

# CAMERON COUNTY



## ACCIDENT PREVENTION PLAN



## POLICY STATEMENT

### Policy Statement

Cameron County is committed to providing a safe and healthy work environment for all of our employees, business colleagues, citizens, and visitors. The objective of our Accident Prevention Plan is to prevent accidents, reduce the frequency and severity of injuries, and minimize their consequences.

It is our policy to manage and conduct operations and business in a manner that offers maximum protection to all employees and any other person that may be affected by our operations and business. We will make every effort to provide a working environment that is free from any recognized or potential hazard.

We recognize that the success of our Accident Prevention Plan is contingent and dependent upon the support from the Department Heads, supervisors, as well as all employees of Cameron County.

A handwritten signature in blue ink, appearing to read "P. Sepulveda, Jr.", positioned above a horizontal line.

Pete Sepulveda, Jr., County Judge

A handwritten signature in black ink, appearing to read "Sofia Benavides", positioned above a horizontal line.

Sofia Benavides, Commissioner Pct. 1

A handwritten signature in black ink, appearing to read "Alex Dominguez", positioned above a horizontal line.

Alex Dominguez, Commissioner Pct. 2

A handwritten signature in black ink, appearing to read "David A. Garza", positioned above a horizontal line.

David A. Garza, Commissioner Pct. 3

A handwritten signature in black ink, appearing to read "Dan A. Sanchez", positioned above a horizontal line.

Dan A. Sanchez, Commissioner Pct. 4



## HUMAN RESOURCES/CIVIL SERVICE/SAFETY RISK MANAGEMENT

COUNTY COURTHOUSE  
PHN: (956) 544-0827  
FAX: (956) 550-1373

1100 E. MONROE ST. STE. 118  
BROWNSVILLE, TEXAS  
78520

Safety is first no matter what the job assignment. Most accidents can be prevented if we approach every job with the proper attitude. Safety is what happens in the workplace and supervisors are key influencers in their respective safety program organizations. Employees and supervisors are on the front line of all work aspects, daily exposed to safety hazards; therefore, every department must develop an Accident Prevention Plan (APP) and require all management/supervisors to commit by signing the department's safety policy statement and implement the plan.

This manual contains rules and practices for safe job performance. It is particularly important that the APP be a cooperative effort by a Committee of Department Supervisors or staff. Once the plan is developed and endorsed by management it is presented to staff. Supervisors are responsible for enabling and reducing exposures and promoting the APP to the employees; it is important the employees understand that injuries are not an acceptable or expected outcome.

Rules and policies are meaningless if they are not supported with positive attitudes. Safety enforcement requires more than a title; organizations need to define specific activities that can encourage the safety awareness. We must require that all Cameron County employees thoroughly understand and practice the policies and procedures for a successful safety program.

Manuel R. Villarreal, Director  
Human Resources/Civil Service/  
Safety Risk Management

# TABLE OF CONTENTS

---

i	AUTHORITY & ACCOUNTABILITY STATEMENT	
SECTION 1	MANAGEMENT COMPONENT.....	1
	Section 1-A: Departmental Safety Policy Statement	
	Section 1-B: Enforcing Procedures as per the Accident Prevention Plan	
	Section 1-C: Safety Coordinator	
	Section 1-D: Supervisory Safety Example	
SECTION 2	ANALYSIS COMPONENT.....	2
	Section 2-A: Safety Committee Members Organization Sheet Sample.....	3
SECTION 3	RECORD KEEPING COMPONENT.....	4
	Section 3-A: Safety Survey, Training & Inspection Records	
	Section 3-B: Injury, Illness, and/or Liability Records	
	Section 3-C: Safety Meetings	
	Section 3-D: Records Retaining Period.....	5
SECTION 4	EDUCATION & TRAINING COMPONENT.....	6
	Section 4-A: Ongoing Training	
	Section 4-B: New Employee Orientation.....	7
	Section 4-C: Documentation of Training	
SECTION 5	SAFETY AUDIT INSPECTION.....	8
	Section 5-A: Comprehensive Surveys	
	Section 5-B: Safety & Health Self Inspections	
	Section 5-C: Equipment Inspection and Maintenance	
	Section 5-C: Equipment Inspection and Maintenance (continued).....	9
	Section 5-D: Management Review	
	Section 5-E: Employee's Responsibility of Reporting Hazards.....	10
	Section 5-F: Action by Commissioners' Court	
SECTION 6	POST-INCIDENT DRUG AND ALCOHOL TESTING PROCEDURES..	11
SECTION 7	ACCIDENT INVESTIGATION.....	13
	Section 6-A: Investigation Timeline	
	Section 6-B: The Three Basic Steps of Investigation.....	14
	Section 6-C: Accident Investigation Documentation	
SECTION 8	RETURNING TO WORK.....	15
SECTION 9	PERIODIC REVIEW & REVISION.....	16
SECTION 10	FORMS.....	17
	(Attachments Follow).....	18-33
SECTION 11	GENERAL SAFETY RULES.....	34

# AUTHORITY & ACCOUNTABILITY STATEMENT

---

## Authority & Accountability Statement

The individual appointed by Cameron County as the contact for employee safety and health issues is responsible and will be held accountable for coordinating and administrating the Cameron County Accident Prevention Plan. Some of the assigned duties include: directing the development of loss control policies, performing inspections, establishing and directing safety training, establishes safety goals/objectives, assists in accident/incident investigations, and acts as liaison between the Commissioners' Court and other elected officials or the Accident Prevention Committee.

The responsibility for loss prevention administration is delegated to the Departmental Safety Committee Members acting in an advisory capacity to department managers and supervisors within the county. Some of the assigned duties for the Departmental Safety Committee members include: participating in all meetings pertaining to accident prevention and loss control, develop or revise safety policies within their department, conduct and/or assist in accident investigations, evaluate and recommend corrective actions to prevent accidents, establish safety goals/objectives, and conduct departmental safety inspections.

The Department Head with the assistance of the Safety Committee Members are responsible and will be held accountable to ensure that all employees in their department follow all safety and health policies, procedures, rules and regulations established by Cameron County. They are also responsible for administering training and guidance to employees in their departments.

The immediate supervisor of the employees has the authority to reprimand and recommend disciplinary actions against employees that violate the safety and health policies of the Cameron County.

Employees are responsible and will be held accountable for providing Cameron County with a commitment to the safety and health program, abiding by the policies, procedures, and rules set forth by the Accident Prevention Plan. Employees are encouraged to become actively involved in the program to assist in providing a safe and healthy work environment for all.

The Accident Prevention Committee will establish avenues to solicit comments, information, and assistance from employees about safety and health concerns within their department.

## SECTION 1-MANAGEMENT COMPONENT

---

Management Component is an explanation of the different roles that department heads and management level employees are required to take on when administering, enforcing, and carrying out the protocol established by this Accident Prevention Plan while continuing to follow all guidelines provided by the Cameron County Personnel Policy.

### Section 1-A: Departmental Safety Policy Statement

Issue a new policy or resolution with signatures from members of the Commissioners' Court mandating support from each department within Cameron County. Develop a *Safety Policy Statement* pertaining to needs of this department with the signatures from the department directors, managers, supervisors, foremen, and Safety Coordinator.

### Section 1-B: Enforcing Procedures as per the Accident Prevention Plan

Department heads, managers, along with the Human Resources Safety/Risk Director, Safety Coordinator, and each supervisor has the responsibility of ensuring the recommended actions set forth in the Accident Prevention Plan and the Cameron County Personnel Policy Manual be enforced.

### Section 1-C: Safety Coordinator

The Safety Coordinator is responsible of maintaining records and documentation of safety activity of each department. The Safety Coordinator ensures that the safety program and timelines are followed with the help of the Safety/Risk Management Department. Safety Coordinator also maintains all training records, which are kept for a period of five (5) years. Also responsible to keep a log on the different trainings offered by the county attached with the total number of employees attended, their names, date and time of training. Each employee file must contain his/her training record and information on safety inspections. The Safety Coordinator attends safety seminars and trains all supervisors and employees on the Accident Prevention Plan. The Safety Coordinator also inspects the department work areas including worksites (if out in the field).

### Section 1-D: Supervisory Safety Example

Supervisors are required to set the example by encouraging procedures as well as training and to make corrections on identified hazards as outlined by the Human Resources/Safety Risk Management Department. Part of setting the example for employees to follow is by attending training, practicing safety precautions, and addressing hazardous issues and bringing them before the department safety committee and/or department head.

