

SAFETY GUIDE



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Safety Committee for Fond du Lac County



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INTRODUCTION

*Fond du Lac County as an employer recognizes that safety is and should be the first consideration of its operation. As an employer, the County intends to provide a safe and healthy work environment for all of its employees by maintaining compliance with all applicable safety laws and regulations. All Fond du Lac County employees are expected to follow safe work practices laid out in this booklet as well as any specific safety procedures/practices which may be specific to their department of employment. **VIOLATION OF WORK RULES OR SAFETY RULES MAY RESULT IN DISCIPLINARY ACTION.***

Rules and regulations cannot be written to cover every possible situation that may arise in the work place. Employees need to use common sense and good judgement when faced with potentially unsafe conditions at work. Certain safety responsibilities rest upon the employee and they are:

- (A) *Protection of yourself*
- (B) *Protection of fellow employees*
- (C) *Protection of the public*
- (D) *Reporting unsafe conditions or work practices*
- (E) *Prevention of Accidents*

ACCIDENT REPORTING

*All accidents and/or injuries (no matter how minor), and any unsafe work conditions must be reported to a supervisor or department head. Any employee, involved in an accident or sustaining an injury on the job **MUST** report the accident or injury to his/her supervisor on the same day the incident occurred. A “First Report of Injury” or “Automobile Report” form must be completed promptly as required by Worker’s Compensation policy.*

First aid kits are located at each facility for minor injuries that only need minor medical attention. Check with your supervisor or department head for the nearest first aid kit location in your department.

In the event of a heart attack, defibrillators (AED) are located on each floor of the City/County Government Center, ask your floor marshal for the specific location. Assist with calling 911 or perform CPR if trained to do so. There are also other AED’s located in the following locations: Golf Course, Fairgrounds, Land Conservation, Acute Unit, DSS, Sheriff’s Dept, and the Hwy Dept.

GENERAL SAFETY

1. *Keep work area neat and orderly.*
2. *Desk, cabinet and file drawers should not be left open or unattended.*
3. *Report defective equipment and machines to your supervisor.*
4. *Report unsafe work conditions such as loose tiles, carpeting, stair treads, railings, etc. to your supervisor. Spills should be cleaned up immediately or reported to maintenance. Appropriate footwear should be worn by all employees to prevent slips & falls.*
5. *Chairs, cords, wastebaskets, etc. should not be placed in aisles, or where they will become a tripping hazard.*
6. *Do not dispose of glass or sharp objects in wastebaskets.*
7. *Use care when opening and closing doors.*
8. *Never climb on chairs, boxes, file cabinets, etc. Use a ladder or step stool. In the event you need to lift or move a heavy object, call for assistance.*
9. *Adjust chairs and keyboards to the proper height. Use proper posture and use footrests at computer workstations. Locate your monitor 16 to 30 inches from your eyes, depending on your screen size and individual vision conditions. Keep your keyboard and monitor in line. The top of the monitor should be slightly below a horizontal eye level. Tilt the top away from you at a 10 to 20 degree angle.*

10. *Place document holder close to your screen within the same viewing distance.*
11. *Take short frequent rest breaks and use other administrative techniques to prevent continuous operation of office machines. Use body exercises and relaxation techniques whenever possible.*
12. *Use of alcoholic beverages, intoxicants, illegal drugs, narcotics or controlled substances on duty and on county property is prohibited. Smoking is prohibited in all county buildings, vehicles, equipment and work sites where flammables are present.*
13. *Fighting in the workplace, on the job site, and on county property is strictly prohibited.*
14. *Personal space heaters, fans or coffeepots are not permitted due to potential fire hazard and high-energy use. Burning of candles is also prohibited due to potential fire hazard.*
15. *There are buckets to recycle batteries located in the 4th floor break room, downstairs in maintenance and also at the Health Care Center. There are also containers to recycle paper, glass, and cans located in the 4th floor break room and throughout all buildings.*

HOSTILE CLIENTS/PATIENTS/CUSTOMERS

Many departments within Fond du Lac County may deal with sensitive issues which may create a client/patient/customer to become hostile. In such instances, practice the following:

1. *Talk slowly and softly.*
2. *Don't threaten or argue.*
3. *Let them talk and show that you are listening.*
4. *Give them space. Don't invade their personal space.*
5. *Do not sit down.*
6. *If witnessing a hostile situation in your department and it escalates to the point where your co-worker needs your help, approach the parties but do not intervene unless requested. Be ready to act if necessary.*

7. *If a client/patient/customer threatens you or leaves you a threatening voice mail message, save the message, report the incident to your supervisor or department head and call the police if necessary. When calling 911 you can dial 9-911 or just 911, both will work. There will be a short pause before you are connected (approximately 5 seconds).*
8. *Attend Verbal Judo Training offer by the Safety Committee to learn ways to handle these situations.*

EVACUATION PLAN/PROCEDURES

Each county building/facility should have an evacuation plan/procedure in place. This includes fire, severe weather, bomb threat, and chemical spill evacuation plan. County buildings should also have an in-house alerting procedure for its employees. Check with your supervisor for your department's specific evacuation plan & in-house alerting procedures.

