

CLEARANCES:		(Initial/Date)	Date Received in Council Office:	Agenda Date:	Assigned To:
Originator-	RW	GK EK	<p>RECEIVED</p> <p>JAN 17 1996</p> <p>WHATCOM COUNTY COUNCIL</p>	1/23/96	Council Intro
Division Head-				2/6/96	Council
Department Head-					
Prosecutor Review-	Rov	1/27/96			
Purchasing/Budget Dir.-					
Executive-	PR	1/6/96			

**SUBJECT:**

Whatcom County Accident Prevention Program.

**ATTACHMENTS:**

The Program itself, consisting of 24 pages.

Public Hearing Needed? Yes /  / No /  /

**SUMMARY STATEMENT:**

Whatcom County has never adopted an accident prevention program as required by law. WAC 296-24-040 requires all employers to adopt a formal accident prevention program. Whatcom County's Safety & Health Committee has worked on this program for over three years and is recommending passage of this program as Whatcom County's official Accident Prevention Program.

**ORIGINATOR'S RECOMMENDED ACTION:**

To adopt the program as Whatcom County's official accident prevention program.

**COMMITTEE ACTION (including dates):**

**COUNCIL ACTION (including dates):**

1/23/96: Introduced

2/6/96: Adopted 7-0

Related File Numbers: \_\_\_\_\_

Ordinance or Resolution Number: Ord. #96-008

SPONSORED BY: Consent  
PROPOSED BY: Safety Officer  
INTRODUCTION DATE: 1/23/96

ORDINANCE NO. 96-008

ORDINANCE ADOPTING THE WHATCOM COUNTY  
ACCIDENT PREVENTION PROGRAM

WHEREAS, it is necessary for Whatcom County to comply with Washington Administrative Code (WAC 296-24-040); and

WHEREAS, the Whatcom County Accident Prevention Program is hereby compiled in one document entitled the Whatcom County Accident Prevention Program attached hereto as Exhibit "A"; and

WHEREAS, the Accident Prevention Program is intended to apply to all employees working for Whatcom County; and,

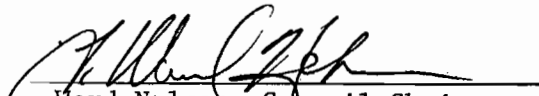
NOW, THEREFORE, BE IT ORDAINED by the Whatcom County Council that:


The Accident Prevention Program is hereby adopted as contained in Exhibit "A" attached to this ordinance.

ADOPTED this 6 day of February, 1995.

WHATCOM COUNTY COUNCIL  
WHATCOM COUNTY, WASHINGTON

ATTEST:

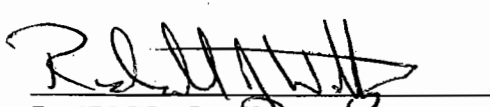
  
Ward Nelson, Council Chair

  
for DANA BROWN-DAVIS  
Clerk of the Council

APPROVED ( ) VETOED

APPROVED AS TO FORM:

  
PETE KREMEN, County Executive

  
RANDALL J. WATTS  
Chief Civil Deputy  
Prosecuting Attorney

DATE: 2/8/96

## WHATCOM COUNTY ACCIDENT PREVENTION PROGRAM

Whatcom County will provide a work environment which is free from recognized hazards causing [or likely to cause] death and/or serious physical harm to any employee.

Additionally, the safety and health standards under WISHA/OSHA will be complied with for the full benefit of the employees and the County. It is the responsibility of all employees to comply with, and support the Safety Program in every way possible. The following Accident Prevention Program is developed to implement this policy.

### MANAGEMENT SAFETY RESPONSIBILITY

Top management attention will be given to accident prevention as an operating function. As such, management has established and directed that the Accident Prevention Program will provide:

1. A safe and healthful working environment.
2. Training programs to improve the skill and competency of employees in the exercise of their occupational safety and health responsibilities and in understanding Whatcom County's total safety program. Training will include an in-depth "new employee" orientation prior to job assignment.
3. A system of regular, monthly Safety meetings.
4. Investigation of accidents.
5. A planned program for job-site inspection for unsafe conditions, unsafe practices and health hazards.
6. Enforcement of safety rules.
7. Study causes of accidents for potential corrective action.
8. The maintenance of accurate records on all components of the safety program i.e., WISHA 200 forms, safety meetings, safety inspections, accident reporting safety training, accident investigations, and other safety activities.
9. The availability of sufficiently trained first aid personnel to be present or within reach. First aid kits, size and quality, will be determined by the number of personnel normally present on each shift. First Aid/CPR training is offered on a regular schedule.
10. The development of necessary Emergency Planning which will include the following:
  - A. Proper action following accidental exposure to any hazardous gases, chemicals or materials involved.
  - B. Routes of exiting from areas during emergencies.

## THE SUPERVISOR

The supervisor has the direct responsibility to provide personal leadership in safety. The supervisor must keep the lines of communication open by on-the-job safety contacts with employees and working closely with the Safety/Health Committee; also, by receiving safety recommendations and seeing that safety suggestions are carried out.

Essential safety responsibilities of supervisors include [but are not limited to:

1. Provide safety orientation covering all job hazards to each employee prior to assignment to duty. This is important because an employee who "doesn't know" is dangerous to himself and others.
2. Enforce all rules of safety which have been adopted and are in effect, by disciplinary action if necessary. No compromise should ever be made with safety regulations which have been adopted.
3. Follow up on instructions/training consistently.
4. See that employees are trained properly in the use of the personal protective devices provided them, and that such equipment is properly maintained.
5. Inspect for unsafe actions and conditions and take prompt action to eliminate potential accident sources.
6. Anticipate the risks or hazards that may arrive from changes in equipment or methods.
7. Investigate all accidents and make a prompt report of accidents which result in injuries to employees. Accidents must be reported to the Safety/Training Coordinator within 24 hours of the incident.
8. Develop and carry out an effective plan on good housekeeping with high standards of operational cleanliness throughout the department. Good housekeeping establishes an environment conducive to accident prevention.

## EMPLOYEE SAFETY RESPONSIBILITY

The employee is the person most concerned for his/her own safety. For this reason, every employee has an important role in the **Whatcom County Accident Prevention Program** and is expected to cooperate fully in all activities and measures for safety. Employee safety duties on the job include, but are not limited to:

1. Active participation and cooperation in the Safety Program.
2. Knowledge and skill in your job.
3. Application of the principals of accident prevention in daily work and the use of proper safety devices and protective equipment as required.
4. Adherence to all safety work practices governing their work.
5. Compliance with all Whatcom County Safety/Health policies and procedures.
6. Concern for the life and safety of self, co-workers, and the public.
7. Report all unsafe work practices or conditions observed.
8. Report **ALL** accidents or illness to his/her supervisor immediately (this includes minor first aid cases where only band-aid may be needed). Employees have one year to seek medical treatment.
9. Consider safety meetings, education, and training as part of his/her regular job.
10. Properly care for all personal protective equipment.
11. Will not wear torn or loose clothing while working around machinery.