## SECTION 2-ANALYSIS COMPONENT

---

### Analysis

The Safety Committee of Cameron County will review and analyze all records and documentation pertaining to the safety and health program. This review will be conducted on a quarterly basis. The committee will provide feed-back and recommendations for corrective measures in hazardous departments. The analysis will focus on hazard analysis and recognition of developing trends.

Trend analysis will identify recurring accidents and near miss incidents resulting in or potentially involving injury, illness, and/or property damage. The analysis will assist in establishing a corrective action plan to determine which programs in place are failing; therefore, allowing the hazard to exist. After corrective measures have been implemented by the Safety Committee members, the Departmental Safety Training Officer will implement all factors until hazards have been eliminated or controlled.

All immediate supervisors will provide analytical data derived from their respective departments to the Departmental Safety Officer for the development of the monthly analysis report. The data gathered from each department will be submitted to the Human Resources/Safety Risk Management Department-Claims Coordinator.

The Claims Coordinator will utilize all injury and illness documentation to prepare the monthly report which will be available for the Safety Committee quarterly meetings and presented during the last Commissioners' Court meeting of each quarter.

## SECTION 2-ANALYSIS COMPONENT (continued)

---

### Section 2-A: Safety Committee Members Organization Sheet Sample

#### Safety Committee Members

*(County wide = 7 member committee recommended; departmental committee = 3 member committee recommended)*

- |    |                                    |                        |                     |
|----|------------------------------------|------------------------|---------------------|
| 1. | <u>Name &amp; Last Name, Title</u> | <u>Department Name</u> | <u>Phone Number</u> |
| 2. | <u>Name &amp; Last Name, Title</u> | <u>Department Name</u> | <u>Phone Number</u> |
| 3. | <u>Name &amp; Last Name, Title</u> | <u>Department Name</u> | <u>Phone Number</u> |
| 4. | <u>Name &amp; Last Name, Title</u> | <u>Department Name</u> | <u>Phone Number</u> |
| 5. | <u>Name &amp; Last Name, Title</u> | <u>Department Name</u> | <u>Phone Number</u> |
| 6. | <u>Name &amp; Last Name, Title</u> | <u>Department Name</u> | <u>Phone Number</u> |
| 7. | <u>Name &amp; Last Name, Title</u> | <u>Department Name</u> | <u>Phone Number</u> |

Department(s) with increase in accidents/incidents: \_\_\_\_\_

Topic of Discussion: (Ex. increase of lower back strains) \_\_\_\_\_

Date of Meeting: \_\_\_\_\_

Current Safety Program Protocol: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Recommendations and Corrections Proposed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## SECTION 3-RECORD KEEPING COMPONENT

---

### Records and Documentation Statement

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

### Section 3-A: Safety Survey, Training & Inspection Records

The Department Safety Coordinator keeps the following records:

- Supervisor & employee's safety training record and a copy of material distributed
- Safety survey with committee recommendations for improvement
- Monthly building & warehouse (if applicable) safety inspection reports
- Daily Vehicle Inspection log (if applicable)
- Mechanic's Job/Work Order (if applicable)

### Section 3-B: Injury, Illness, and/or Liability Records

The Human Resources/Safety Risk Management Claims Coordinator will keep the following records:

- Copy of all General Liability Loss Notices, Auto Liability Loss Notices, and Auto Physical Liability Loss Notices received by the Human Resources/Safety Risk Management Department
- Employer's First Report of Injury or Illness (DWC 1)
- Accident Investigation Form
- In case of a vehicle accident, a copy of the police report (Sheriff Department, Dept. of Public Safety, or any other city police department)
- Supporting data including: photographs, sketches, maps, witness statements, etc...

### Section 3-C: Safety Meetings

Human Resources Workers' Comp Specialist will maintain accurate records of all proceedings associated with the Accident Prevention Plan, Safety Committee Meetings, and/or other related meetings.

Applicable forms and records:

- Agendas, minutes, records, and data including training information used during safety meetings or other gatherings in which safety and work related issues were discussed
- Records will include the name of the recorder, date of the meeting, list of attendees, details of topics discussed, actions for corrective measures, suggestions, and/or mandated implementations

## SECTION 3-RECORD KEEPING COMPONENT (continued)

---

### Section 3-D: Records Retaining Period

Record time keeping for liability claim files, workers' compensation files, and safety inspection records, should be kept for a period of ten (10) years, if not in the department, in a secured warehouse or storage unit clearly identified. Current files should however, always be kept at hand for easy access and audit inspections.

Information in the computer about county liability claims and/or employee's on the job injuries, which contain personal information, should always be safeguarded and accessible only to personnel who have a direct impact or influence to the information. Passwords, access codes, and locked cabinets containing such files are a mandatory daily use for everyone who handles such information.

## SECTION 4-EDUCATION & TRAINING COMPONENT

---

### Training Program Development

Cameron County is committed to providing safety and health orientation and training to all employees. The Cameron County Safety committee will ensure the Department Safety Training Officers develop, implement, and maintain a safety and health orientation and training program.

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

The current training needs will be fully outlined and addressed in employee training as outlined in this Accident Prevention Plan which will include, but not be limited to, the following:

- Texas Hazard Communication Program
- Initial General Safety Orientation
- Back Injury Protection
- Supervisor Training (train the trainer)
- First Aid and Emergency Response
- General Housekeeping
- Heavy Equipment (including emergency vehicles)
- Hazard Identification and Reporting
- Use of Personal Protection Equipment
- Traffic Control
- Accident Reporting for Supervisors
- Record Keeping for Supervisors
- Department of Transportation (DOT) Safety Regulations

### Section 4-A: Ongoing Training

The training subjects, material, and the training schedule will be developed utilizing site specific, potential, hazards, accident/incident information, and safety training analysis. The Departmental Safety Officer will hold a monthly meeting for employees within their department for continuous training or addressing potential hazardous substances or practices. If necessary, all employees assigned to attend a training session must demonstrate competency and retention of the minimal acceptable information prior to returning to any job assignment.

Employees assigned to new or different jobs will receive specific training, cautioning of potential hazards, and updates on correct protocol pertinent to that job duty by the Departmental Safety Officer before commencing any activity.

## SECTION 4- EDUCATION & TRAINING COMPONENT (continued)

### Section 4-B: New Employee Orientation

The orientation training will be administered to all new employees prior to the initial work assignment by the Workers' Comp Specialist in the Human Resources/Safety Risk Management department. Orientation will consist of the rules and regulations as per the Cameron County Personnel Policy pertaining to injuries on the job and the Political Subdivision of Workers' Compensation Alliance (PSWCA). Also included in the orientation will be the correct procedure to reporting injuries on the job.

### Section 4-C: Documentation of Training

Records and documentation of training will include the presenters name, date of training, topic of subject, printed name, and signature of all participants. The person providing the training is responsible for generating the documentation. The training record will become part of the employee's permanent training file.

## SECTION 5-SAFETY AUDIT INSPECTION

---

All Cameron County departments will have a safety program that identifies potential hazards within their department. The safety program will assist in correcting or eliminating hazards on an ongoing basis via monthly audit inspections by the Departmental Safety Officer. This program will utilize multiple resources to ensure effectiveness, some of which are mandatory under this plan. Some resources or methods will be to report employee concerns regarding safety issues. The human Resources/Safety Risk Management Department must review the policy and procedures to comply with industry standards and any State and/or Federal regulations.

### Section 5-A: Comprehensive Surveys

Cameron County has arranged for each operating location of all county departments to receive a comprehensive safety and audit by a Safety Specialist from the Texas Association of Counties (TAC) at least once on an annual basis. These audits will identify existing and potential hazards, non-compliance issues and evaluate the overall effectiveness of the Accident Prevention Plan.

### Section 5-B: Safety & Health Self Inspections

The Safety Training Officer at each location will conduct self-inspections that will cover the entire department and equipment. Some inspections, depending on what is being inspected, will be conducted daily, weekly, or monthly. All inspections will be conducted without interruption from beginning to end. Management will allocate adequate time and resources to perform the inspections.

Each department will develop as part of the periodic self-inspection process checklists that will include the name of the person performing the evaluation and the date the inspection takes place. Employees must be notified of the hazards that may pose a threat of physical harm or property damage immediately after the discovery of the condition. An immediate response to those threats must be made to eliminate, correct, or control the hazard.

