly in front, to the rear view mirrors.
7. Always wear your seat belt and require that all passengers do the same.
8. Do NOT use a cellular phone while driving. Follow California's law regarding the use of hands-free devices.

Vehicle Accidents - What To Do

If you are involved in a vehicle accident while on County business, you must do the following:

1. Keep calm.
2. Do not move your vehicle unless:
 - The accident is minor and traffic is heavy.
 - Your vehicle is a serious hazard to other vehicles.
3. Find out if anyone is injured.
4. Call 9-1-1. If someone is hurt, ask 9-1-1 to call for medical assistance. Then call your supervisor or someone else in your department to report the accident.
5. Obtain appropriate information from the other driver and any witnesses, such as driver's license number, insurance policy number, telephone number, etc.
6. Do not discuss the accident with anyone except:
 - The responding or investigating officer
 - The Risk Management Office
 - Your immediate supervisor
7. Do not admit responsibility or liability for the accident.
8. Unless you are injured and require transport for medical care, do not leave the scene of the accident before allowed to do so by law enforcement.
8. Sign nothing except a Police/CHP Accident Report and a citation, if issued.
9. Complete the Kings County Driver's Report of Accident form. A copy of the form is included at the end of this Handbook.
10. If operable, return the County vehicle to the proper location, making sure any damage to the vehicle is brought to the attention of the fleet attendant or your department representative in charge of vehicles.

NOTE: All subsequent inquiries from other parties related to the accident should be referred to your department head or the Risk Management Office.

Workplace Violence

Workplace violence will not be tolerated. County employees should be able to work in an environment free from violence or the threat of violence. If any employee feels that they are being subjected to workplace violence, as defined below, they should report this to their supervisor, Dept. Head or directly to Human Services. They may also report the incident to the appropriate law enforcement agency.

1. The workplace violence policy addresses three main types of violence. These include:
 - Type I – a violent act or threat of violence by an assailant with no legitimate relationship to the workplace.
 - Type II – a violent act or threat of violence by a recipient of service provided by our County
 - Type III – a violent act or threat of violence by a current or former employee, or someone who has some employment-related involvement with the County (i.e. employee’s family or friend)
2. Prohibited violent behavior can be classified into one of the following three categories.
 - Verbal Violence – Threats, verbal abuse, or harassment involving language designed to threaten, intimidate or do harm
 - Physical Violence – Unwelcome physical contact between two parties. Physical violence includes assaults, sexual assaults or property damage deliberately caused.
 - Written Violence – Written threats including letters, notes, plans or drawings describing, detailing, warning or delivering threats
3. Violent acts as defined in the County of Kings Workplace Violence Prevention Program will not be tolerated. This list is not exhaustive nor was it intended to be so.
4. Employees should be alert to their surroundings and report anything that they deem to be of a suspicious nature to their supervisor, manager, Dept. Head, Risk Management, or to the appropriate law enforcement agency.
5. In the event of an immediate danger contact the appropriate law enforcement. As the procedure for dialing “9-1-1” may require the addition of 9 before 911 or simply pressing a pre-programmed button in your department, please ask your supervisor for the proper manner.
6. The most important thing to remember is to be safe. Do not put yourself in a potentially violent situation or place yourself in danger in an attempt to resolve a situation or otherwise. Consult the workplace violence policy for more information.

Defusing Volatile Situations

Occasionally you may be faced with a volatile situation where a member of the public or a co-worker acts in a threatening or irrational way. To prevent injury to yourself and others, you should know in advance how you will respond to such a situation.

1. Before any confrontation happens, each work site should have a plan as to who will act as back-up or provide assistance. Try to assign two or more people to that task, preferably people who are not in the front reception area.
2. In areas where some danger is anticipated, a silent “alarm” or code system may be used which will alert the back-up team. Code messages, such as “Dr. Red is in [the building] [the reception area],” can be spoken over public address systems or the telephone which will alert others to potential danger.
3. If you should be confronted with a situation beyond your control:
 - Stay calm. Courteously try to find out who they are and what they want.
 - Do not try to debate issues or get into arguments. Give assurances that someone will be there to help them, if appropriate.
 - As soon as possible, notify the back-up team or alternate.
 - Do not try to physically restrain or stop any individual yourself unless absolutely necessary. Notify proper law enforcement agencies as soon as possible.

Above all, try to remain calm.
4. Remember that these suggestions do not take the place of crisis intervention training.

First Aid Measures

Chances are good that you will some day be present during a first aid emergency. The quick actions of those present could help prevent greater injury and could even save a life.

