Policy Name	**Health and Safety**
Policy Number	**1.802**
Origination Date	**12-1-98**
Board Approval Date	**5-16-2017**
Policy Owner	**Director**
Responsible Personnel	Safety & Facility Committee
Regulatory Requirement	OSHA
Cross References	107 - Swift County Emergency Management Organization (SCHEMO) Policy 301 – Safety Policy
Attachments	

Policy Purpose

100 General Health and Safety Policy

a. ***The Department is concerned about the health and safety of each employee. On the job safety is, however, a shared responsibility of employees and the employer. The employer will make every reasonable effort to prevent injuries to employees and to teach them how to protect themselves from injury. The employer is obligated to develop reasonable and prudent health and safety rules. Employees are bound to follow these rules. Everyone is ultimately responsible for their own safety.***

b. ***This policy was initially developed collaboratively through the combined efforts of the Staff Advisory Team and the Director. It is currently reviewed by the department's Safety Committee. It represents a mutual commitment to make health and safety an important component of the work environment. All new employees are informed about the health and safety program at the time of an initial orientation. All employees receive annual refresher training.***

Procedure

200 Roles and Responsibilities

201 Director - The Director has the following responsibilities:

- Have a complete copy of the **Health and Safety Policy** available and be familiar with it,
- Review accident summary reports,
- Determine that office equipment is in good working condition,
- When new equipment is introduced into the Department, to be satisfied that necessary safety precautions have been exercised,
- Monitor implementation of the **Health and Safety Policy**,
- Instruct employees about the health and safety program and administrative procedures to be followed to insure safe working conditions,
- Make available necessary personal protective equipment, job safety materials, and first-aid materials,
- Arrange safety meetings, as necessary,

- Complete appropriate **Problem Log** entries and insure necessary actions are taken, and
- Cooperate with OSHA compliance officials.

202 Supervisors - Supervisors have the following responsibilities:
- Serve as back-up to the Director in that person's absence.
- Take prompt and preventative actions when necessary.
- Make continuous inspections for unsafe practices and conditions and suggest corrective actions - to be proactive in prevention.
- Enforce health and safety rules and support training activities.
- Ensure injuries are reported, properly treated, and documented.
- **Instill** a "health and safety awareness" in employees.
- Take an active part in planning safety into new operations.
- Make sure that required safety equipment is on hand and is being used.
- Cooperate with OSHA compliance officials.

203 Employees - Employees have the following responsibilities:
- Cooperate with the health and safety program by following safety rules.
- Work according to good safety practices as posted, instructed, or discussed.
- Refrain from any act that might endanger the employee or fellow workers and make suggestions on how to improve safety.
- Report any unsafe condition or act to their Supervisor or Director.
- Report all injuries to their Supervisor or Director.
- Maintain a clean and safe work area.
- Actively participate in health and safety education events.
- Cooperate with OSHA compliance officials.

204 Chain of Command - For purposes of implementation and monitoring of health and safety in the Department, the following is the chain-of-command:

1st: Director
2nd: Adult Social Services Supervisor
3rd: Financial Services Supervisor
4th: Children Social Service Supervisor
5th: Fiscal Supervisor

300 Employee Training, Education, and Personal Communication

It is Department policy to provide training to all employees about individual health and safety responsibilities. This training is provided to ensure that all employees are able to recognize and deal with hazards in the work place.

301 Orientation - Each new employee receives training related to health and safety during the employee's orientation to the Department. At a minimum, each employee should receive a copy of the **Health and Safety Policy**. The appropriate element of the Department's **Orientation Checklist** will be used to ensure this.

302 Annual - All current employees should receive periodic training on health and safety topics. At least one annual health and safety-related training event will be provided to employees. The subject of this annual event will be coordinated with the Safety Committee. Topics to be considered include: first aid training, fire extinguisher operation, vehicle operation, ergonomics,

safety reporting, employee-right-to-know, infection control, emergency preparedness, and the like.