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

- Comprehensive inspection reports
- Records of action taken to correct deficiencies
- Monthly precinct barn inspections
- Monthly office inspections
- Jail Inspections
- Work stations (ex. desk work stations must meet ergonomic standards)

### Section 5-C: Equipment Inspection and Maintenance

The Department Safety Training Officer will maintain records pertaining to equipment inspection and maintenance programs performed at each of the department's facilities. This documentation will be reviewed by those responsible for maintaining equipment and will be utilized to determine an effective and ongoing equipment maintenance program.

## SECTION 5-SAFETY AUDIT INSPECTIONS (continued)

---

### Section 5-C: Equipment Inspection and Maintenance (continued)

A vehicle daily check-off list will be in place for all Cameron County employees who operate county units to prepare every time or on daily basis before a vehicle is operated on work assignments. It is essential that this procedure be followed in order to avoid accidents, injuries or even fatalities.

In the event that a county unit is inoperable, it will be “tagged” as inoperable, brought to the manager’s attention and taken to the mechanic in charge. If the mechanic finds the unit will be inoperable for repairs, minor or major, the mechanic must inform the Department Safety Training Officer or the Department Head.

Equipment Inspections and Maintenance on the following items will include, but not be limited to, the following:

- Daily vehicle inspections
- 3000 mile car, patrol unit, or pick-up truck inspections
- 250 hour heavy equipment inspections
- Computer, monitors, keyboards, etc...
- Telephones and telephone wires
- Electrical cords/wires (ex. running across the floor instead of secured along a wall)
- Copiers, fax machines, scanners, shredders
- Personal Protective Equipment (ex. hard hats, traffic vests, body armor)

### Section 5-D: Management Review

Management will review the inspection report and any other established documentation to ensure that a course of corrective action and timeline has been established for eliminating each deficiency.

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

Management will make note of the employee safety concerns voiced at safety meeting or training sessions and take appropriate corrective action to resolve the condition, if possible. A record of these concerns should be kept for review by management, the safety committee or other authorities.

## SECTION 5-SAFETY AUDIT INSPECTIONS (continued)

---

### Section 5-E: Employee's Responsibility of Reporting Hazards

All county employees are required to report all accidents or incidents that occurred in the scope of their employment. All accidents and incidents must be reported to the department manager, foreman, or supervisor immediately. Any substances or items that can cause injury to others should be reported. The following are examples of hazards that should be reported: snagged carpets, electrical cords, leaking water fountains, unsafe vehicles, faulty equipments/tools, and broken/sharp edges.

Management will develop a method for employees to report dangerous conditions or unsafe work practices that are in need of correction. These reports should normally go through the supervisor and chain of command; however, an alternate reporting method will be made available to employees. Alternative methods would be reporting such items to the Safety Committee, any safety officers or coordinators designated in Cameron County, and/or other authorities.

Management will make note of employee safety concerns voiced at safety meetings or training sessions and take appropriate corrective action to resolve the condition. A record of these concerns should be kept for review by management, the Safety Committee or other authorities.

Employees are encouraged to voice concerns and contribute workable solutions on safety issues to their representatives on the Safety Committee as well as their supervisors. The county seeks an open exchange of ideas toward making the county a safer place to work. The Safety Committee should use due care in handling of these concerns and forward recommendations to county management.

### Section 5-F: Action by Commissioners' Court

The Commissioners' Court will provide funding as needed to correct hazards in an appropriate manner. The Commissioners' Court, with the assistance of the supervisor, Departmental Safety Officer, or the Department Head, will develop a timeline for correction. The department must post a notice of the hazard or problem and take necessary action to prevent future accidents from happening.

## SECTION 6-POST-INCIDENT DRUG AND ALCOHOL TESTING PROCEDURES

### Section 6: Cameron County's Policy on post incident drug and alcohol testing procedures

- 1) An employee shall submit to drug and/or alcohol testing if he is involved in a vehicle incident, and whether or not he receives a citation for a traffic violation arising from the incident.
- 2) The Cameron County Human Resources Department shall inform all employees of this -- Policy.
- 3) If a driver has been involved in a vehicle incident, he shall immediately notify an appropriate law enforcement agency of the incident (if one has not already been notified), and shall thereafter notify his departmental dispatch office or supervisor that an incident has occurred. A driver's supervisor shall direct the driver to submit to drug and/or alcohol testing within two (2) hours after the incident, provided that the testing will not adversely affect and/or interfere with the driver's medical treatment, if any. If a test was not administered on the driver within that time frame, his supervisor shall prepare and maintain a record stating the reasons the test was not promptly administered. A copy of that record will be forward to the Cameron County Human Resources Department. Within eight (8) hours following the incident, the supervisor shall cease attempts to have administered a drug and/or alcohol test, and shall prepare and maintain on file, a record stating the reasons the test was not promptly administered. A copy of this record will be forward to the Cameron County Human Resources Department.
- 4) A driver who is directed to submit to said testing shall make himself available for such testing, or may be deemed by the County to have refused to submit to testing.
- 5) A urine sample must be collected within two (2) hours after an employee's initial observation and his supervisor's determination that drug testing is warranted. If the sample is not collected within two (2) hours, the supervisor shall cease attempts to administer a controlled substance test, and shall prepare and maintain on file a record stating the reasons the test was not promptly administered. A copy of this record will be forwarded to the Cameron County Human Resources Department.
- 6) The method of drug and alcohol testing employed under this Policy shall be blood toxicology performed by a qualified and licensed medical facility. All blood sample collections under this Policy shall be conducted in a licensed medical facility and performed only by qualified personnel.



## SECTION 6-POST-INCIDENT DRUG AND ALCOHOL TESTING PROCEDURES (continued)

- 7) If the driver's supervisor is present at the testing facility, he should witness the testing procedures and create a record showing that, to the best of the supervisor's knowledge and understanding, the testing was properly conducted and conducted according to the provisions of this Policy. In all cases an employee may request that a person other than the person administering the test and/or his supervisor be present when the sample is collected.
- 8) The finding of any non-approved testing methods or of any test that are not conducted under the conditions prescribed by this Policy shall not be admitted against the employee in an administrative proceeding against him under this Policy. The results of all drug and alcohol testing are subject to review by the Cameron County Human Resources Department, in consultation with the Cameron County Health Authority, who shall ensure that the testing was conducted according to applicable law, acceptable medical practice, and the provisions of this Policy.
- 9) All drug and alcohol test results and medical information furnished during the testing process shall be treated as confidential medical information, and will be released only as required by law. Any tested employee has the right to request a copy of his test records.
- 10) If any of the foregoing nine (9) provisions is later found to be in conflict with a provision in the County's DRUG AND ALCOHOL SCREENING POLICY that relates to the collection of a drug and/or alcohol sample from an employee, the DRUG AND ALCOHOL SCREENING POLICY shall apply and be followed.

## SECTION 7-ACCIDENT INVESTIGATION

---

### Accident Reporting and Investigation

The Department Safety Training Officer along with the employee's supervisor will investigate all work-related accidents and near miss accidents involving employees or company property to develop preventive measures and implement corrections actions.

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

All county employees must follow the Accident Investigation Policy.

### Section 7-A: Investigation Timeline

It is the supervisor's responsibility to begin gathering evidence (i.e. pictures, witness statements, etc.). The severity of the accident should dictate the extent of the investigation. In some cases it may be necessary for the supervisor to investigate and report accidents or incidents where no injuries or other losses occurred.

The investigation will be conducted immediately, but no later than three (3) working days after knowledge of the incident. The investigation will be recorded on the Loss Control Coordinator's accident investigation report by the department supervisor. Immediately upon completion, the report will be sent to the department head and copies of the final report should be forwarded to the Human Resources/Safety risk Management Department.

An Employee's First Report of Injury or Illness (DWC 1) must be filled out and signed by the supervisor within 24 hours, but no later than three (3) days after knowledge of the accident/incident.

As it is mandated by the Cameron County Personnel Policy (Section 10.04) the employee must immediately report all medical updates to the supervisor or department head. In turn, a copy of all Work Status Reports provided to the supervisor or department head by the employee must also be provided to the Workers' Compensation Specialist in the Human Resources Specialist in order to adjust workers' comp benefits if necessary.

The Workers' Comp Specialist will report all accidents/incidents to local, state, and/or federal agencies as required by the Texas State Department of Insurance-Division of Workers' Comp and the Texas Association of Counties-J.I. Specialty Services. Any fatalities and/or accidents involving five (5) or more injuries will be reported within 24 hours. Any blood borne pathogen exposure must be reported within 24 hours to the Texas Department of Health. Any accident/incident where an employee(s) becomes exposed to foreign blood or body fluids must be reported within 24 hours and exposed employee(s) must be tested for disease within ten (10) days of exposure.