## WHATCOM COUNTY SAFETY AND HEALTH COMMITTEE

WAC 296-24-045:

All employers of eleven or more employees, shall have a designated safety committee composed of employer-selected and employee-elected members.

The terms of employee-elected members shall be a minimum of one year. Should a vacancy occur on the committee, a new member shall be elected prior to the next scheduled meeting. Members may be reelected for a maximum service of three consecutive terms of one year.

The number of employer-selected members shall not exceed the number of employee-elected members.

The safety committee shall have an elected chairperson.

The safety committee shall be responsible for determining the frequency, date, hour and location of committee meetings.

**NOTE;** Whatcom County Safety/Health Committee has determined to meet on a monthly basis...the third Wednesday of every month.

The length of each meeting shall not exceed one hour except by majority vote of the committee.

Minutes of each committee meeting shall be prepared and filed for a period of at least one year and shall be made available for review by noncompliance personnel, of the Division of Industrial Safety and Health.

Safety and health committee meetings shall address the following:

- A review of the safety and health inspection reports to assist in correction of identified unsafe conditions or practices.
- An evaluation of the accident investigations conducted since the last meeting to determine if the cause of the unsafe acts or unsafe condition involved was properly identified and corrected.
- An evaluation of the accident and illness prevention program with a discussion of recommendations for improvement where indicated.
- The attendance shall be documented.
- The subject(s) discussed shall be documented.

All employers of ten or less employees and employers of eleven or more employees where the employees are segregated on different shifts or in widely dispersed locations in crews of ten or less employees, may elect to have foreman crew meetings in lieu of a safety and health committee plan provided; foreman-crew safety meetings shall be held at least once a month, or if conditions require, weekly or biweekly meetings shall be held to discuss safety problems as they arise.

**SAFETY AND HEALTH COMMITTEE RESPONSIBILITY**

Whatcom County and its employees affirm their mutual interest in working constantly toward the elimination of accidents.

The Safety and Health Committee is comprised of management-selected and employee-elected members and meets regularly. Employee members are elected by the employee group for terms of no more than one year (3 years limit). The committee is directed by an elected chairperson. Minutes of the Safety Committee Meetings will be recorded and filed in the safety files for one year. A copy will be posted on the Safety bulletin boards in all departments.

Functions of the Safety and Health Committee include the following:

1. Establish procedures for handling safety suggestions and recommendations of the Committee.
2. Review safety problems (including a review of accidents and incidents reported, illness prevention programs, inspection reports, and accident investigations) and make recommendations for improvements where indicated.
3. Review safety suggestions presented by employees and study for appropriate action.
4. Recommend changes or additions to improve protective clothing or equipment.
5. Promote safety and health programs for all employees.
6. Assist in coordination and evaluation of fire drills for all County facilities.

**CHECKLIST FOR SAFETY COMMITTEE MEMBER ORIENTATION**

1. Check with Safety Committee Secretary to get sign in sheet updated with name for your Department. \_\_\_\_\_  
Secretary Initial
2. Verify that Handbook has all its contents for your Department.
3. Verify that Health and Safety Bulletin is posted with required information (see Safety Bulletin Board)
4. Make arrangements with your supervisor to take time away from your work duties to attend the committee meetings.

\_\_\_\_\_  
Safety Member Initial

4. Introduced to Safety Committee Executive Board:

Chairman \_\_\_\_\_ (Initials of Chairman)  
Co-Chairman \_\_\_\_\_ (Initials of Co-Chairman)  
Secretary \_\_\_\_\_ (Initials of Secretary)  
Safety/Training Coord \_\_\_\_\_ (Initials)

## SAFETY BULLETIN BOARD REQUIREMENTS

Each department must have a Safety Bulletin Board or an area marked off for **SAFETY** on an existing bulletin board.

The following items must be posted on the Safety Bulletin Board:

1. Whatcom County Safety Program
2. First Aid/CPR Trained Department Employees.
3. Supply of Incident/Illness reports.
4. Supply of Safety/Health Observation reports.
5. Emergency phone numbers.
6. Fire/Evacuation Plan for your department/building.
7. Locations of fire extinguisher.
8. Exit route diagram (escape routes from building).
9. Whatcom County OSHA 200 Summary of Accidents.
10. Location of First Aid supplies.
11. Monthly minutes of Safety/Health Committee meetings.

The **SAFETY BULLETIN BOARD** must be dedicated to **SAFETY** information only. Any report, memo, or article dealing with Safety and Health may be affixed to this board.

Whatcom County is periodically audited for our Self-Insurance Program and Safety Bulletin Boards are an important part of the audit. Update your boards on a monthly basis.

### WHATCOM COUNTY Complies with the following Safe Place Standards WAC 296-24-073

A. No person shall do any of the following:

1. Remove, displace, damage, destroy or carry off any safety device safeguard, notice, or warning, furnished for use in employment.
2. Interfere in any way with the use thereof by any other person.
3. Interfere with the use of any method or process adopted for the protection of any employee, including himself.
4. Fail or neglect to do every other thing reasonably necessary to protect the life and safety of employees.
5. Intoxicating beverages and narcotics shall not be permitted or used in or around work sites. Workers under the influence of alcohol or narcotics shall not be permitted on the work site. This rule does not apply to persons taking prescription drugs as directed by a physician providing such use shall not endanger the worker or other employees and public.
6. Disciplinary procedures for infractions of the above rules and regulations will be implemented where warranted.

Recommended reading of additional Whatcom County policies and procedures:

Workers' Compensation/Self-Insurance booklet

Whatcom County Accident Reporting procedure

Whatcom County Hazard Communication Program

Employee Assistance Program

Whatcom County Personnel Procedures

Any questions about any aspect of Whatcom County's Safety Program, contact the Safety/Training Coordinator at 676-7728.

### **FIRST AID**

At least one first aid trained employee will be available during all working hours at all job locations.

First aid training will comply with WAC 296-24-060. Moreover, first aid kits will be stocked and provided in a readily accessible manner in accordance with WAC-24-065.

### **RECORDKEEPING PROCEDURES**

Written records of all accidents will be maintained through a first report of injury form. All such accidents deemed recordable as determined by WISHA/OSHA definitions (WAC 296-24-020 and 296-27) will be further recorded on the OSHA 200 log. The latter will be posted during the month of February on the Safety bulletin boards as required by OSHA.

### **ACCIDENT INVESTIGATION**

All accidents will be thoroughly investigated by a supervisor or management representative using the Whatcom County Incident/Injury Report. Action will then be taken to minimize these causes in order to prevent future problems.