400 Postings

401 OSHA - The Department will maintain appropriate postings as required by OSHA. Among those include:

- **OSHA-300** **Illnesses and Injuries Annual Report**
- - **Job Safety and Health Protection**

402 Signage - The Department will maintain appropriate "exit" signage for the building.

500 Security and Emergency Action

501 Security System Protocol - There are three components to the security system for the agency:

System Account#	Phone	Security Code	Password
Intrusion	[redacted]	[redacted]	[redacted]
Panic	[redacted]	-	[redacted]
Fire	[redacted]	-	[redacted]

501.1 Intrusion Alarm - This integrated alarm (six motion detection sensors) is an "after-business-hours" security system designed for staff safety and security of the building and its contents. It is operational when activated by an employee or custodian and can also be deactivated by the same persons. The use of the intrusion alarm system is intended for after-business-hours and on weekends. The system is designed to operate with several basic premises:

- **All employees and custodial staff** should enter the building through the **employee entrance**.
- The **first employee** to enter the building during a normal business day is responsible to **deactivate** the system.
- The **last employee** to leave the building during a normal business day is responsible to **activate** the system.
- Any employee who enters or leaves the building during non-office hours is responsible to **deactivate** and **activate** the system.

Access to Building

1. When an employee enters the building, that employee should first ascertain if the system is armed. If the system is armed there will be a red light on the panel labeled "armed" and the screen will display "System Armed Type code to disarm". On a normal business day, the **first employee** to enter the building should go to the control panel and enter the four digit security code [redacted]. The system is then disarmed. If the system is disarmed there will be a green light labeled "ready" and the screen will display "System Ready Type code to arm". If an employee should forget to do this, the employee has about a 20 second "grace period" during which the monitor will automatically "beep" to remind the employee that the employee forgot to deactivate the system.

2. The **last employee** to leave the building should go to the control panel and enter the four digit security code. The system is then active. On a normal business day, it will be the responsibility for each employee who leaves the building after 4:30 p.m. or thereabouts, to determine if any

other employees are still in the building. The **last employee** to leave the building has the responsibility to activate the system.

What To Do If Alarm Sounds

1. In the event the alarm should go off, the employee should go to the control panel and enter the four digit security code.

2. Next, immediately call the monitoring company **at** [redacted] and inform them of the false alarm. They will require that the employee also give the three letter password - [redacted]. The employee has about 60 seconds to perform this process. If you do not perform these steps, local law enforcement will automatically be summoned by the monitoring company. Then call local dispatch to inform them of the false alarm **320-843-3133.**

3. Leave some kind of message (written, email, or voice mail) for the Director that the employee was involved with the false alarm.

4. When leaving the building, the employee should follow the same procedures as normal.

501.2 Panic Alarm - This alarm system is a daytime, normal-business-hours security system designed for use by interested employees. It is operational only when activated by an employee. Interviews with potentially threatening persons should be conducted in one of the interview rooms and a Supervisor or the front desk personnel should be alerted to the interview. **The appropriate time to use the panic alarm: when there is an IMMINENT threat of physical harm to self or other**. When the alarm system is activated, the following protocol should be followed:

1. The employee in imminent harm or someone viewing it should push the panic button. It is okay to push the alarm button more than once. The button should be held down for at least one second.

2. The monitoring company will receive the alarm and they in turn contact local law enforcement. This will take place automatically within about 60 seconds. The front desk will also be notified of the alarm via the control panel located by the front desk. **Unless you have notified the front desk of potential use of panic button, the staff at the front desk will not know which meeting room/office has the button that is setting off the alarm**. If the alarm responds to the panic button and no one was notified of a potentially dangerous situation, the Director needs to complete a building search to determine location of pushed panic button.

3. Front desk personnel should notify the Supervisor of the employee or the Director where the alarm exists. In the absence of these persons, front desk personnel should contact another Supervisor. Front desk personnel should then turn off the alarm by entering the four digit security code [redacted].

4. The first administrative person that front desk personnel contacts should go to the incident location to assess the situation.

5. If the Supervisor or Director determines that evacuation of the building is necessary, that person should **quietly** notify staff to immediately evacuate the building and have staff go to the staff parking lot via the closest exit.