## SECTION 7-ACCIDENT INVESTIGATION (continued)

---

### Section 7-B: The Three Basic Steps of Investigation

Step 1: All Cameron County employees involved in an accident/incident must report it as soon as possible to the immediate supervisor. If the employee is involved in a vehicle accident, he/she must adhere to the Vehicle Use Policy.

Step 2: The supervisor must then confirm the accident/incident. If an employee resulted injured because of the accident/incident, the supervisor fills out a First Report of Injury or Illness and an Accident Investigation Report. After the reports are complete, the supervisor will submit the reports to the Workers' Compensation Specialist in the Human Resources Department. The Accident Investigation Report should state the cause of the accident/incident. Other supporting documents such as: pictures, police reports, and witness statements, should also be attached to the Accident Investigation Report.

Step 3: The Safety Coordinator must see the overall workplace environment that must be analyzed and the specific points of vulnerability must then be identified. Recommendations must be included and the implementation of the recommendations must be attended to. The required forms must be prepared by the Cameron County Department mentioned occurrence. The supervisor, employee involved in accident/incident, and other employees serving as witnesses must sign the Accident Investigation Report after they have provided a statement or answered to questioning pertaining to the accident/incident.

### Section 7-C: Accident Investigation Documentation

All activities and findings of the investigators will be documented and recorded for review. As a minimum the following information must be stated in the Accident Investigation Report:

- Date and time of accident/incident
- Name of person(s) involved, job title
- Reliable telephone number of people involved
- Location of the accident/incident
- Injury, part of body affected (i.e. right leg, left arm, etc.)
- Nature and severity of injury or illness
- Job assignment or duties being performed at time of accident/incident
- Special circumstances or encumbrances
- Details of how the accident occurred
- Name and phone number of supervisor
- Name(s) of witnesses and their comments and/or statements
- Facility or doctor where injured employee received treatment
- Description of equipment affected or involved
- Corrective action implemented or preventive measures taken

## SECTION 8- RETURNING TO WORK

---

### Returning to Work- How managers can help

Supervisors are encouraged to maintain communication with an employee who is out from work due to an injury on the job. If possible the treating doctor will assign the injured employee a return to work permit with restrictions. Department heads and supervisors are encouraged to grant a light duty work assignment to the injured employee while a full recovery is attained. The Cameron County Personnel Policy (10.04 ON-THE-JOB INJURIES-RETURN TO WORK-2) allows department heads to temporarily place an employee under another department to fulfill the light duty time period.

## SECTION 9-PROGRAM REVIEW & REVISION COMPONENT

### Periodic Review and Revision Components

The Department Safety Committee or other designated representative will review and revise the components of the Accident Prevention Plan for effectiveness and implementation, if modification is necessary.

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

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

On a monthly basis, until completion of the final audit, the Safety Coordinator designated by the county will be responsible for developing an Accident Prevention Plan Implementation Status Report. The report will be provided to Commissioners' Court on the last regularly scheduled Commissioners' Court meeting of each month. A copy of the report will be sent to a Texas Association of Counties Safety Specialist. The purpose of this is to recognize the department who are performing well and to encourage poor performers to improve.

## SECTION 10-ACCIDENT INVESTIGATION & INJURY FORMS

The following forms are the necessary documents for proper documentation of accidents/incidents according to the Accident Prevention Plan. These forms will be available in the Human Resources/Safety Risk Management Department at all times. Department managers are encouraged to keep blank copies at hand for immediate use in case of an accident/incident. Should the Human Resources/Safety Risk Management Department be closed at the time of an accident/incident the following web sites are available to download forms, search for an approved PSWCA doctor, and workers' comp and liability contact information:

First Report of Injury/Illness (DWC 1): <http://www.tdi.state.tx.us/forms/form20.html>

Political Subdivision of Workers' Comp Alliance (PSWCA): [www.pswca.org](http://www.pswca.org)

Cameron County (workers' comp and liability insurance companies): [www.co.cameron.tx.us](http://www.co.cameron.tx.us)

For any questions or concerns of how to complete any of the following forms, the supervisor will contact the Workers' Compensation Specialist in the Human Resources/Safety Risk management Department and get assistance. All forms should be typed or clearly printed in black or blue ink only and turned in to the Human Resources/Safety Risk management Department within the timelines already established.



# Cameron County Safety Inspection Checklist

---

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

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

Inspected by: \_\_\_\_\_

Accompanied by: \_\_\_\_\_

Codes: NA-Not Applicable, (+) Fully Satisfactory, (-) Needs Correction, (x) Dangerously Defective

<u>GENERAL HOUSEKEEPING</u>	<u>CODE</u>	<u>REMARKS</u>
Aisles, Stairways & Floors	_____	_____
Storage & Piling of Material	_____	_____
Wash & Licker Rooms	_____	_____
Yards & Parking Lots	_____	_____
Tripping Hazards	_____	_____

<u>ELECTRICAL HAZARDS</u>	<u>CODE</u>	<u>REMARKS</u>
Cords	_____	_____
Wall Outlets	_____	_____
Floor Outlets	_____	_____

<u>FIRE PROTECTION</u>	<u>CODE</u>	<u>REMARKS</u>
Extinguishing Equipment	_____	_____
Storage of Flammable Material	_____	_____
No Smoking Signs	_____	_____
Other hazards	_____	_____

<u>USE OF PROTECTIVE EQUIPMENT</u>	<u>CODE</u>	<u>REMARKS</u>
Respirators	_____	_____
Eye, Ear & Head Protection	_____	_____
Footwear Protection	_____	_____
Arm & Hand Protection	_____	_____

<u>EQUIPMENT</u>	<u>CODE</u>	<u>REMARKS</u>
Guards, Belts, Pulleys & Gears	_____	_____
Equipment overall Condition	_____	_____
Oiling, Cleaning, Adjustment	_____	_____
Leakage, Waste, Efficiency	_____	_____
Ladders, Scaffolds, Slings, etc	_____	_____
Signs, Warnings, Mirrors, etc	_____	_____

# Cameron County

## Safety Inspection Checklist (continued)

---

Codes: NA-Not Applicable, (+) Fully Satisfactory, (-) Needs Correction, (x) Dangerously Defective

<u>UNSAFE PRACTICES</u>	<u>CODE</u>	<u>REMARKS</u>
Removing Machine or other Guard	_____	_____
Operate unsafe equipment	_____	_____
Smoking in Danger Areas	_____	_____
Improper Behavior (horseplay)	_____	_____
Headphones while operating equip.	_____	_____
Guarding of pits/tanks, etc	_____	_____
Proper handling/storage of chemicals	_____	_____

<u>FIRST AID KIT</u>	<u>CODE</u>	<u>REMARKS</u>
Kit easily accessible	_____	_____
Supplies	_____	_____
Emergency Showers	_____	_____

<u>BULLETIN BOARDS</u>	<u>CODE</u>	<u>REMARKS</u>
Safety Information clearly displayed	_____	_____
Health Safety Precautions	_____	_____





Cameron County  
Mechanic's Job Order

---

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

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

Inspected by: \_\_\_\_\_

Vehicle: \_\_\_\_\_  
                    Make                    Model                    Year                    VIN #

Vehicle Assigned to: \_\_\_\_\_  
                                    Employee's Name                    Title                    Phone Number

Description of Damage: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimate: \_\_\_\_\_





Cameron County  
Public Works Dept.-Safety Equipment Issue Checklist

---

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

Zone: \_\_\_\_\_

Issued by: \_\_\_\_\_

Employee: \_\_\_\_\_

(Print Name)

(Print Name)

---

<u>ITEMS</u>	<u>QUANTITY</u>
Hard Hat	_____
Suspensions	_____
Ear Plugs	_____
Ear Muffs	_____
Safety Glasses	_____
Protective Eyewear/Prescription	_____
Goggles	_____
Respirator	_____
Rain Suit	_____
Rain Boots	_____
Traffic Safety Vest	_____
Leather Gloves	_____
Back Support	_____
Safety Cones	_____
Safety Flags	_____
Safety Signs	_____
Face Shield	_____
Flashlight	_____
Special Chemical Boots	_____
Special Chemical Gloves	_____
Other: _____	_____
Other: _____	_____