WHEN A PERSON IS INJURED

1. Call for help or have someone else do it while you attend to the victim.

2. Act immediately but avoid panic. Reassure the victim as you quickly examine him or her. Look for:
 - Open Airway
 - Breathing
 - Circulation
 - Bleeding
 - Neck/Spinal Cord injuries (Don't move any part of the victim)
 - Poisoning (Save container for identification)
 - Broken bones
 - Shock
 - Burns

3. Don't move the victim unless necessary to prevent further injury or to perform life saving measures.

OTHER FIRST AID CONDITIONS

Fever:	Give fluids; reduce clothing; cool with a sponge.
Fainting:	If victim is unconscious, place in side-lying position; loosen clothing. If victim is conscious, have him or her sit with head lower than heart.
Electric Shock	Make sure the electrical current is off before touching the victim. Check for breathing and circulation; treat for shock.
Heat Exhaustion	Apply cold sponges to skin; give weak salt solution (1 tsp. salt in glass of water).
Bee Stings	Cold compresses/calamine lotion may soothe; watch for signs of allergic reactions (rash, swelling, breathing problems).
Nose Bleeds	Seat victim, tip head back, squeeze nostrils firmly. Apply cold pack to nose or back of neck.
Dog Bite	Wash well with soap and water; bandage; locate dog/owner. Consult physician regarding the need for a tetanus shot. Notify Animal Control.

What To Do If You Are Injured On The Job

REPORTING WORK-RELATED INJURIES or ILLNESSES:

Any County employee who is hurt or becomes ill due to an on-the-job incident or accident must report the injury or illness to his/her supervisor immediately. This is to protect your rights under the state's Workers' Compensation law. Cal/OSHA also requires that you report near misses.

MEDICAL TREATMENT

You may obtain medical treatment from:

“Kings Industrial Medical Center”

Kings Industrial Medical Center is located at 1028 North Douty in Hanford.
Telephone: 589-0800

Under California law, during the first 30 days of any work-incurred injury or illness, the County has the duty to arrange for necessary medical treatment. In the case of an emergency, or if after notification, the Risk Management Office fails to refer you to a doctor, you can choose your own doctor for treatment.

After 30 days from the date the injury is reported, you may select your own doctor and stop seeing the doctor selected by the County. **IMPORTANT:** You must notify the Risk Management Office of a change in physician care, including the name and address of your new doctor.

You may also choose your own physician for treatment if, prior to your injury, you have filed a medical designation form with the Risk Management. Once you have designated a physician, do not change doctors without the approval of the Risk Management.

Automatic Integration of Workers' Compensation and Sick and Vacation Pay

Unless you state that you do not wish to integrate your benefits, your accrued sick and vacation leave time will be automatically integrated with your workers' compensation benefit until these accruals are exhausted. The two amounts, when added together, cannot result in payment above your normal pay.

If you do not wish to integrate your accruals with workers' compensation benefits, you must notify your supervisor of this fact. The change from integration to non-integration shall be implemented at the beginning of the next pay period after such request.

Safety Training

California law requires that the County departments provide a training program designed to instruct employees in general safe work practices plus hazards unique to their job assignment. Attendance at training sessions is mandatory. Employees are also required to sign and date prescribed forms that document that training was received.

Employees can be trained in groups or individually through distribution and review of safety handbooks and supplements, written or oral communications, booklets, videos, trained speakers, or various other methods which provide understandable and up-to-date information.

Types of Training

Initial Training

Employees newly hired to County service must receive initial Safety Training.

New Assignment

Training must be conducted when employees are given new job assignments for which safety training has not previously been given.

New Hazard, Procedure or Equipment

Training must be conducted when new substances, processes, procedures or equipment are introduced to the workplace that represent a new safety requirement, or when the County is made aware of a new or previously unrecognized safety hazard.