#### **SAFETY**

A. Human Resource Services personnel will explain Whatcom County policies regarding employee safe work practices, and review the overall ACCIDENT PREVENTION PROGRAM. They will explain Whatcom County's Self-Insurance Workers' Compensation Program.

-Distribute "Self-Insured/Industrial Insurance Booklet

-Explain accident reporting procedures. Show claim forms.

-Explain Whatcom County's First Aid/CPR Training, Hazard Communication, Bloodborne Pathogen and Defensive Driving

-Explain emergency procedures, i.e. evacuation of buildings, fire, and bomb reporting, etc.

B. Specific safety rules for the job to which this employee will be assigned.

C. Supervisor's personal endorsement of the Safety Program.

**FIRST AID KITS**

**WAC 296-24-065**

All employers who employ men and women covered by the Industrial Safety and Health Act shall furnish first-aid kits as required by the Division of Safety, Department of Labor and Industries (RCW 51.36.030).

First aid supplies shall be readily accessible when required.

In the absence of readily accessible first aid supplies (such as first aid kits, first aid stations, first aid rooms or their equivalent) all crew trucks, power shovels, cranes, locomotives, loaders, dozers, logging trucks, speeders, freight trucks and similar equipment shall be equipped with not less than a ten package first aid kit.

All crew vehicles used for transporting workmen shall be equipped with not less than a ten package first aid kit. When more than five employees are being transported on any one trip, the kit shall be increased in size to comply with a 16, 24, or 36 package kit depending upon the number of personnel normally being transported.

At least one first aid kit shall be available on construction jobs, line crews, and other transient or short duration jobs. the size and quantity of first aid kits, required to be located at any site, shall be determined by the number of employees working at the location.

NUMBER OF PERSONNEL NORMALLY ASSIGNED TO WORKSITE	MINIMUM FIRST AID SUPPLIES REQUIRED AT WORKSITE
<b>1-50 Persons</b>	<b>First Aid Kit</b>
1-5 Persons	10 package kit
6-15 Persons	16 package kit
16-30 Persons	24 package kit
31-50 Persons	36 package kit
<b>51-200 Persons</b>	<b>First Aid Station</b>
51-75 Persons	One 36 and one 10 package kit
76-100 Persons	One 36 and one 16 package kit
101-150 Persons	One 36 and one 24 package kit
151-200 Persons	Two 36 package kits
<b>Over 200 Persons</b>	<b>First Aid Room</b>
	Refer to WAC 296-24-070

Employers shall establish a procedure to assure that first aid kits and required contents are maintained in a serviceable condition.

First aid kits shall contain at least the required medical supplies listed in WAC 296-24-065.

Where the eyes or body of any person may be exposed to injurious chemicals and/or materials, suitable facilities for quick drenching or flushing of the eyes and body shall be provided, within the work area, for immediate emergency use.

## WHATCOM COUNTY

### FIRE PREVENTION/ENVIRONMENTAL CONTROL OF HAZARDS IN THE WORKPLACE

#### I. BASIC INFORMATION

Fire is always a major and most serious threat to a County's service capability. Fires don't just happen..they are caused by carelessness in operating equipment, handling hazardous materials and personal habits, such as smoking. Even though these actions are not usually deliberate, that does not lessen the danger of fires. Only you can protect yourself against these hazards by learning carefully how to prevent fires.

The two main ingredients of fire prevention are:

1. Be ALERT FOR TROUBLE BEFORE A FIRE STARTS.
2. Eliminate all unsafe habits that could lead to a fire.

Three things are needed for fires to start....HEAT, FUEL, AIR.

To prevent fires:

1. Find the hazard.
2. Correct the hazard.
3. Take preventative steps to prevent the hazard.
4. Make certain that you are not the cause of the hazard.

#### II. GENERAL FIRE PREVENTION RULES

1. Become familiar with the 3 classes of fire, their burning characteristics and the proper extinguishing agents for each.

CLASS A FIRE: Involves normal combustibles such as wood and paper. WATER is the proper extinguisher.

CLASS B FIRE: Involves oils and flammable liquids. Co2 and DRY CHEMICALS are the right extinguisher.

CLASS C FIRE: Involves electrical equipment. Co2 and DRY CHEMICALS are the correct extinguisher.

2. Fire protection equipment must be correctly located, maintained and be readily accessible at all times.
3. Employees must never tamper with or move fire extinguishing equipment except for use at a fire.
4. Report any equipment defects immediately to your supervisor.
5. Employees must know the location and proper operation of all protective fire equipment in the vicinity of their work areas.
6. Materials and supplies must be stored carefully to prevent falling, spilling, etc.
7. All chemicals and solvents must be kept in properly labeled and approved containers.

## Fire Prevention (cont'd)

8. Clean and used rags be kept in metal containers/metal covers.
9. Never use flammable liquids for cleaning purposes.
10. Before using solvents, read LABELS carefully.
11. To extinguish a clothing fire on a person, DROP & ROLL. Drop to the ground and roll to smother the fire. Use a blanket or other means available if near the scene.
12. Do not work with open flames at the workplace.
13. Whatcom County has a "NO SMOKING IN BUILDINGS/VEHICLES POLICY". Follow the rules.
14. KNOW THE EXIT ROUTES FROM YOUR WORK AREA. When an alarm sounds, or other emergency arises, EVACUATE IMMEDIATELY.

### III. CHEMICALS

Worksite equipment and locations can present health hazards to you if you do not understand or apply "Safety Sense". Chemical splashes may cause immediate danger to the skin and eyes; inhalation of some chemicals may result in respiratory problems.

You must know all potential health hazards of the chemicals you are using or handling; READ THE M.S.D.S. SHEETS AND LABELS CAREFULLY. Request all protective equipment needed before using the chemical i.e. eye protection, respirator, protective clothing, gloves. When in doubt contact the Whatcom County Safety Office at 676-7728 for advise and direction on the proper handling methods.

All Whatcom County Department Safety/Health Committee members take inventory of all chemicals used in the workplace on a regular basis. These inventories are located in your Department Safety/Health Manual. Know the location of your manual, and use for reference as often as needed.

Movements of chemicals through buildings must be done using approved containers. No chemicals will be permitted on passenger elevators due to the confined area problems and governmental regulations.

The Three most important protective barriers against chemical burns, germs, etc. are:

- A. GOOD PERSONAL HYGIENE
- B. GOOD PERSONAL HABITS
- C. GOOD HOUSEKEEPING

## Fire Prevention/Environmental Control (cont'd)

### IV. NOISE

Exposure to excessive noise can cause a gradual hearing loss. Employees working in areas with excessive noise must wear personal protective hearing protection. Report all unexpected high noise levels to the Safety Office 676-7728. **DO NOT WORK IN HIGH NOISE LEVELS WITHOUT HEARING PROTECTION.**

Hearing protection must be worn. When employees are exposed to noise of 85 decibels for more than eight hours, 95 decibels for over 4 hours, 100 decibels for over 2 hours or 105 decibels for over 1 hour...**HEARING PROTECTION IS MANDATORY.** If a normal conversation can be understood about two feet away from you, the noise level is probably less than 90 decibels.