I acknowledge receipt of everything checked off on this form and understand that I am responsible for the equipment and I am aware that the equipment issued to me is not my personal property but that of Cameron County. Therefore, I am not allowed to purposely damage, alter, or sell the equipment. I further understand that upon termination of my employment, I must return everything I was issued to my supervisor or other person designated to receive it.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

Insert Loss Investigation Report Form

Insert DWC 1 Form Statement

Insert DWC 1 Instructions

Insert DWC 1 Form

Insert TAC Auto Liability/Auto Physical Damage Form Here



Insert TAC General Liability Form Here

## GENERAL SAFETY RULES

---

Safety is a full time responsibility

**Air Compressors:** Air intake piping should be located to prevent hydrocarbon gases, exhaust gases or any flammable vapors from entering the air compressor. Air compressor discharge piping must be equipped to collect and remove oily and water from air lines. Discharge lines should be equipped with coolers, air receivers, or volume tanks and drips installed at low points where liquids will accumulate. Air receivers must be equipped with an indication pressure gauge and pressure relief valves. The pressure gauge should be conveniently located for routine observation. The air receivers should have a sign or a name plate to show normal operating pressure and maximum working pressure. Automatic-start air compressors must have a warning sign stating that the unit starts automatically. The automatic start must be locked out or disabled before work begins around the unit. Explosions have occurred in the engine-starting air systems; therefore, every effort should be made to avoid creating explosive mixtures of air with lube oil vapors, engine fuel, or other chemicals. Engine-starting air check valves must be checked periodically to ensure they operate properly. Frequent steam cleaning is required to remove potentially explosive material from air system. Chemical or solvent cleaning is not recommended because combustible materials may be introduced into the starting air systems. Air compressors that are driven by liquid-fueled engines should be provided with drip pans to collect and remove spilled fuel. All moving parts such as shafts, couplings, belts, and sheaves should be enclosed to provide complete protection of personnel and allow for dissipation of heat.

**Alcohol & Firearms:** The use, possession, transportation, and/or sale of intoxicating beverages or firearms and other weapons while on County time, while on County premises or in any County vehicle is prohibited unless specifically authorized by the Commissioners' Court

**Backhoe Operations:** The operator must be fully qualified and become thoroughly familiar with the backhoe before using it and must read the operator's manual carefully. The unit should be equipped with a roll bar and a seat belt.

**Blocking Roads & Clearing Land:** When it is necessary to block such a road, every precaution must be taken to protect the public. Guards with red flags and highly visible tape must be stationed at least 100 yards in both directions from the block to stop approaching traffic. A readily visible object should be tied to any line that crosses a road to attract the attention of approaching drivers. Public authorities should be notified as soon as possible that the road is to be blocked. If it's necessary to block a road at night, guard stations and barricades must be adequately lighted. Public authorities should be notified of the matter. Surveyors must be certain that stadia rods are clear of overhead power lines. Before a tree is cut down, all underbrush and low-hanging branches should be cleared away. Workers should select a clear place to stand. They should also make sure the falling tree will not strike overhead wires or other aerial obstructions. When clearing rights-of-way, employees should be standing out of the way of falling trees. Everyone in the area should be warned before a tree is felled. After starting a cut on a tree, the tree must be completely felled and entirely severed from its stump. Before using a chain saw, the operator must be adequately instructed by the supervisor in charge. Other personnel must maintain a safe distance while the chain saw is in use. Appropriate ear, head, and eye protection must be worn while operating a chain saw.

## General Safety Rules (continued)

---

**Bomb Threat:** In the event of a bomb threat, all employees will evacuate the facilities, meet at a pre-selected safe area, take account of all employees, and call “911”.

**“Buddy System”:** When working alone, notify your supervisor of your work location, and always try to anticipate any hazards, that you might encounter. You should not attempt to do a job alone when safe working practices and common sense tell you assistance is needed.

Never attempt to lift or move a heavy object that is beyond your capability to do so in a safe manner.

Use issued personal protective equipment for the work you are doing. Never defeat the function of a safety device unless approved by your supervisor for a unique operating circumstance or a maintenance procedure. Preoccupation with matters other than the work at hand causes accidents. When performing a job, concentrated on the immediate assignment. Do not be distracted by your emotions or by outside influences. Do not use makeshifts of any kind that could conceivably compromise safety. In rare instances when a makeshift is necessary as a temporary measure, obtain the approval of your supervisor to use it, then replace or correct it with the appropriate equipment or procedure as soon as possible. While using the makeshift, mark it so that others will be aware of it. As an extra precaution, notify relief and other personnel that it exists. Be careful, when moving about the work area, to avoid slipping, tripping, or falling. Be especially careful when weather or other conditions create or aggravate hazardous situations. Never engage in scuffling, practical joking, or horseplay on the job. Individual responsible for selecting meeting locations must ensure that the facilities meet expected safety standards. The person in charge should explain the evacuation plan and point out the emergency exits before the meeting begins. When on a business trip, you should become familiar with all emergency procedures and escape routes at the work location and at the hotel or motel.

Immediately report all injuries to your supervisor.

**Clothing:** Wear clothing appropriate to work assignments. Clothing should be cleaned in good condition. Supervisors are responsible for ensuring that employees are informed of the requirements for clothing that is suitable for the work to be performed. For those working with machinery or in other hazardous operations, wearing apparel should be well fitted, with no loose or flowing appendages. Sleeves, if full length, should be buttoned at the wrist. Employees must wear shoes. Shoes should be well-fitted with good soles and heels that completely cover the foot. Open-toe shoes or lightweight shoes of the canvas “sneaker” type may not be safe. Employees with long hair who work around moving machinery must wear adequate hair covering to avoid entanglement. Jewelry as rings, pendants, necklaces, earrings, watches, shall not be worn whenever they constitute a hazard. Working around moving machines, electrical or electronic equipment would be an example of this.

If clothing becomes saturated with oil, gasoline, or chemicals, the employee should immediately wash the exposed skin area with soap and water and change clothes to prevent skin irritation. The employee must avoid all source of fire, including, cigarettes, pipes, or cigars, before changing clothes and washing the affected skin with soap and water. A doctor should be consulted if a skin rash develops.

## General Safety Rules (continued)

---

**Contraband Policy:** The purpose of this is to establish an additional safety and loss prevention program in order to help provide for the safety and security of employees and others affected by the County's operations and to protect property. Theft, conversion, misappropriation or unauthorized removal, possession or use of county property, including, but not limited to, materials, facilities, tools, equipment, documents and proprietary information, or of any items of property of other employees or private citizens is prohibited.

**Doors, Walkways, & Elevators:** Use the handrails on the stairs and escalators. Never run on stairs and always keep at least one hand free. Clearly mark all exits and replace burned out light bulbs in exit signs promptly. Report or tack down loose or torn carpeting. Approach blind corners with caution, especially near coffee rooms, reproduction rooms, and other heavily traveled areas. When corner mirrors are available, use them to see if people are approaching from the opposite direction. Read and comply with elevator safety rules. Let other people exit an elevator before you enter. Keep your hands and feet clear of closing doors. Observe the following safety tips for the opening of doors: open door slowly, expect someone to be on the other side, if a door opens towards you, approach it from the side, when working alone, never carry items that prevent you from opening a door easily with a free hand.

**Equipment & Operation Safety:** Do not walk, stand, or work under suspended loads. A load must be cribbed, blocked, or otherwise secured, as soon as it has been raised. When unusual strains are placed on equipment or materials retreat to a safe location and keep other personnel from entering the hazardous area. All vertical equipment should be securely anchored, guyed, or otherwise supported while it is being erected or dismantled. This should be done before anyone is allowed to climb on the equipment. Do not use compressed air or gas to displace the fluid content of a drum. County identification markings should not be punched or welded on metals which have been stress relieved or heat treated.

**Eye & Face Protection:** Nearly 85% of what an individual perceives about the environment is through his/her eyes. Individuals are exposed to a variety of eye hazards. These hazards can be categorized into five different types; a. flying objects, b. splashing liquids, c. corrosive vapors, d. mist and dust, e. radiant energy. To help prevent these from becoming a hazard to the eyes the appropriate protection must be worn. All eye protection equipment must meet ANSI Standard Z 87.1.1968. Eye protection with side shields must be worn by all employees and visitors while at any location where the potential of eye injury exists. Chemical goggles must be worn when handling hazardous chemical liquids, bleach, powders, or mists. A face shield may also be necessary for additional face protection. Eye protection should be adjusted properly to the face to insure maximum protection. Welding operations require welding hoods for protection. Safety glasses should be worn under the hood for additional protection. Impact-type goggles must be worn and a face shield should be worn when engaging in activity that involves hazards to the unprotected eye from chipped or flying particles. Some examples are chipping, scrapping, buffing, grinding, etc.