6. If the building is to be evacuated, employees who are meeting with clients should instruct the clients to go to the public parking lot. **Do not** take clients to the employee parking lot because one of them *may be* assisting the perpetrator. The front desk personnel should quickly pick up one of the cell phones on the way out of the building, if available.

7. If the building is to be evacuated, front desk personnel should instruct any customers in the lobby area to evacuate the building and tell customers to go to the public parking lot.

8. The Supervisor or Director should check the public restrooms, conference room, and employee lunch room to alert employees of the emergency situation.

9. The Supervisor or Director should remain at a safe distance to monitor the incident until law enforcement arrives.

10. As soon as it determined that a **"false alarm"** situation exists, front desk personnel should call the monitoring company at [redacted] and report this. This person should be ready to provide the appropriate account # and password - "[redacted]"

Panic Button	Room #	Person in possession
7	[redacted]	[redacted]
8	[redacted]	[redacted]
9	[redacted]	[redacted]
10	[redacted]	[redacted]
11	[redacted]	[redacted]
12	[redacted]	[redacted]
13	[redacted]	[redacted]
14	[redacted]	[redacted]
15		[redacted]
16	[redacted]	[redacted]
17	[redacted]	[redacted]
18	[redacted]	[redacted]

11. Panic buttons are tested by front desk personnel on a quarterly basis.

501.3 Fire Alarm - The Department has an integrated fire security system throughout the building. The major components of this system are contained in Section #802. However, for purposes of security it is important to know that 24x7x365 monitoring is incorporated into our system. In the event of a fire or alarm situation, the monitoring company will automatically be notified. They in turn will notify local law enforcement of our location and that a fire situation exists.

False Alarm - In the event of a false alarm, front desk personnel should call the monitoring company at [redacted] and inform them of the false alarm. Front desk personnel should be ready to provide the appropriate Account # and password - "[redacted]" [Account #s: Panic/ Intrusion Alarm – account #[redacted] and the Fire Alarm - account #[redacted].

502 Emergency Evacuation: Fire, Bomb Threat, and/or Toxic (i.e., gas smell) - In any of these type events or any other circumstance in which the personal safety of employees dictates their immediate evacuation from the building, the following protocol should be followed:

1. The person who identifies an emergency situation should bring it to the immediate attention of a Supervisor or Director.

2. The Supervisor or Director should confirm that an emergency exists. An immediate determination should be made if a fire alarm should be issued or if a quieter means of informing employees and customers is warranted.

3. If the passive means is used, the Supervisor or Director should ensure – in the most efficient manner as possible - that all building occupants are notified immediately to evacuate the building using the closest exit, asking all employees to meet in the employee parking lot.

4. If the building is to be evacuated, employees who have clients in their offices should escort clients outside but instruct the clients to go to the public parking lot. **Do not** take clients to the employee parking lot. Close, but not lock, all doors as you leave the building. The main corridor doors will automatically close in a fire situation.

5. If the building is to be evacuated, front desk personnel should instruct any customers in the lobby area to evacuate the building and go to the public parking lot. The front desk personnel should pick up one of the cell phones on the way out of the building, if available.

6. The Supervisor or Director should check the public restrooms, conference room, and employee lunch room to alert employees of the emergency situation.

7. The Supervisor or Director should remain at a safe distance to monitor the incident until law enforcement arrives. This person should make a floor plan available to emergency personnel. This person should also be responsible for making a head count of employees.

8. Gas smell information from the CenterPoint website: "For your protection, we add an odorant to natural gas, so you can detect even the slightest amount in the air."

9. In the case of a bomb threat, the employee receiving the threat should complete the **Bomb Threat Checklist (1-802b)** when time permits.

503 Tornado Protocol - There is a difference between a **"tornado watch"** and a **"tornado warning**." A "watch" means that conditions are right for a tornado but no funnels have been sighted. A "warning" means that a tornado has been sighted or detected on radar.

Watch - in event of a "tornado watch" employees should continue to monitor weather forecasts.