### V. EXHAUST VENTILATION

Exhaust systems when provided at the worksite, **WILL BE USED AT ALL TIMES WHEN THERE IS AN EXPOSURE TO EXHAUST.** When an exhaust system does not provide adequate protection, other protective equipment, such as an approved respirator, shall be used in addition to, or instead of, the exhaust system..until adequate protection can be implemented.

Report all problems with exhaust and/or "fumes" to your Supervisor immediately. If your Supervisor is unavailable call the Safety Office at 676-7728.

### VI. RESPIRATORS

Care must be taken in selecting the proper respirator. Respirators must provide adequate protection against the anticipated hazard. When in doubt, wear the respirator that provides the greater protection. Your Supervisor will select the proper respiratory protection, with the approval of the Safety Office. **DO NOT USE A RESPIRATOR UNLESS YOU HAVE BEEN TRAINED IN ITS USE AND HAVE BEEN PHYSICALLY QUALIFIED TO WEAR THIS EQUIPMENT. CONTACT YOUR SUPERVISOR FOR DIRECTION.**

Types of respirators used may include the following:

1. AIR PURIFYING RESPIRATOR
  - a. For dusts
  - b. For gases and vapors
  - c. For multi-purpose protection
2. SELF-CONTAINED BREATHING APPARATUS
  - a. Pressure demand type
  - b. Continuous flow type
3. HOSE MASK WITH SUPPLIED AIR FROM TANK

When respirators are provided for a particular work activity, they shall be used. Follow all safety rules that apply to the work you are performing.

## FIRE/EMERGENCY EVACUATION PLAN

### **I. PURPOSE**

The purpose of this plan is to provide information to employees concerning the evacuation of Whatcom County buildings in case of fire or other emergency.

### **II. SCOPE**

This plan applies to all Whatcom County offices or facilities.

### **III RESPONSIBILITY**

#### **A. DEPARTMENT HEADS are responsible for:**

1. Appointing at least one Emergency Warden for each twenty employees. (If department personnel work in more than one enclosed area, at least one Warden should be appointed for each such area.)
2. Provide training for Wardens to assist in the safe and orderly emergency evacuation of employees.
3. Provide an opportunity for all employees to review the plan when (a) the plan is implemented, (b) whenever the employee's responsibilities or designated actions under the plan change, or (c) whenever the plan is changed.

#### **B. EMERGENCY WARDENS are responsible for the orderly evacuation of fellow employees, and any members of the public who happen to be present in the Department when a fire or other emergency occurs in the workplace.**

In an evacuation Wardens must:

1. Be aware of the number of employees working in their area of responsibility, so that all employees may be accounted for, after an evacuation.
2. Insure that all areas under their responsibility have been evacuated.
3. Be familiar with all possible escape routes from the workplace.
4. Take charge of the evacuation and direct a quick, but orderly evacuation of the area.
5. Be aware of the location and operation of the fire extinguisher.
6. Be aware of any special hazard areas in the workplace such as places where volatile chemicals are stored.
7. Be aware of the location of **FIRST AID KITS**, and how to obtain emergency medical help.
8. Be aware of the **EMERGENCY TELEPHONE NUMBERS (9-911)**
9. Designate a location for the employees under their supervision to gather after evacuation so that complete evacuation can be verified.
10. Be aware of any handicapped employees who may need help during an evacuation.

## Fire Evacuation Plan (cont'd)

### C. EMPLOYEES are responsible for:

1. Familiarizing themselves with this plan.
2. Familiarizing themselves with the escape routes from the building.
3. Familiarizing themselves with the location and operation of fire extinguisher in the area.
4. Familiarizing themselves with the emergency telephone numbers and location of fire alarm boxes.
5. Obeying the instructions of the Emergency Wardens during an evacuation of the workplace.

## IV PROCEDURES

Fire is the most likely event to cause an evacuation of the building. Regardless of the cause, evacuation procedures should be the same.

- A. If a fire occurs, a Warden should designate one person to call the Fire Department. If the fire is a small one, the Warden or their designate should try to put it out with a fire extinguisher.
- B. If an emergency evacuation of the building becomes necessary, the Wardens are responsible to direct the other employees out of the building via the exits which are farthest away from the fire. If for some reason the normal exits are blocked, escape through windows to the ground.
- C. All doors should be shut in an effort to contain the fire.
- D. In the event escape from an upper floor is not possible, employees should seek escape to rooms with an outside window which are farthest from the fire. Openings under doors should be blocked to keep smoke out. Rooms with glass doors avoided if possible. If not, employees should stay as far away from the door as possible.
- E. Once outside, employees must gather in a safe area designated by their Warden, so that the Warden can account for everyone. Safe areas will normally be, at the closest, across the street from the building...and may be inside another building.

## **BOMB THREAT PROCEDURES**

### **PURPOSE**

The purpose of this procedure is to provide guidance to County employees in dealing with bomb threats or discovery of a real or suspected bomb.

### **SCOPE**

This procedure applies to all County departments with the exception of the Jail.

### **GENERAL INSTRUCTIONS**

It is important to realize that any employee may become the recipient of a bomb threat call. The recipient must remain calm, and attempt to get as much information as possible. Keep the person on the line and talking as long as possible. The longer he/she talks, the more information you can get from them. The call recipient must also avoid making statements that would tend to cause persons to panic. The **BOMB THREAT CHECK LIST** should be readily available in all agencies and departments, and used by the call recipient when talking with the person making the bomb threat call. The call recipient should attempt to provide as much of the information requested by the form as possible.

**IN THE ABSENCE OF INSTRUCTIONS TO THE CONTRARY FROM THE COUNTY EXECUTIVE OR THE EMERGENCY WARDENS, IT MUST ALWAYS BE ASSUMED THAT A BOMB THREAT WILL BE CAUSE FOR A FULL EVACUATION OF A BUILDING.**

All persons evacuating the courthouse must take all personal belongings including: lunch sacks, briefcases, thermos, coats, purses, cameras, camera bags, etc. They must also leave all lights on. All persons should move at least 300 feet away from the building and get another building between them and the courthouse. If going into another building, stay away from the windows.