## General Safety Rules (continued)

---

**Eye & Face Protection (continued):** To protect against radiant energy when welding, burning, or cutting, the use of welding filter lenses shall conform to the following shade specifications:

Are Weld over 400 amps	Shade 14
Are weld 200-400 amps	Shade 12
Are weld 75-200 amps	Shade 10
Are weld 30-77 amps	Shade 8
Heavy gas weld and cutting	Shade 8
Are weld up to 30 amps	Shade 6
Medium gas weld and cutting	Shade 6
Light gas weld, cutting, and brazing	Shade 5/4

To ensure maximum protection and comfort, eye protection should be adjusted properly to the face. All eye protection must be kept clean and on good repair. Contact lenses shall be not be worn in areas where there is risk of liquid spray from hydrocarbons, chemicals, acids, caustic, or any liquid substance that can burn or be corrosive to the eye. Eye shield for all computers.

**Fire:** If a fire occurs each employee should Protect injured persons from further danger, sound an alert to notify persons in the area, evacuate the facilities, call the fire department (911), and attempt to extinguish the fire using the proper equipment and training.

**Fire Drills:** Fire/Emergency drills should be carried out on a regular basis. Fire fighting equipment should be checked and/or on a regular basis and record kept. All emergency equipment shall be tested and inspected after each use or after repair. Never keep defective equipment, repair or replace immediately as soon as possible.

**Fire Fighting:** All Cameron County employees should be familiar with the use of fire fighting equipment. Personnel will be assigned specific duties in the event of a fire or other emergency. Person discovering fire must raise the alarm immediately and, if possible attempt to control the fire with the nearest suitable extinguishing agent.

**Fire Fighting Equipment:** Portable fire fighting equipment means manual equipment for small fires that have just begun or in the interim between the discovery of fire and the functioning of automatic equipment or the arrival of professional firefighters. Portable extinguisher must be:

1. Approved by recognized testing facility.
2. The right type for each class of fire.

## General Safety Rules (continued)

---

### **Fire Fighting Equipment (continued):**

3. In sufficient quantity and size to protect against the potential hazard of fire in the area. Located where they are readily accessible for immediate use. Do not lock fire extinguisher in cabinets or store them in an area that will prevent their immediate use.

4. Maintained, inspected, recharged and tested in accordance with the standards for portable fire extinguisher, NFPA-10.

**Fire Hazards:** All employees must be alert to recognize fire hazards. Any uncontrolled hydrocarbon leak must be reported. Open accumulations of oil must not be allowed to remain in work area. Do not leave combustibles where they may be ignited by hot equipment. Keep work area clean. Throw waste material in containers provided. Store all supplies in cabinets provided. Smoke only in designated smoking areas. Always ground equipment to avoid static electricity.

**Fire Protection & Prevention:** All accidental fires on county property, no matter how small, must be reported immediately to the Safety/Risk Department. Formal report should include all known or reasonably surmised details as an additional report may be required by governmental agencies. The prevention of fires is of utmost importance. Good housekeeping and equipment maintenance must be followed to keep fire hazards at a minimum. Furniture should be arranged to avoid contact with heaters. Smoking is strictly prohibited except in designated area. The use of gasoline as a cleaning agent is prohibited. The only flammable liquids approved for use in cleaning machinery are kerosene and varsol. Gasoline, kerosene, or other flammable liquids must not be stored in glass containers. Only approved safety cans may be used to store or transport gasoline or solvents. Inspection and maintenance of all fire equipment must be performed by a competent inspector in accordance with applicable regulatory and county requirements. Records of inspection and maintenance should be maintained. The following general guidelines should be observed: All portable and semi-portable extinguishers must be inspected monthly to ensure that they are in their designated places, that they have not been tampered with, and to detect any obvious physical damage, corrosion, or other impairments.

A thorough inspection should be performed every six months or yearly as conditions dictate. Extinguisher should be recharged as needed, repaired to ensure reliable operations, and replaced as needed. The following guidelines on replacement are recommended:

- 1 Inside air conditioned buildings-once a year.
- 2 In open buildings or outside-every six months.  
Each extinguisher must have a durable tag securely attached to show the maintenance or recharge date.

**Foot Protection:** Steel toe shoe/boots must meet ANSI Standard Z 41.1-1967. Steel toe shoe/boot must be worn in any area where a potential for foot injury exist. Use appropriate footwear when handling liquids or hazardous chemicals.

## General Safety Rules (continued)

---

**Fuel Island:** Do not leave vehicle unattended during refueling operations. Vehicles shall be turned off during refueling operations. Appropriate warning signs shall be conspicuously posted. No smoking or open flames while refueling. Fuel Island must be maintained in as clean a condition as possible. Fuel lines must be returned to the proper pump when refueling operation has been accomplished. Fire extinguisher shall be located at Fuel Island and properly maintained.

**General Principles:** Adequate rest, exercise and proper diet will enhance your health and level of awareness which is helpful in avoiding accidental injury. Be alert to hazardous conditions. Whenever possible, correct or eliminate the hazardous conditions yourself. Report to your supervisor all such hazards and the measures you have taken to correct them. Each work group should use a system for reporting and documenting hazards. Documentation should describe the hazard and give its locations. Responsibility for remedial action should be assigned. If a hazard cannot be corrected immediately, clearly mark it until it can be corrected. Personnel coming on duty must be informed of any changes or conditions that might present a hazard. You must report promptly to your supervisor any injury you sustain while at work. You must report all Count owned, leased, or rented vehicle and/or job-related automotive accidents, major or minor, as soon as possible to your supervisor.

**Hand Protection:** To help prevent minor injuries resulting from rough materials, irritating substances, etc., gloves should be worn whenever possible. Leather gloves should be worn when wire rope is being handled, electrical boxes are being serviced, and when handling wood timbers. Cloth gloves should be worn when handling pipe, tools, etc. Depending on the chemical that is being handled, specific type hand wear must be worn. Rubber gloves should be worn while performing hydro-jetting jobs.

**Hazardous Material Incident:** Chemical spills or exposure accidents can be extremely hazardous. Often chemicals involved can change from “dormant” to “volatile” when exposed to the environment or when they come in contact with other materials. All employees must evacuate the area where a chemical spill occurs, meet at a pre-selected area, take count of all employees, and call “911”.

**Head Protection:** A hard hat is vital piece of equipment that can help protect an employee from head injury. There are different styles and types for particular jobs that employees are to perform. All head protection must meet ANSI Standards Z 87.1-1969. Never attempt to modify a hard hat, as this may compromise the performance of the headgear. Inspect hard hats for cracks, signs or wear, and worn or damaged suspension. Discard and replace it when it becomes damaged. Change suspension at least one a year or as needed and replace shell at least every two years. Keep the suspension adjusted for proper fit and effectiveness. Never put the hard hat on the rear window shelf of an automobile; it can become a deadly missile in an automobile. Metal hard hats are unacceptable and shall not be worn. Never carry items under the hard hat while it is being worn.

Clean the hard hat with mild soap and water only; no solvents. Bump caps should be worn while working in the shop areas. Do not wear hard hat without suspension.

## General Safety Rules (continued)

---

**Hearing Protection:** Hearing protection is provided by the County and must be worn by all personnel in areas where signs are posted warning of excessive noise levels. Also hearing protection shall be worn in areas that are suspected of excessive noise, such as around diesel engines. Hearing protection shall be properly fitted and worn. Disposable ear plugs should be used only once and be discarded. Multi-use ear plugs should be cleaned with warm soapy water after each use and dried.

**Housekeeping:** Good housekeeping is a must. Loose tools and equipment scattered around the work place are the cause of many accidents and injuries. Always keep your area clear of oil spills, excess or unnecessary tools and equipment. Manholes, open hatches, loose grating and miscellaneous openings create tremendous hazards. Always keep openings covered or place guards or barriers around them. Store materials and equipment securely, neatly and in place where they do not hinder operations. Dispose of waste materials in designated containers. Report any cleanup problems that you cannot take care of yourself to your supervisor. Use soaps and cleaners provided for cleaning skin. Solvents should not be used. Avoid unnecessary contact with hydrocarbons. Change oil-soaked clothing. It may cause skin irritation and is a fire hazard.

