Goliad County

Safety Policy

Handbook

Safety Policy Acknowledgement

I, the undersigned employee, have received a copy of the Goliad County Safety Policy. I have read and understood all portions of this policy and agree to carry it out to the fullest. If there was any portion I did not understand, I asked for and received clarification to my complete understanding.

Employee Name:

Date:

Employee Position:

Employee Work Location:

Employee Signature:

Distribution:

1. The Employee
2. Employee's Supervisor (Initial)
3. Personnel Department (Initial)

The Goliad County Safety Policy Handbook may be periodically revised and updated.

EMERGENCY RESPONSE POLICY

In the event an accident occurs, each employee shall take the necessary EMERGENCY ACTIONS as outlined below:

PERSONNEL INJURIES

Major Injuries: If an employee is injured, it is the responsibility of other employees' in the immediate area to assist the injured. Any available employee on site shall have the responsibility to assess the severity of the injury and is authorized to take the actions as indicated below:

- Provide first aid to injured.
- Take injured person to a physician of the employees choice or the nearest available physician.
- If an ambulance is needed to transport the injured employee contact 911 Goliad County Emergency Medical Service (EMS).

For severe injuries, provide First Aid as necessary, make the injured as comfortable as possible, do not move the injured unless they are subjected to further danger and call or have another employee call 911 for EMS.

Minor Injuries: If the injury is not severe but needs a physician's attention, any available employee shall escort the injured employee to:

A physician of the injured employees choice or the nearest available physician.

ALL INJURIES SHALL BE REPORTED TO THE DEPARTMENT HEAD AS SOON AS PRACTICAL.

FIRE EMERGENCIES

If a fire emergency occurs it is the responsibility of each employee to follow these basic rules in the order indicated:

- Remove any injured persons from any further danger.
- Sound an alert to make all persons in the immediate area aware of the fire emergency.
- Evacuate the facilities.
- Call the FIRE DEPARTMENT at 911
- Give the dispatcher the following information:

1. Your name and a call back telephone number.
2. Exact location of the fire.
3. The extent of the fire
4. Any hazardous conditions which may exist (i.e., any hazardous materials, etc.)

Attempt to extinguish the fire using the proper type of equipment or extinguisher, if it can be done without undue risk.

BOMB THREAT OR EMERGENCY

In the event of a BOMB THREAT OF EMERGENCY, all employees or occupants shall evacuate the endangered facilities a sufficient distance to prevent injury from flying glass and debris and call 911.

HAZARDOUS MATERIALS INCIDENT

Chemical spills or exposure to chemical accidents can be extremely hazardous to employees as well as the environment. Often the chemicals involved can change from a dormant to volatile condition upon exposure to the environment or contact with other materials including air, earth, or water.

A large number of chemicals are heavily regulated by the State and Federal Governments in the event they are released into the environment above specified quantities. It is the responsibility of the employer and employee to be familiar with any of these regulations and hazards which pertain to the chemicals used on their work sites.

In the event a hazardous chemical is spilled, the employee shall follow the following procedure:

- Attempt to clean up the spill only if the employee is aware of all the chemical's hazards and has the proper personal protective equipment to do so, if not;
- Seal off area of spill or barricade with some physical barrier in such a manner that accidental exposure cannot occur.
- Evacuate the area.
- Contact your supervisor and Department Head immediately and inform them of the spill.
- Contact the Goliad County Sheriff’s Office and Fire Department at 911.

GENERAL SAFETY RULES

The following general safety rules shall be applicable to all work areas. These rules, together with those developed by the combined efforts of the department heads and their employees, should prove helpful in promoting safety consciousness and reducing accidents. The rules for specific job functions will be adopted on a departmental basis.

1. Employees shall not turn on, use, repair, or operate any machinery, tool, vehicle, crane, electricity, gas, steam, air, acid, caustic, or other dangerous material or equipment unless employees have had training to do so with completer safety.
2. The supervisor shall not authorize an employee to turn on, use, repair, or operate any machinery, tool, vehicle, crane, electricity, gas, steam, air, acid, caustic, or other dangerous material or equipment until the supervisor is confident that the employee has had sufficient training to do so with complete safety.
3. Safety guards and devices furnished by manufacturers, the departments and/or Goliad County shall be used. Removal or non-use may be authorized only by the supervisor and department head.
4. Approved personal protective equipment shall be worn whenever the exposure indicates the need for it. This equipment will include, but not be limited to head, eye, and ear protection and protective footwear. These rules will be explained at greater length in the "Personal Protective Equipment" section of this manual.
5. Only tools, equipment, and machines that are properly maintained and adjusted may be used.
6. Tools may not be modified, including disengaging safety devices, unless authorized by the supervisor and department head.
7. Floors must be kept free of paper clips, pencils, rubber bands, trash, coffee, food, and any other materials or substance that may constitute a tripping

or slipping hazard. Employees responsible for any such material or substance spilled or dropped shall clean it up immediately.

8. Horseplay, running and practical jokes are prohibited in buildings and all work locations because of potential slipping, tripping, and collision hazards.
9. All unsafe conditions, acts, equipment, procedures or "near miss" accidents must be reported to the supervisor immediately.
10. All accidents and injuries must be reported to the supervisor, department head, and County Treasurer's office.