**PROCEDURE**

**I. BOMB THREAT RECEIVED**

Call Recipient	Talks	With the person making the bomb threat
	Writes	A note to a fellow employee asking them to notify 911 immediately of the bomb threat.
What-Com (911)	Notifies	The County Executive or his/her designee that a bomb threat call is in progress.
County Executive	Alerts	Emergency Wardens
Call Recipient	Attempts	To keep the caller on the phone and talking as long as possible.
	Notes and Records	Sex of voice, accent (if any) whether intoxicated, hysterical or calm, and the exact words spoken.
	Asks the caller	<ol style="list-style-type: none"> <li>1. When will bomb explode?</li> <li>2. Where is the bomb?</li> <li>3. What does it look like?</li> <li>4. What kind of bomb is it?</li> <li>5. Why did you place the bomb?</li> <li>6. Where are you calling from?</li> </ol>

**II. PERSON MAKING THREAT HANGS UP**

Call Recipient	Notifies	What-Com Dispatch of full details of the call, including the phone line the call was received on.
	Finishes	Filling out the bomb threat form.
	Notifies	Supervisor of the call
What-Com Dispatch	Updates	County Executive
	Notifies	Emergency Wardens
County Executive	Decides	Whether or not to evacuate the building and communicates that decision to the Emergency Wardens.

### III. DECISION TO EVACUATE

County Executive	Orders	Full evacuation of the Building.
	Announces	Over the paging system. "Evacuate the Courthouse according to the <b>BOMB THREAT</b> procedure. Take all personal belongings outside the building with you. Open all windows and doors; do not use the elevators; turn off all electrical devices. Remain outside until an Emergency Warden authorizes re-entry.
	Orders	What-Com Dispatch to contact Building Maintenance personnel and have them keep in close touch with the County Executive command post for instructions.
	Monitors	Progress of the search operation, using runners if necessary.
Emergency Wardens	Inspect	All areas in the Courthouse to ensure that no person is left inside the building. Also ensure that all doors and windows on the outside walls are open.

### IV. BUILDING CLEARED

Emergency Wardens	Standby	Until a Deputy Sheriff or a Police Officer arrives.
	Assists	Police official in building search.
	Enlists	Volunteers to assist in the search of their office since they are more likely to know what is unusual.
	Appoints	Persons to guard the building entrances to prevent anyone from entering the building without the authorization of the police official in charge.

### V. COMMAND POST

County Executive	Establishes	Command Post in Emergency Services Department, Jail or other appropriate location.
	Notifies	What-Comm (9-911) of the location and phone number of the Command Post.

**VI. BUILDING SEARCH COMPLETED**

Police in Charge	Notifies	Command Post that building is safe to re-occupy.
County Executive	Informs	dispatch, and send messengers to advise employees that it is safe to re-occupy the Courthouse.

## WHATCOM COUNTY HAZARDOUS COMMUNICATION PROGRAM

### GENERAL INFORMATION

In order to comply with WISHA WAC 296-62-054, Hazard Communication, the following written Hazard Communication Program has been established for Whatcom County.

All departments of the County are included within this program. The written program will be available in the individual Department Safety Manual for review by any interested employee.

### CONTAINER LABELING

The Supervisor of the area involved will verify that all containers received for use will:

- Be clearly labeled as to the contents.
- Note the appropriate hazard warning.
- List the name and address of the manufacturer

Each Department will ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label or with the Whatcom County generic labels.

For help with labeling, please contact the Facilities Management Division.

If written alternatives to labeling of containers are used, add a description of the system used. Submit all alternatives to the Safety/Training Coordinator so they can be included in the Whatcom County Hazardous Material file.

The Safety/Health Committee will review Whatcom County's labeling system and container labeling as needed.

### MATERIAL SAFETY DATA SHEETS (MSDS)

As chemicals are received at Whatcom County the Facilities Management Division will be responsible for obtaining the Material Safety Data Sheets for Whatcom County. Copies of the MSDS will be forwarded to the Department using the chemical. Central file will be kept in Facilities Management.

The Safety/Training Coordinator will review incoming MSDS for new and significant health/safety information. Information for protection of workers will be sent directly to the Departments using the chemicals.

The Department representative will review incoming data sheets for new and significant health/safety information. They will see that any new information is passed on to all employees in the Department. If alternatives to actual data sheets are used, provide a description of the system.

Copies of MSDS's for hazardous chemicals to which employees of the Department may be exposed will be kept in a central location.

MSDS's will be available to all employees in their work area for review during each work shift. If MSDS's are not available for new chemicals in use, contact Facilities Management Division.

### EMPLOYEE TRAINING AND INFORMATION

The Safety/Training Coordinator is responsible for county-wide training program.

Prior to starting work, each new employee will attend a health and safety orientation and will receive information and training on all required safety/health policies and procedures.

Prior to a new chemical hazard being introduced into any department of Whatcom County, each employee of the department will be give information as outline above.

## HAZARDOUS NON-ROUTINE TASKS

Periodically, employees are required to perform hazardous non-routine tasks. Prior to starting work on such projects, each affected employee will be given information by their department supervisor about hazardous chemicals to which they may be exposed during such activity.

This information will include:

- A. Specific chemical hazards.
- B. Protective/safety measures the employee can take.
- C. Measures Whatcom County has taken to lessen the hazards including ventilation, respirators, presence of another employee, and emergency procedures.

**WHATCOM COUNTY LOSS CONTROL PROCEDURE  
HAZARD COMMUNICATION PROGRAM**

**PURPOSE:**

To implement the Hazard Communication (Right-to-Know) Standard. This Standard impacts all employers in the State of Washington.

**POLICY:**

It is the policy of Whatcom County to ensure that the hazards of all chemicals are evaluated and information concerning their hazards is transmitted to affected employees.

**REFERENCE:**

WAC 196.62-054 through WAC 296.62-05425.

**PROCEDURE:**

The chemical manufacturer or importer is responsible for providing hazard information on all chemicals he produces or imports to his users. That information should be supplied in the form of a Material Safety Data Sheet (MSDS). Whatcom County implemented a comprehensive Hazard Communication Program in May 1986. Basically, the written program covers:

1. Policy and procedures for labeling and identification of hazardous chemicals.
2. Employee training and information.
3. MSDS and list of hazardous chemicals used in each department in Whatcom County.

**TRAINING:**

Whatcom County will provide employee training, as required by the standard. The Hazard Communication Program, list of hazardous chemicals, and MSDS sheets will be made readily available to all employees in each department.

Reference material will be available in each department.

**HAZARD COMMUNICATION PROGRAM:**

Whatcom County's written Hazard Communication program lays out the policies and procedures for administration of the program.

All Whatcom County Departments' have inventoried the chemicals used in their work place and a list has been compiled of these chemicals. The list will be kept current through the efforts of the Safety/Health Committee members.

One person in each department will be responsible for coordinating the Hazard Communication program. The members of the Safety/Health Committee are the most knowledgeable about the program policy and procedures.