Warning - in the event of a "tornado warning" employees should take immediate safety measures. All personnel should go to the interior of the office building, away from any windowed space. In the current building, the ideal place to be would be in the staff cafeteria space. Remain in the safe area until an all clear signal is given. An alternative location is to go to the lower level of the Countryside Apartment building immediately to the East of the building. Note: if the warning should occur close to the end of the work day, each employee will need to make a decision as to his or her best course of action.

504 Emergency Phone Numbers - In the event of an emergency, the emergency numbers to be called are:

Law Enforcement	9 911	Fire, Violence, Bomb Threat, etc.
Hospital	9 843-4232	Injury
Physician	9 843-2030	Injury
MSDS	9 1-800-451-8346	Hazardous Substances
Monitoring Company	9 1-800-858-7811	False alarm - panic or intrusion

600 Medical Emergency, AED, and First Aid

In case of a medical emergency, attending employees should attempt to render appropriate first aid keeping in mind the "good Samaritan" principle. The employee's immediate supervisor or Director should be notified as soon as is realistic. The Department has an **Automated Electronic Defibrillator** (AED) device in the building. It is located in the front lobby. Voluntary use of the AED may be made in the case of a cardiac arrest by any employee. Follow the automated voice directions for usage. An emergency **First Aid Kit** is maintained in the cafeteria and can be accessed as necessary. Time permitting and if need be, the immediate supervisor or Director can access the personal profile binder in the Director's office to ascertain the name of the employee's primary physician. Information in the personal profile binder also indicates any special medication or medical problems as reported by the employee. The binder is grey with a small white label stating "Personnel Private Profiles".

700 Hazardous Substances

701 Hazardous Material - There are some hazardous materials present in the building. Almost all such material is concentrated in "household" amounts. Most hazardous materials in the building are in the form of cleaning products such as cleansing agents, furniture polish, and the like. There are, however, several items that are in sufficient quantity as to constitute a potential hazard to employees: copier toner and white-out, to name a couple. Caution needs to be used in the handling of any hazardous products. Special care needs to be taken in storing, using, and discarding these items in accordance with the manufacturer's suggestions.

702 SDS - **Safety Data Sheets** are documents that contain specific information about hazardous material: hazardous ingredients, physical data, fire and explosion hazard data, reactivity data, spill or leak procedures, special protection information, and special precautions. **SDS** documents are retained in the cafeteria by the First Aid Kit in a three-ring binder. Additionally SDS documents are located on the County website – [redacted]

703 Suspicious Envelope or Package Handling - The following are basic guidelines to follow when employees encounter a suspicious appearing envelope or package. A more complete protocol on this subject has been developed and is referenced in the Appendix.

General Mail Handling

- Be observant for suspicious envelopes or packages.
- Open all mail with a letter opener or method that is least likely to disturb contents. Do not use hands.
- Open packages/envelopes with a minimum amount of movement.
- Do not blow into envelopes.

- Do not shake or pour out contents.
- Keep hands away from nose and mouth while opening mail.
- Wash hands after handling mail.

Some items that can trigger suspicion

- Discoloration, crystallization, strange odors or oily stains.
- Envelope with powder or powder-like residue.
- Protruding wires or aluminum foil.
- Excessive tape or string.
- Unusual size or weight given size.
- Lopsided or oddly shaped envelope.
- Postmark that does not match return address.
- Restrictive endorsements such as "Personal" or "Confidential".
- Excessive postage.
- Handwritten, block-printed, or poorly typed addresses.
- Incorrect titles.
- Title but no name.
- Misspellings of common words.
- No return address or strange return address.
- Addressed to individual no longer with organization.
- Marked with any threatening language.
- Excessive weight.
- Ticking sound.

800 Fire Protection

801 Smoke and Heat Detectors - The building has 31 smoke and heat detectors throughout the building. Some are visible and some are located within the ductwork of the heating/cooling system.

802 Fire Alarms - The building has an integrated fire alarm system. There are four manual pull stations, one located at each exit of the building. These, together with the 31 smoke and heat detectors and the dual fire sprinkler elements, constitute the system. The entire system is tied in to a 24-hour a day electronic monitoring system. In case of an alarm, a local law enforcement immediate notification is made electronically.