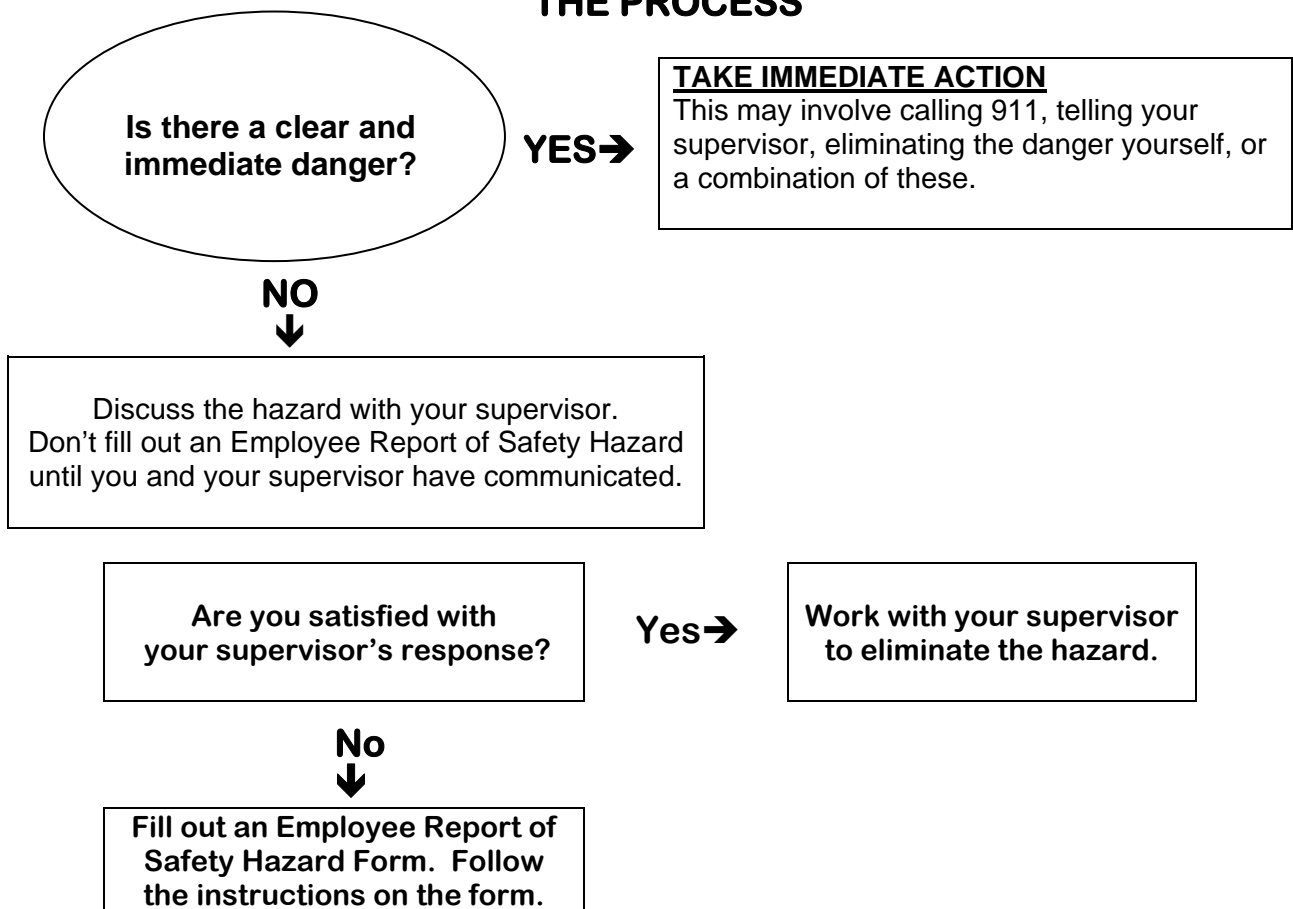
Refresher Training

Each department must establish a schedule of on-going safety training so that employees are kept up-to-date about the department's safe work practices and requirements.

How To Report A Safety Hazard

Every County employee can help eliminate safety hazards. Whether you tape down a loose extension cord, wipe up a few drops of oil from the shop floor, or participate on your department's safety committee, your initiative results in a safer workplace for all of us. For hazards that require your supervisor's involvement, the County has a reporting process and an Employee Report of Safety Hazard form.

THE PROCESS



The Employee Report of Safety Hazard Form is shown on the next page. Make copies of this form if you need to report a safety hazard, or obtain a form from your department's Injury and Illness Prevention Manual or from the Risk Management Office, x2374.



Employee Report of Safety Hazard

Employees have the obligation and the right to report unsafe conditions, unrecognized safety hazards, or safety violations of others. Except in the case of a *clear and immediate danger* to yourself or others, it is usually best to discuss a safety hazard with your supervisor before using this form. Use this form if you wish to make a written notice of the hazard.

Describe the hazard or potential hazard:

Location of hazard (please be specific):

Date hazard was first recognized:

What action do you recommend?

Have you discussed this hazard with your supervisor or department head? YES NO

Reported by: (optional) _____ Date _____

Employees who report unsafe work conditions or practices are protected by law. This report may be submitted without fear of reprisal. All reports will be considered whether or not signed.

Submit this form to your immediate supervisor or department head. You may also report any unsafe work hazard to the California Division of Occupational Safety and Health (Cal/OSHA).

Acknowledgment of Receipt:

Supervisor/Department Head _____ Date of Receipt _____

COUNTY OF KINGS

DRIVER'S REPORT OF ACCIDENT

Employee's Name/Address (please print)				Date of Birth	Department		Home/Cell Phone #. Department Phone Ext
Date & Time of Accident			Location of Accident		Use of Car For:		Time Law Enforcement Notified: _____ am/pm <input type="checkbox"/> CHP <input type="checkbox"/> Local Police Department
County Car:	Year	Make	Model	Car No.	License No.	Damage <input type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Major (Describe on back)	
Other Car:	Year	Make	License Plate No & State		Driver's Name, Address & Driver's License No.		
Damage To Property of Others:	Owner's Name & Address				Insured by: (Name of Company)		
	Damage: <input type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Major Describe:				Describe Property Damage if Other Than Auto:		
Witness: Name/Address/Phone							
Witness: Name/Address/Phone							
Injured Persons: Name/Address				Injuries:			
Name/Address				Injuries:			
Name/Address				Injuries:			
Name/Address				Injuries:			
Description of Accident:				Diagram of Accident:			
				Show Names of Streets. Take pictures with camera or cell phone.			
Were seat belts in vehicle worn at time of accident? <input type="checkbox"/> Yes <input type="checkbox"/> No				Signature of Driver _____ Date _____			

Send Completed Form to Kings County Risk Management, Administrative Office
1400 W Lacey Blvd. Hanford CA 93230 (559) 582-3211 ext 2374