**CHEMICAL HAZARD COMMUNICATION  
PROGRAM OBJECTIVES**

Whatcom County's Chemical Hazard Communication Program was developed to give you the information you need to handle chemicals safely, both at work and at home. The objectives of this program are:

- To inform employees about the chemicals they work with
- To minimize employee exposure to harmful chemicals
- To make sure that procedures exist for the proper handling of chemicals in the workplace
- To train employees how to follow these procedures
- To become familiar with Material Safety Data Sheets:

An MSDS gives detailed information on a chemical and its hazards with recommendations for safety equipment and protection while using the chemical.

**WHATCOM COUNTY HAZARDOUS CHEMICAL INVENTORY**

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

SAFETY COMMITTEE REPRESENTATIVE: \_\_\_\_\_

TRADE NAME	HAZARDOUS CHEMICAL	LOCATION

WHATCOM COUNTY

**EMPLOYEE HEALTH AND INFECTION CONTROL POLICY**

[\*This Policy for Whatcom County complies with the requirements of the WISHA BLOODBORNE PATHOGENS STANDARD WAC 296-02-08001]

**PURPOSE:** The purpose of this policy is to insure the optimal provision of service to those we serve, the residents of Whatcom County. To accomplish this goal we will provide an efficient and cost effective employee health program. This program is aimed at the prevention of disease and the maintenance of a healthy life style in order to both maintain one's own health and as an example to those we serve.

**POLICY:**

The Employee Health Program will be maintained for the employee's physical and mental health, to increase morale, to reduce absenteeism, to reduce hazards from infectious diseases for both employees and clients, and to comply with local, state, and federal requirements.

This program will:

1. Assure that in-service education on the following topics is received at initial employment with periodic refresher courses: universal precautions, communicable disease exposure, post exposure prophylaxis, restrictions when ill, needle-stick policy, safety and hazardous materials, body mechanics, and hand washing.
2. Provide screening and/or immunization for selected diseases which may put the employee at increased risk of morbidity or mortality.
3. Establish procedures for the evaluation and emergency stabilization of employees following on-the-job injuries.
4. Provide for evaluation with respect to fitness for duty of an employee suspected of having a communicable disease which may jeopardize the health of clients.
5. Provide accident prevention programs to prevent exposure to toxic and infectious agents. Provide for evaluation and referral of employees exposed to infectious diseases on the job.

Advice and assistance in dealing with personal and family problems interfering with job performance (alcohol abuse problems, mental health problems, etc.) will be handled through Whatcom County's Employee Assistance Program.

This policy will apply to all employees of Whatcom County.

**PROCEDURES:**

Employees will be allowed time away from work to complete the Orientation outlined below. The following procedures are in accord with OSHA (Occupational Safety & Health), Whatcom County Personnel Policies and Procedures, Whatcom County Accident Prevention Program, and WISHA (Washington State Safety/Health Act)

- A. New employees are required to participate in an orientation.
- B. All new employees are required to read the Whatcom County Health and Infection Control Program Policy and sign and date that they understand policies and procedures.
- C. All employees are required to review all policies and procedures on an annual basis and sign that they understand the procedures.
- D. Orientation shall include, but not be limited to:
  - Whatcom County Human Resource Department Orientation
  - Whatcom County Safety and Accident Prevention Program; Hazardous Chemical/Right-To-Know; Self-Insured Workers' Compensation Orientation
  - Department Orientation and Facilities Orientation

**REQUIRED SCREENING AND/OR IMMUNIZATIONS:**

Individuals who do not wish to receive a vaccine that is potentially life-saving to themselves, will be required to sign an "Employee Immunization Refusal" which states that the employee has been offered vaccine at no cost and that they choose not to receive them.

**HEPATITIS B:** All personnel who are at risk through blood/body fluid exposure will be offered the vaccine.

**VACCINE FOR: MEASLES, RUBELLA, POLIOMYELITIS, INFLUENZA** is offered to Whatcom County Health Department Personnel.

**ACCIDENT PREVENTION: "UNIVERSAL PRECAUTIONS"**

The term "universal precautions" refers to a system of infectious disease control which assumes that every direct contact with body fluids is infectious and requires every employee exposed to direct contact with body fluids to be protected as though such body fluids were HBV or HIV infected. Therefore, universal precautions are intended to prevent employees from exposure to **BLOOD BORNE PATHOGENS.**

**PROTECTIVE EQUIPMENT:**

In order to minimize exposure to potentially infectious body fluids, the following protective measures shall be used by all Whatcom County employees when working with all incidents involving bodily fluids:

1. **GLOVES**

- a. The use of gloves is important in the following circumstances:
  - If the employee has cuts, abraded skin, chapped hands, dermatitis or similar skin conditions.
  - During all clean-up of body fluids and decontaminating procedures.
  - The Whatcom County Health Departments, Whatcom County Sheriff's Department and the Whatcom County Jail has additional requirements.
- b. Gloves are located in all Whatcom County Department First Aid Kits.

**PROTECTIVE CLOTHING**

The use of protective clothing is required when splashes of body fluids are likely to occur.

**MASK AND EYE PROTECTORS**

The use of masks, protective eye wear or face shields is required when splashes of body fluids are likely to occur.

Masks and eye protection is located in the Department BloodBorne Precautions Kit next to the First Aid Kit.

**RESUSCITATION EQUIPMENT**

Pocket masks, or other ventilation devices shall be provided when the need for resuscitation is likely. This will minimize the need for emergency mouth-to-mouth resuscitation without mouth protection.

Protective masks are located in the Department First Aid Kits.

**WASTE DISPOSAL**

In order to minimize exposure to potentially infectious body fluids, the following waste disposal measures shall be used by all employees:

1. **CONTAINERS FOR DISPOSAL OF POTENTIALLY INFECTIOUS MATERIALS**

(A) Containers for infectious materials will be **red, plastic, labeled foot pedal operated garbage cans.**

(B) Red waste can liners marked "**biohazard**" must be used to identify potentially infectious materials. Labeled bags are located in your Department's **BODY FLUIDS PRECAUTION KIT.** Procedures are included in every **BODY FLUID PRECAUTION KIT.** Read the directions!

**AIRBORNE PATHOGEN INFECTIOUS DISEASE PREVENTION**

There are no local, state or federal laws dealing with the prevention of "airborne pathogens", but because the risk of contacting diseases such as Tuberculosis, is an ever growing problem among our population, prevention and treatment will be managed by the CDC Guidelines. Contact the Whatcom County Health Department or your private physician for more information.

**ON-THE JOB INJURIES:**

All Whatcom County employees including volunteers, jurors, and "outside workers program participants", that come in contact with potentially infectious materials while on-the-job will be referred for evaluation and initial treatment to a) private health care provider; b) St. Joseph's Hospital Emergency Room; c) #9-911 will be called.

Whatcom County Incident/Injury reports will be completed for all incidents. The employee and supervisor both retain the responsibility for completing the required injury forms.

**OFFICE SAFETY AND HEALTH FOR EMPLOYEES  
PROGRAM OUTLINE**

**INTRODUCTION:**

Occupational safety and health requires making the workplace safe, protecting the employee from injury and illness as far as humanly possible.