803 Fire Extinguishers - There are several easy-to-access fire extinguishers on the building premises. Each Mechanical Room contains a fire extinguisher. The garage/storage space also contains a fire extinguisher. All fire extinguishers are checked professionally on an annual basis to insure that they work. The location of the principal extinguishers are as follows:

- Reception area - north wall
- Main corridor - south wall
- Income Maintenance Service space - west wall
- Social Service space - north wall

804 Sprinkler System - The Department has a two-tiered fire sprinkler system. The "wet" system is visible in the form of showerheads in the ceiling. The "dry" system is not visible insofar as it is in the building attic. Both are designed to become operational in the event of a fire in the building.

The system is tested annually in conformity with the manufacturer's suggested schedule of maintenance.

805 Space Heaters - Fans – The Department has a Heating-Ventilation-Air Conditioning (HVAC) system that is not comfortable for everyone. Additionally, people have a personal preference for temperature. To ensure that we can comfortably work in our environment, the Department has purchased space heaters with the grounded plug to be in compliance. **ALL SPACE HEATERS MUST BE UNPLUGGED WHEN NOT IN USE OR WHEN YOU LEAVE FOR THE DAY.** Unless it is absolutely necessary, space heaters are not be used because it influences temperature fluctuations in nearby rooms. Additionally, fans purchased to ensure air movement should not be used unless absolutely necessary.

900 Ergonomics

The Department has an office environment containing many pieces of office equipment and most employees will in the course of their daily activities have a need to use this equipment. Much of our work is sedentary in nature - we do a lot of sitting. The combining the sedentary aspects of our work and our use of equipment, which entails keyboarding functions, pose unique exposure to what has been called "musculoskeletal disorders" or MSDs. Ergonomics, is the study of this phenomena. Prevention of such injuries is a high priority of the Department. The following are suggestions for employees to follow who are at-risk of MSDs – which is most of us.

901 Back and Neck - Use good posture. Don't round your shoulders or hold your head forward. Sit up straight but not too rigidly, evenly distributing the weight of your body. Give yourself frequent breaks by getting up from your chair, moving around to get your blood going, and perform some other essential function. If you sit for long periods of time, shift positions in order to take the strain off tired muscles. Adjust your chair height - when seated, your thigh should be horizontal with your feet flat on the floor.
Every hour or so, take a few seconds to: 1-Shrug your shoulders; 2-Shake your arms; 3-Stretch your legs and back; 4- Rotate your ankles and wrists; and 5- Close your eyes.

902 Eyes - Eye muscles can become fatigued. Give them a break from your monitor by closing your eyes and relaxing them periodically. Position your monitor so that the top of the screen is at or slightly below eye level. Avoid direct lighting on your screen if possible. If you need a monitor filter to reduce glare, request one. Keep any window at a right angle to your screen or monitor. Use blinds to reduce excessive light shining through any window.

903 Hands - Check your arm position. Your upper arm and forearm should form an approximate right angle with your wrist and hand roughly in a straight line. Elbows should be close to your body with forearms parallel to the floor. Periodically stretch your hands, wrists, and arms before, during, and after extended work on a keyboard. Avoid having your wrists or forearms rest on a hard edge or surface. Use cushioned wrist supports. Request them if you need them.

904 Equipment Specific:

Chairs - Sit comfortably in chairs with your back firmly against the chair back. Chair height should be adjusted so your forearms and thighs are parallel to the floor. Your lower back should be fully supported (use a backrest, thin pillow, or rolled-up towel, if necessary). Armrests should only be used to help you get out of your chair, not to lean on while you're working. There should be at least one to two inches between the seat of the

chair and the back of your knees. Your feet should be resting comfortably on the floor or on a footrest (such as a phone book or, if you wear heels, a binder).

Desktops - Avoid continually resting your forearms on the edge of your desk; rest your elbow on the desktop while using the phone.

Computers - Keep your monitor adjusted to the appropriate height - while looking ahead, your eyes should be at the top of the screen or slightly below eye level. Bi-focals or tri-focals may require some adjustment. Keep monitor about an arm's length away. Position documents to avoid repetitive side to side or up and down movement of your head.