**Medical Attention:** An employee who sustains a job injury may seek medical attention from the medical facility or professional from the list of approved Political Subdivision of Workers' Compensation Alliance (PSWCA). The County requires periodic statements of medical condition, which may include completion of the Work Capacity Form and a copy of a release to return to work from the attending physician.

**Office Furniture & Equipment:** Whenever possible, arrange filing cabinets side by side and bolt them together. For single cabinets, do not overload the upper drawers, and have only one drawer open at one time. Close desk and file cabinet drawer when they are not in use. Never leave an open drawer unattended. Avoid placing cabinet and files, where they may block passageways. Never stack separate two-drawer filing cabinets unless they are designed to be stacked and can be fastened together. Large files, cabinets, and bookshelves should be bolted to the wall, particularly in libraries or file rooms. Never attempt to move heavy file cabinets without proper assistance.

**Office Safety:** Pencil sharpeners shall not be installed where they might be an obstruction. Electric cords must be kept in good repair. Replace cords when outer insulation is broken. All cords must bear U.L. label. They must never be exposed across walk area. Thumbtacks and other sharp, pointed objects should be kept in containers, not loose in desk drawers. Have defective chairs repaired or replaced promptly. Do not tilt back in straight chairs. Use care when cleaning glass used for desk tops. Use knives, razor blades, scissors or shears with care. Sheath cutting edge instruments when not in use. Do not put broken glass in wastebaskets. Broken glass should be packed in heavy paper, marked "broken glass" and placed alongside the wastebasket at the end of the day so that the person removing waste paper will not be cut accidentally.

**Office/Shop & Warehouse Safety:** Keep Current emergency phone numbers for police, fire and medical aid near the telephone. Become familiar with all exits and building evacuation procedures as per emergency evacuation floor plan posted. An evacuation plan should include both primary and secondary escape routes and should be posted visibly to employees and visitors. Know where First Aid Kits are located. You should also know who has been trained in first aid and cardiopulmonary resuscitation (CPR) procedures and where these people are located.



## General Safety Rules (continued)

---

**Other Furniture:** Always use an approved ladder or stool to reach articles high above the floor. Never use swivel chair or other makeshift device to reach high places. Sharp burrs on metal furniture and splintered edges on wooden furniture should be repaired or replaced. Glass desk tops are not recommended and should not be replaced when broken. Keep furniture in proper repair. Repair sticky drawers, replace broken casters, and replace warped, cracked or broken seats on chairs. Warped, cracked, or broken chair mats which create a stumbling hazard should be replaced. Use typewriter stands or platforms designed to carry the weight and size of the machine. Use caution when pulling out a spring-loaded typewriter platform for the desk. Never use such a platform for anything other than its intended purpose. Avoid storing heavy objects above eye level in the office. Secure pictures and wall hangings with the proper fasteners. Desk chairs should be stable and level. You should not tilt back or put your feet on top of the desk. Make aisles wide enough for easy passage and always keep them clear of obstructions.

**Other Protective Equipment:** At times an employee will be required to use additional person protective equipment. This may include slicker suites, bee suits, special encapsulating suits, work respirators, coveralls, etc. Everyone should become familiar with their equipment prior to its use.

**Personal Appearance:** Each Cameron County employee has a person responsibility to report to work appropriately attired and neatly groomed. Due to the nature of jobs performed by Cameron County and the commitment by administration to maintain a superior safety program, the following guidelines must be adhered to while employed by Cameron County:

No sandals shall be worn.

No tank tops or sleeveless shirts shall be worn.

No cut-off/trousers shall be worn.

All employees shall wear the proper safety equipment as set forth in the Personal Protective Equipment section of this manual.

Hair shall not be of length that will hinder the effectiveness of a hard hat or respirator.

Under no circumstances will any piece of personal protective equipment be altered to allow for long hair.

The safety and well being of each employee is very important. Therefore, any employee who disregards safety regulations, practices, and rules, thus endangering himself/herself and/or other employees will be subject to disciplinary action up-to and including terminations.

**Personal Injuries:** If an employee is injured, other employees in the immediate area should assist the injured. The senior employee on site shall have the responsibility to assess the severity of the injury and is authorized to take the action as indicated below:

1. Provide first aid to injured
2. Contact an Emergency Medical Services (EMS) or ambulance

## General Safety Rules (continued)

---

**Personal Injuries (continued):** For severe injuries, provide first aid as necessary, make the injured as comfortable as possible, (but do not move the injured party, unless conditions require movement), and call or have another employer call 911.

If the injury is not severe but needs a physician's attention, the supervisor shall allow the injured to seek immediate medical attention. The supervisor should then fill out the First Report of Injury and forward it to the Safety Coordinator.

**Proper Lifting Technique:** Get firm footing. Keep your feet apart for a stable base, point toes out. Bend at your knees, not at your waist. Tighten stomach muscles. Lift with your legs. Let the powerful leg muscles do the work, not your weaker back muscles. Keep the load close to your body. Keep your back upright, avoid twisting.

**Reporting:** The Department Head may require that the employee on leave due to a job injury periodically contact a supervisor to report on his or her condition; the frequency of such reports to be determined by the Department Head. The failure to provide the required medical status reports or to contact the supervisor on the required schedule is ground for revoking the leave and for taking disciplinary action.

**Reporting to Work Intoxicated:** Reporting to work under the influence of intoxicating beverages, illegal drugs, and/or narcotics is prohibited. Only the properly reported and authorized use of prescribed medication that is necessary as a part of the employee's medical treatment is allowed. However, if medication causes any side effects that might be a hazard to the employee or other employees, the employee will not be allowed to return to work until the employee discontinues use of medication.

**Respiratory Protection:** In the control of those occupational diseases caused by breathing air contaminated with harmful dust, fogs, fumes, mists, gases, smokes, sprays, or vapors, the primary objective shall be to prevent atmospheric contamination. When this cannot be feasibly accomplished, appropriate respirators shall be used. Employees requiring respiratory protection will be required to be clean shaven. Employees must be taught how to use respiratory protection before its actual use is required. Specific training requirements vary for respiratory types. Training must be conducted in accordance with applicable regulations. Periodic refresher training should be held as appropriate. This training will identify individual who, because of their physical conditions, cannot use the equipment.

Respirators must be worn when personnel are working in an atmosphere contaminated with harmful mists, fogs, gases, smokes, sprays, and vapors. Respirators must be one of the following types approved by the national Institute of Occupational Safety and health (NIOSH):

- a. Dust respirators-used to protect from nuisance and toxic dusts. Not to be used for vapors, mists, or fumes unless specified by the manufacturer/supplier.
- b. Chemical cartridge respirators-used to protect from mist or vapor such as paint spray. Not to be used for dust or fumes unless specified by the manufacturer/supplier.
- c. Self-Contained Breathing Apparatus (SCBA) – For use in high concentrations of toxic gases, in oxygen deficient atmospheres, or in any environment considered immediately hazardous to life.

## General Safety Rules (continued)

---

**Respiratory Protection (continued):** Respirators must be regularly cleaned and disinfected and properly stored after each use. Connections on the airlines which supply breathing air to respiratory equipment must be inspected frequently and maintained to ensure their integrity. Any employee working in a area where routine or emergency use of a self-contained breathing apparatus is required to perform his/her job must be clean shaven in the face piece sealing area and must not have facial hair that could interfere with the function of the mask. Before donning a respirator with a full face piece, a person must be tested for air tightness before the person enters the contaminated area. In the test, the person wearing the mask inhales after the air supply has been blocked. If the mask fails to collapse against the face, it must not be used before repairs or adjustments have been made. Employees who wear prescription glasses and are assigned to areas where respirators may be required should be outfitted with a means of attaching the prescription lenses to the face mask of the respirator. The wearing of contact lenses with a respirator is not permitted.

**Restricted Areas:** A restricted area, as designed by Cameron County, is the area which Cameron County is responsible for all movements and operations of personnel and equipment. Within a restricted area, certain sections will be designated as hazardous and may be subject to special rules and regulations required to promote safe operations.

**Safety Policy:** It is the policy of Cameron County to make every effort to provide healthful and safe working conditions for all of its employees.

**Safe Vehicle Practices:** When connecting jumper cables, the last connection (ground) should be made to the frame and away from the top of the battery. This will avoid igniting battery acid fumes. When removing or installing jumper cables, caution should be used not to let cable end contract each other (+ to -). Goggles and gloves should be used when working around the battery and making connection; always remember-positive to positive-negative to negative. Certificate of registration, proof of insurance, along with any other required documents must be carried in county vehicles at all times. Do not pick up hitchhikers; it is dangerous and prohibited.