It may come as a surprise, although it shouldn't, that offices are not completely safe places to work. Approximately 40,000 office workers suffer disabling work injuries each year. The principal causes of on-the-job injuries are:

- Falls
- Handling materials or equipment
- Collisions with furniture or equipment
- Vehicle accidents, deliveries and moving operations
- Flying particles
- Injuries from hand tools (pencils, staplers, etc.)

Statistics suggest, in fact, that in some ways office workers may be more likely to be injured on the job because, while safety and caution are stressed repeatedly in industrial work environments, office workers tend to take safety for granted.

This is not meant to alarm you, but rather to increase your awareness of possibly unsafe conditions in your office, and to familiarize you with some control measures that may be employed. Safety and health anywhere, at home or on the job, do not happen automatically. They are individual responsibilities that call for a program of action to eliminate or at least minimize the hazards.

In helping you live up to your responsibility to make your workplace, the office, a safe place, the following guidelines are offered:

**LAYOUT:** A spacious, well planned room is the first step in preventing common types of accidents. Traffic should flow easily around and through your office. Emergency exits and passageways should be kept clear.

Furniture and equipment should be arranged so that no chairs extend out into walkways, no drawers open into walkways or doorways, and no file cabinets obstruct the view around corners or partitions.

**FURNITURE:** Chairs should remain squarely on the floor. Check to make sure casters are well secured and all parts are sturdy.

Keep drawers closed when not in use. Pull drawers open slowly and carefully. Open only one file cabinet drawer at a time. When setting up new files, begin by storing the heavy items in the bottom drawer.

Inspect desks, filing equipment, and dividers for sharp edges, points or burrs, and have them corrected.

**ELECTRICAL EQUIPMENT:** Make sure your equipment is properly grounded.

Inspect electrical equipment regularly for frayed or worn cords. Exposed wires can cause serious shock and should be reported immediately. (Disconnect at once.)

Keep all cords under your desk or along baseboards. When cords must cross walking areas, be sure they are taped to the floor or covered with a plastic runner. Turn off machines when not in use.

Don't overload circuits. Too many items plugged into a single extension cord and socket may cause a fuse to blow, and present a fire hazard.

**TOOLS OF YOUR TRADE:** Observe good housekeeping practices and make sure there is a place for everything and everything is in its place.

Mechanical devices (hole punchers, paper cutters, staplers) deserve special attention...even in routine use!

Pointed tools should be stored with points down and away. Proper storage will eliminate injuries from letter openers or manually operated paper cutters.

**MATERIALS HANDLING AND STORAGE:**Keep all flammable materials in approved containers, stored in your desk or in safety cabinets. Keep chemicals covered when not in use, and keep only small amounts at each work station.

Store chemicals and flammable within easy reach, to reduce the risk of tipping and spilling. Keep all bottles, cans, etc. clearly labeled as to contents and use. Carry only as much as you can handle with ease.

Store heavy items on lower shelves; smaller, lighter items on top.

Don't lift or carry heavy items such as typewriters and cartons of books.

**WALKING SURFACES:**Liquid spills are a major cause of falls in an office. Wipe up spilled coffee, soda, etc., right away. Better yet, prevent such spills by carrying covered drinks on a tray or in a carton.

Carpets in offices take a lot of wear and tear. Keep an eye open for worn or frayed spots and report them so they can be repaired.

Don't let tacks, pencils, or other tools or debris remain on the floor. If an item falls, pick it up.

**EXITS:**To avoid confusion in case of emergency, find out where all emergency exits are located.

Never store boxes or files in approach areas to exit doorways, even temporarily. Aisles must remain free of obstructions at all times.

Report hazards, such as poor lighting and debris on stairs, to your supervisor as soon as you notice them.

**STAIRS:**Stairs should remain dry, clean, and free of obstacles at all times.

Wooden stairs are often slippery. Skid-resistant coating, rubber mats, or anti-slip strips may be applied to increase friction.

Carpets on stairs should be securely fastened by metal bars at the base of each step.

One or two steps leading to other levels should be clearly marked.

**LADDERS:**Open step ladders all the way and place them on a solid, level surface. Don't try maneuvering on a ladder. Climb and descend facing the ladder. Move the ladder if something is beyond arm's reach. Stools with fixed casters are not for climbing. Step stools for this purpose are made with spring-mounted, retractable casters.

**FIRE PROTECTION:**Keep flammable liquids covered when not in use. Never smoke around flammable substances as fumes can ignite. Know where fire alarms are located, and how to use fire extinguisher. Know the emergency evacuation procedures for your building.

**A HEALTHFUL ENVIRONMENT:**Adequate ventilation is a must; it clears stale air and promotes alertness. Areas where duplicating machines are used must be ventilated mechanically, as fumes from fluids may be harmful if inhaled. Smoke from cigarettes, cigars and pipes is not only harmful to smokers but will endanger nonsmokers as well. Smoke in designated places only. Illuminations should be adequate for close desk work; it should not be reflective or a source of glare. Employee snack areas and vending machine areas should be kept clean.

**FIRST AID:**Cuts and scratches should be washed with mild soap and water and covered with a sterile dressing. If the flow of blood is profuse, try to control it by direct pressure on the wound. Do not apply a tourniquet. Use protective barriers such as latex gloves.

Never move or handle an injured person. Especially, keep any injured body part immobile until a doctor arrives.

First and second degree burns should be immersed in cool water and then cover with a (if possible) sterile dressing. You should never apply butter or oil.

Know where to secure power in an emergency. In case of electrical shock from a live wire, secure the power first.

**VIDEO DISPLAY TERMINALS**  
**GUIDELINES FOR USE AND WORKPLACE DESIGN**

OVERVIEW

A video display terminal (VDT) is comprised of a typewriter keyboard and a television like display screen. The purpose of this procedure is to provide information related to the impact of VDT equipment on employee health and the workplace environment and to provide guidelines for designing a more comfortable and efficient workplace.

HEALTH AND COMFORT ISSUES

VISION

Extended use of a VDT may cause visual discomfort. The three major sources of discomfort are:

Contrast - Contrast, or the difference in brightness between the screen and the surrounding environment, can result in visual discomfort and slower reading time because the eye must continually adjust between the two levels of brightness.

Screen Quality - Visible flickering or screen characters of poor quality create a blurred image which is difficult for the eyes to focus upon.

Glare - Glare is caused by light, shiny surfaces, and clothing reflected on the screen. Glare produces more than one image on the screen, the VDT image and the reflected image. Because these images are at different optical distances, the eye continually attempts to focus on both images simultaneously. This can cause visual fatigue.