Phones - Request a shoulder rest if you are on the phone a lot and want one. Hands-free headsets can also be requested if they would help reduce MSD's.

Lighting – Glare reflecting off your computer screen can strain your eyes. If you use a task lamp, it should be aimed toward the document and away from the screen. Light from outside windows should be blocked by blinds, or the screen placed at a right angle to the window. The screen should be free of smudge and dust (clean the screen often).

1000 Annual Plan of Events

1001 Hazard Identification and Walk Through Inspections - Survey inspections are an important part of the hazard identification process. Inspections are used to insure that the working conditions are safe for all Department employees and to provide an early warning system to alert administration to potential problems. The Director will use the **OSHA 300 Log**, **First Report of Injury** forms, and any Workmen's Compensation claims as part of the hazard identification program.

At least an annual walk-through inspection of the building is planned by the Director. A representative of the Union will be given the opportunity to participate in the inspection. To facilitate the inspection process, a **Walk-Through Inspection Checklist** will be used. Necessary corrective actions will be made at the time of the walk-through or as soon as is feasible after the inspection.

1002 Health and Safety Annual Work Plan - In conjunction with its normal business, the Safety Committee has responsibility for monitoring the implementation of the **Health and Safety Annual Work Plan.** Developed on an annual basis, the **Annual Plan** indicates health and safety tasks that should be performed on a month-to-month basis.

1003 Evacuation Drill - At least two evacuation drills a year should be conducted. The Director is responsible to conduct these unannounced events.

1100 Safety Problem Reporting and Accident Investigation

1101 Safety Problem Reporting - All employees have a responsibility to maintain a safe and secure work environment. Having a proactive mind-set about safety and hazard prevention is expected. If an employee recognizes a situation or circumstance that might be potentially injurious to that employee or colleague, it should be brought to the attention of the person's immediate supervisor or the Director. Management has the overall responsibility for taking appropriate action in response to such alerts.

1102 Accident Investigation - All accidents and business interruptions that are the result of actions involving employees who require treatment, first aid care, doctor's care, restricted work

activity, incidents involving property or liability, lost time, and "near misses" should be investigated. These are also reviewed by the Swift County Safety Committee. Employees are not expected to complete written reports on "near miss" events. The Director or that person's designee will investigate all such events. The investigation will be conducted in such a way as to determine what corrective actions should be made to prevent the reoccurrence of a similar episode. The investigation should commence as quickly as possible after the incident to prevent decline in the reliability of the information related to the incident.

1200 Record Keeping

1201 OSHA-300 - Upon receipt of an **Illnesses and Injuries Annual Report** from the County Auditor/Administrator, this document is routinely posted by the Director on the Employee Bulletin Board. Customarily, this report is received in February.

1202 Problem Logs - The Director is responsible for maintaining a **Problem Log** on complaints or reports made involving safety. The **Problem Log** details the date that the concern was identified, the nature of the concern, and what action was taken in response to the problem, if any, and the date of the same. **Problem Logs** are open for inspection at any time.

1203 Maintenance Schedule - A master schedule of maintenance that needs to be performed on all major equipment and appliances in the building is maintained by the Director. A review is made of the **Maintenance Schedule** and arrangements are made with various vendors to ensure that proper maintenance and repairs are made. The **Maintenance Schedule** is open for inspection at any time.

1204 Emergency Evacuation Drills - As a guide in the execution of an emergency drill, an **Emergency Evacuation Drill Checklist** is used. Upon completion of the drill, the completed document is maintained in the Facility Management Manual.

Violation of this Policy

No or only partial adherence to this policy or procedure may result in noncompliance with current regulatory requirements and subsequent penalties to Swift County Human Services Remediation for violators will include, but not be limited to, disciplinary action up to and including termination depending on the circumstances of the situation at the time.

Signatures:

Policy Owner — Date: 7-22-19

Catherine Lee, Director — Date: 7-16-19

Board Approval: Gary Hendrickx, Board Chair — Date: 7-16-19