**Safety Meetings & Drills:** Safety meeting will be scheduled for the calendar year in the Accident Prevention Plan by each department director/safety coordinator. A record of all safety training must be maintained for each employee.

**Shop Safety:** Dress properly for your job and avoid wearing jewelry while working. Wear gloves when handling rough or sharp objects. Wear appropriate eye protection when working under a vehicle, hammering, buffing, grinding, or welding. A face shield may also be required. Use the proper tool for the job and repair or replace worn or broken tools. Keep floor jacks, hoists and support stands in top shape. When working under equipment, use a minimum of two (2) support stands. Avoid horseplay. All hoses, air supply lines and electrical cords should be stored when not in use. Butane bottles should not be stored inside shop or parts room. Additionally, butane bottles must be removed from vehicles if vehicle is to be worked on or left in the shop for any length of time. Batteries should be charged and stored only in an area designed for that purpose and will not be charged or stored on concrete floors.

## General Safety Rules (continued)

---

**Shop Safety (continued):** Fire extinguisher should be in designated places and in all county vehicles when not being used or service. The location of the fire extinguisher shall be clearly marked and access ways shall remain clear of obstruction. Extinguisher should be maintained inspected & serviced in accordance with the Standards for Portable Fire Extinguishers, NFPA-10. First aid kits and first aid-trained personnel shall be available during all shifts and in all county vehicles. Keep work area clear of oil spills. All flammable should be stored in an approved metal storage cabinet.

**Slips, Trips, and Falls:** Slips, trips, and falls are a major contributor in injuries and lost time accidents. Be careful and observe the following rules. The following situations should be avoided to help prevent slipping: wet floors/deck and stairs, oily floors/deck and stairs, highly waxed and polished floors, throw rugs at the foot or top of a stairway.

Remove any spilled liquid from the floor immediately. Keep items such as paper clips, thumbtacks, and rubber bands off the floors. Good traction helps prevent slipping. The soles of some shoes may increase the chance of slipping; therefore, wear shoes that provide good traction. When exerting extreme force on wrenches, make sure that your footing is stable in case the wrench slips or releases quickly. Many items can cause tripping. Be alert for tripping hazards such as garden hoses, shovels, “yoyos”, rakes, concrete bumpers in parking lots, broken sidewalks, shallow holes in streets and crosswalks, extension cords, loose shoe laces and carpeting, pants that are too long, etc. Take action to eliminate tripping hazards where possible. Never run unless the situation is life-threatening. Every opening in a deck, a floor or the ground, and pits which a person could accidentally step into should be well marked. The openings should be constantly attended, protected by barricades or standard railings, or roped off before any grating or boards are removed, or before any holes are opened. Take special precautions when working in a location without handrails. Employees must wear safety belts when working 6 feet or more above the ground, unless other adequate protection against falling is provided. Safety climbs that are installed on ladders or other equipment must be used. Safety climbs have safety belt attachments that allow personnel to climb without detaching their safety belts after each step.

**Smoking:** Smoking is prohibited in all areas except for those specifically designated as a “smoking area”. Signs displaying “No Smoking” will be prominently displayed in all restricted area.

**Stairs & Walkways:** When carrying materials, always keep one hand free to use the handrails as you go up and down stairways. Stairs to attic areas in warehouses must be equipped with adequate railing. All stairways should be well illuminated. All steps, walkways, and stairs must be kept free of obstructions and slippery materials such as oil and grease. Tools, equipment, and material must not be left on walkways. Standard handrails must be provided for four or more steps. Use handrails when walking up/down stairways or steps. Wooden walkways and handrails should be inspected frequently to determine their strength and integrity. The use of colors to mark elevation changes is encouraged. Secure hoses and electrical cords to the floor or ground whenever they are laid across walkways.

**Storage of Protective Equipment:** After use, protective equipment should be washed with a mild soap and water solution and stored in a clean, dry place.

## General Safety Rules (continued)

---

**Termination:** No County employee shall be terminated or otherwise discriminated against because the employee has in good faith filed a claim under the Texas Worker's Compensation Law. However, this provision in no way precludes a discharge or disciplinary action for another legitimate reason.

**Training:** All Cameron County personnel will receive training for his/her assignment. This training may consist of on the job practical instructions, classroom instruction, or a combination of both.

**Vehicle Safety:** It is the responsibility of each employee who drives a county vehicle to operate it in a safe and professional manner at all times. To maintain a good knowledge of driving skills and habits, each employee should attend a Defensive Driving Course. All operators of county motor vehicles must practice defensive driving when operating those vehicles. All operators of county vehicles must have valid, appropriate driver's licenses. No employee will be allowed to perform any driving duties if driver's license has been suspended. The certificate of registration and other required documents should be carried in all county owned vehicles. All drivers of county motor vehicles must be familiar with and abide by state, federal, and local traffic regulations. Seat belts must be installed in all county vehicles. All occupants of county vehicles and personal cars used on county business must use seat belts. Equipment on all county motor vehicles must conform to state, federal, and Department of Transportation regulations. Picking up hitchhikers is dangerous and prohibited. All Cameron County vehicle operators, personal vehicle or county vehicle, must have a clean driving record and will be required to attend defensive driver training if a traffic or accident is cited. Any automotive accident involving a county owned, rented or leased vehicle, major or minor, must be reported as soon as possible to the supervisor, and required claim forms must be completed in full. All Cameron County drivers involved in automotive accident performing county business must submit to alcohol/drug testing. Vehicle equipped with catalytic converters should not be driven into grassy spots or an area where gas accumulated is possible, since the extremely hot converter can create a fire hazard. A driver should make it a habit to look around the vehicle for potential hazards before entering it and putting it in motion. When a vehicle is to be maneuvered in confined areas, precautions should be to ensure that the way is clear and that the driver can see the entire area. If the driver does not have clear visibility, help should be obtained from someone who has an unobstructed view. When possible, park so backing is not required. Safety cones must always be placed off rear road side of vehicle when parked. If an employee driving a county vehicle should feel drowsy, another qualified employee should drive. If there is no other qualified employee should not operate the vehicle until capable of doing so safely. Never attempt to perform work or driving a vehicle when you are impaired by alcohol, medication or drugs. Before starting out in you vehicle in the morning, clear all windows of any dew or ice. Cleaning only a small place on a windshield does not allow the proper visibility. Driving is a full-time job. Drivers should not engage in any other activities. For example, when dialing a mobile phone, tow-way radio equipment, or updating records, a vehicle should be pulled off the road and stopped. Unsafe and discourteous driving practices such as road hogging, disregarding the rights of pedestrians, violating traffic regulations, and deliberate recklessness of any kind is prohibited. Do not carry loose items in automobile. They can become deadly missiles in an automobile accident.

## General Safety Rules (continued)

---

**Visitors:** Visitors may be accompanied by a responsible person who has a thorough knowledge of procedures and safety rules. Visitors to Cameron County installations must comply with the County's safety regulations and any additional requirements deemed appropriately by the Commissioners' Court.

**Warehouse Safety:** Warehouse must have posted smoking and nonsmoking areas. All storage areas must be kept free of materials that can cause tripping, fire explosion, or pest harborage. Aisles, stairways, walkways, and loading platforms must also be kept free of such materials. Gasoline, hydrocarbon, and any other highly volatile material must not be stored in a warehouse. Appropriate outside storage should be provided. Personal protective equipment shall be worn at all times during material handling operations. Basic personal protective equipment consist of:

Hard hat	Back support
Steel-toed shoes or boots	Traffic vest
Safety glasses	Respirator
Gloves	Ear plugs

When handling hazardous/toxic material, additional safety gear may be required. Refer to the MSDS sheet for instructions on personal protective equipment to be used. A nonskid surface should be provided on ramps and walkways where there is danger of slipping. Large or heavy items should be stored on the floor. Do not overload shelves. Flammable or combustible material must be stored at least 50 ft. from heat and. Frequent checks must be made on hazardous and flammable materials for leaks. First aid kits and trained personnel shall be available.

**Working Safely:** Each employee has a personal responsibility to perform his/her job duties in a safe manner. Most accidents are caused by thoughtless, inattention, haste, or lack of knowledge. Using good judgment, following safety rules, and being alert, can avoid injuries.