MUSCULOSKELETAL

Uninterrupted use of a VDT may lead to specific muscle or muscle group fatigue. Vdt operators may report musculoskeletal discomfort related to the neck, shoulders, back, arms, and hands. Musculoskeletal discomfort may be attributed to the following: work station design, repetitiveness of the task, degree and duration of postural constraint, work pace, work/rest schedules, and personal attributes of individual workers.

RADIATION

Many VDT operators are concerned with potential exposure to radiation. A radiological control group within the Federal Food and Drug Administration regulates the manufacture of video display terminals. This group has conducted extensive studies and surveys to insure terminals sold to the public meet all safety standards for radiation levels. Further, the National Institute for Occupational Safety and Health (NIOSH) has measured radiation being emitted from machines now in use and they have concluded that:

The radiation levels emitted by a video display terminal are very low compared to current occupational exposure standards. In many cases, the levels are below the detection capability of the survey instrumentation used. Based on the survey data, NIOSH concludes that the VDT does not present a radiation hazard to the employee working on or near a terminal.

Other forms of radiation emission, such as low frequency electromagnetic radiation, have also been evaluated for harmful effects. And, although there has not been sufficient time to observe all possible long-term effects, the results show that if these effects occur at all, they are extremely rare.

In addition, extensive studies by a variety of private and government agencies, including the National Academy of Sciences, have consistently demonstrated the absence of any radiation hazard, including problems associated with birth defects and cataracts.

DESIGNING AN OPTIMAL WORKPLACE ENVIRONMENT

When designing an optimal VDT work station, the emphasis should be placed on adjustability to the physical characteristics of the worker(s) and integration of equipment, furniture, environment and schedule of work.

**LIGHTING** - Room illumination can be controlled by lighting configurations, light levels and/or window treatments. To reduce glare, lighting should be indirect, producing an even illumination over walls and ceiling. If lighting is maintained at a reduced level for better screen legibility, a task light should be available to illuminate the hard copy. Windows need to be shaded from exterior light, especially in direct sunlight. Window films, Venetian blinds, etc., should be considered in reducing light transmittance from exterior windows.

**VENTILATION** - Many spaces now used for VDT work were not originally designed for that purpose. Adequate ventilation, meeting general office standards, should be planned when assigning new space for VDT users.

**TERMINAL** - The height, angle, and distance of the screen from the operator should be adjustable for optimal viewing. The terminal may also have separate controls accessible to the operator for adjusting focus, brightness, and contrast. Screen hoods and matted anti-glare filters can be installed to help eliminate glare. In addition, proper placement of the terminal screen, in relation to windows and lights, can eliminate glare.

**KEYBOARD** - Keyboards should be separable from the screen so other auxiliary equipment can be adjusted in height, angle, and distance from the screen or operator.

**SEATING** - The chair seat height, tilt, and backrest height and distance should be adjustable to accommodate different body postures. An important aspect of adjustability is the ease with which adjustments can be performed. Optimally, the user should be able to adjust the chair while seated. The chair should have casters for maneuverability and five legs for stability.

**WORK SURFACE** - The work surface for the terminal and keyboard should allow independent adjustments of screen and keyboard heights. Adequate work space should be available to lay out work.

**LEG ROOM** - Adequate leg and knee room should be provided to accommodate the operator's lower extremities and include ample space for changes in posture. The operator's feet should rest on the floor with knees at a 90 degree angle. A footrest can be used to obtain this angle. Footrests should be adaptable in height, angle, and fore and aft distance.

**SOURCE DOCUMENT LOCATION** - The document holder and source document can be placed between the keyboard and the screen or adjacent to the screen. The document holder should be adjustable in height, angle of tilt, and distance from the screen.

## **TRAINING**

VDT operators may experience anxiety associated with the use of new equipment and software. Providing training in the use of adjustable furniture/equipment and computer hardware/software will improve the operator's proficiency and comfort, and maximize the use of the equipment.

### **TASK ROTATION AND/OR REST BREAKS**

Task rotation and/or rest breaks can reduce employee stress from continual VDT operation. Task rotation, or the substitution of a less demanding activity, can provide a means of recovery from stress or fatigue. It is recommended that:

- For operators under moderate visual demands and/or moderate workload, a 15 minute task rotation or rest break should be taken after two hours of continuous VDT work.
- For operators under high visual demands or high workload and/or those engaged in repetitive work tasks, a 15 minute task rotation or rest break should be taken after one hour of continuous VDT work.

## OFFICE INSPECTION CHECKLIST

1. Are aisles, doorways, and corners free of obstructions to permit visibility and movement?
2. Are file cabinets and storage closets arranged so that drawers and doors do not open into walkways?
3. Do chairs have loose casters? Are rungs, legs, and backs sturdy?
4. Are there sharp edges, points, burrs, or splinters on furniture?
5. Is your office cluttered?
6. Are electrical appliances and equipment properly grounded or double insulated? (Check with the building manager to be sure outlet boxes are properly grounded.)
7. Are belts, wheels, and other moving parts on machinery adequately guarded?
8. Is all electrical equipment in good working condition?
9. Are phone lines, electrical cords, and extension wires secured under desks or along baseboards?
10. Where electrical cords cross walkways, are they covered by runners?
11. If there are coffee makers, radios, or other personal electrical appliances in your office, are you sure the building's electrical circuit system can handle them? (Check with the building manager.)
12. Are all tools in their proper place?
13. Do sharp tools such as scissors and razor blades have safe storage covers?
14. Is your desk cluttered?
15. If you work with materials such as cleaning fluids, correcting fluids, or glue, is there a place for them inside your desk?
16. Are chemicals stored in safe plastic or metal containers with tight fitting lids?
17. If your office is equipped with storage cabinets, are heavy items stored in lower and middle shelves? Are bottled materials within easy reach?
18. Are small, loose items boxed and labeled?
19. Are floor surfaces:
  - Clean?
  - Dry?
  - Level?
  - Free of debris or tools?
20. Are carpets
  - Securely fastened?
  - Free of worn or frayed spots?
21. Do you know where emergency exits are and how to reach them?
22. Are emergency exits visible, clearly marked, and unobstructed?
23. Are emergency exits adequately lighted and free of debris?
24. Is there adequate walking space in approaches to exits?
25. Are stairways in good condition and steps slip-resistant?
26. Where steps are carpeted, is the carpeting well secured and are the steps clearly defined?
27. If one or two steps join different levels, are they easy to see? Are there markers or arrows?
28. Is your office equipped with a sturdy stepstool or ladder so you can safely reach high objects?
29. Are you familiar with the correct way to use ladders?
30. Do stools have rollers or casters that make them unsafe?
31. Do you know where the fire extinguisher are and how to use them?
32. Do you know where the fire alarms are and whether they connect to the fire department?
33. Are you familiar with fire evacuation procedures for your building?
34. Are you familiar with the procedures in case of fire in your area?
35. Are you familiar with basic first aid procedures?
37. Do you know how to reach the nearest doctor or hospital?