Fire: *If you discover a fire:*

1. *Pull the nearest fire alarm in your area and call out "Help! Fire!"*
2. *Use a fire extinguisher if possible to put out the fire. (Remember PASS – pull, aim, squeeze, and sweep)*
3. *Close all doors.*
4. *Evacuate building immediately using fire exit doors. DO NOT USE ELEVATORS! Prearrange a specific area for your department to meet and be accounted for.*
5. *Assist any handicapped persons in an evacuation.*

Severe weather: *Follow your specific departmental/building evacuation plan.*

1. *Do not go outside. Evacuate to the basement or lowest level via the nearest stairway. DO NOT USE ELEVATORS!*
2. *Wait for all clear before returning to work area.*

Bomb Threat: An actual bomb threat may be received by various methods to any employee. It is important to record key information during and after the call.

1. Record the exact time of the call.
2. Prolong conversation as long as possible and be alert to:
 - a. background noises such as music, voices, traffic, etc.
 - b. voice quality, sex, speech impediments
3. Ask the caller to repeat the message.
4. Speak slowly & stay calm.
5. Ask the caller what time and where the bomb will explode.
6. Note if the caller is familiar with the location of the building.
7. Notify authorities and key personnel in this order:
 1. 911
 2. Contact next in command (varies on department)
 3. County Executive (ext. 3155)
8. Finish recording key information and provide this information to law enforcement, the head of the agency or department.

PROPER LIFTING TECHNIQUES

1. Plan ahead. Get help when lifting patients or heavy objects.
2. Get close to load.
3. Keep back vertical, bend knees, and keep feet shoulder width apart.
4. Lift slowly using your legs **NOT YOUR BACK!**
5. Avoid placing hands and feet under load.
6. Never twist while lifting.

By following these simple techniques, you can avoid lifting injuries. In the event of an injury, report it immediately to your supervisor or department head. Remember to complete a "FIRST REPORT OF INJURY" form.

VEHICLE SAFETY

1. Any person (employee, volunteer, etc.) operating a county vehicle must possess a valid Wisconsin driver's license & obey all traffic laws & regulations.
2. Any person operating a county vehicle must visually inspect the vehicle before attempting to operate it. Visual inspections will include: operating lights and directionals, checking tires to ensure they are properly inflated; windows and lights are clear of foreign material (snow, mud, etc.), any vehicle damage, etc. Report any damage or unsafe vehicle to your supervisor. **DO NOT USE AN UNSAFE VEHICLE!**
3. Any person operating a county vehicle that is involved in an accident over \$1000 must call and request police, fire and/or EMS assistance. **DO NOT LEAVE THE SCENE OF AN ACCIDENT** until the police officer releases you. In the event of an accident, insurance information, list of procedures and emergency numbers to call are located on the clipboard inside each vehicle.
4. Seat belts **MUST** be worn by all occupants at all times when operating a county vehicle. If your work duties include transporting small children in a county vehicle, proper child restraints (child car seat, booster seat, and seat belts) must be used.
5. Any person operating a county vehicle must focus their attention on driving and avoid distractions. Smoking is prohibited in county vehicles. The use of cell phones in county vehicles is to be used for emergency purpose only and to be **USED WHEN THE VEHICLE IS NOT MOVING.**
6. In the event a county vehicle becomes disabled, follow the instructions located on the clipboard in that vehicle.

PERSONAL PROTECTIVE SAFETY EQUIPMENT

Certain positions in the county may require the use of protective safety equipment. This may include hard hats, safety glasses, hand protection, hearing or respiratory protective devices, gait belts, chaps, safety vests, etc.

For additional assistance regarding personal safety equipment, contact your first line supervisor or the County Purchasing/Risk Officer at (920) 929-3145.

SAFETY SUGGESTION BOX

Employees are encouraged to express their concerns or make suggestions to make the workplace safer. A “Safety Suggestion Box” is centrally located in the mailroom of the City/County Government Center. Write your concern/suggestion on a piece of paper, place it in an envelope marked “Safety Suggestion Box” and place it in interoffice mail. Your envelope will go into the locked Safety Suggestion Box and will be retrieved once a week by a Safety Committee member. The Safety Suggestion Box Committee will review all concerns/suggestions and forward them on to the appropriate person to respond back to the concern or suggestion. These concerns/suggestions along with the response will be published for employee review in a quarterly newsletter published by the Safety Committee.