CLOTHING AND SAFE DRESS

1. Employees will wear clothing appropriate to their work assignments. Clothing will be in reasonably good condition and clean. Dirty clothes are a menace to health and a bad reflection on Goliad County.
2. Supervisors are responsible for informing employees of the appropriate wearing apparel for the particular type work to be performed and the hazards associated with that work. In all cases wearing apparel requirement shall be made with safety in mind.
3. For those working with machinery or in other hazardous operations shirts, blouses, trousers, slacks, etc. should be well fitted with no loose or flowing appendages. When working around machinery long sleeve shirts should be buttoned at the wrist. Working without a shirt will not be permitted.
4. Employees must wear shoes at all times while at work. Shoes, in hazard areas, should be well-fitting with good intact soles and heels and of a style that completely covers the foot. Open-toe shoes or lightweight shoes of the canvas "sneaker" type may not be safe. Safety shoes or safety toe caps are mandatory in foot-hazard areas such as Road and Bridge, Drainage District, Landfill, Maintenance or other areas where foot-hazards are present.
5. Employees with long hair who work around moving machinery must wear adequate hair coverings or in a style to eliminate the possibility of the hair becoming entangled in the machinery.
6. Jewelry such as rings, pendants, necklaces, earrings, watches, etc. shall not be worn whenever they constitute a hazard (i.e., working around moving machinery, electrical, or electronic equipment).

7. Safety clothing required under this section will be purchased by the County and furnished to the employee, excluding footwear.

SAFETY RULES FOR PERSONAL PROTECTIVE EQUIPMENT—GENERAL

1. Protective equipment for eyes, face, head and extremities, protective clothing, respiratory devices and protective barriers shall be provided and used whenever it is necessary by reason of hazards of processes or equipment, chemical hazards, or mechanical irritants encountered in a manner capable of causing injury or impairment in the function of any part of the body through absorption, inhalation or physical contact.
2. In such cases as the employee is providing their own protective equipment the department shall be responsible to assure its adequacy including proper maintenance, and sanitation of such equipment.
3. All personal protective equipment shall meet the following requirements;
    a. They shall provide adequate protection against the particular hazard for which they are designed.
    b. They shall be reasonable comfortable when working under designated conditions.
    c. They shall fit snugly and shall not interfere with the movements of the wearer.
    d. They shall be durable.
    e. They shall be capable of being disinfected.
    f. They shall be easily cleanable.
4. All personal protective equipment shall comply with the standards of the American National Standards Institute, Bureau of Standards, or other recognized authorities.
5. All personal protective equipment shall be maintained in a sanitary and reliable condition at all times. Safety devices, including protective clothing worn by an employee, shall not be interchanged among employees until properly cleaned. Where it has been determined that ordinary cleaning will not remove the risk of infection additional precautionary measures may be taken.

BODY

1. Body protection may be required for employees whose work exposes parts of their body, not otherwise protected as required by other sections of this chapter, to hazardous substances or objects.
2. All employees shall be provided personal protective equipment as prescribed by a chemical's Material Safety Data Sheet (MSDS) and such protective equipment shall be used any time the employee is handling the chemical.
3. Clothing and protective clothing appropriate for the work being done shall be worn at all times. This may include, but not limited to, laboratory coats, rain coats, aprons, jumpsuits, reflective vest, etc.
4. Clothing saturated or impregnated with flammable liquids, corrosive substances, irritants or oxidizing agents shall be removed and shall not be worn until properly cleaned.

EAR

1. Wherever it is not feasible to reduce noise levels or duration of exposure to those noises specified by the safety rules, ear protection shall be provided by the county and worn by the employee.
2. All supervisors whose employees are engaged in noise hazardous operations or who work in noise hazardous areas, will be responsible for ensuring the use of approved hearing protective devices.
3. Protective hearing devices shall be used whenever exposed to hazardous noise (>85 db). The wearing of a hearing protective device when required is a condition of employee.
4. Plain cotton is not an acceptable protective device.
5. Ear protectors should be washed with mild soap and water after use. Dirty equipment may cause the ear to become sore or inflamed.

EYES AND FACE

1. Employees working in locations where eye hazardous substances or injurious light rays are inherent in the work environment shall be safeguarded by means of face and/or eye protection. Suitable screens or shields isolating the hazardous exposure may be considered adequate for nearby employees.
2. The employer shall provide and the employee shall use protection suitable for the exposure.
3. All visitors who are exposed to eye hazardous areas shall be provided protective eye wear by the county on a temporary basis.
4. Face and eye protective devises shall be kept clean and in good repair. The use of this type equipment with structural or optical defects shall be prohibited.
5. Only safety eye wear or face wear which meets the American National Standards Institute (ANSI) Z87 standard is permitted. Even personal "street wear" which has the new FDA approved impact-resistant lenses cannot be substituted for industrial type equipment. The industrial type offers a far greater degree of protection.
6. To protect against radiant energy when welding, burning or cutting, the use of welding type filter lenses shall conform to the following shade specifications:

a	Arc welding over 400 amps	Shade 14
b	Arc welding 200-400 amps	Shade 12
c	Arc welding 75-200 amps	Shade 10
d	Are welding 30-75 amps	Shade 8
e	Heavy gas welding and cutting	Shade 8
f.	Arc welding up to 30 amps	Shade 6
g	Medium gas welding and cutting	Shade 6
h	Light gas welding, cutting and brazing	Shade 5/4

7. Full face shield, chemical splash goggles or hoods with shields, as appropriate, shall be worn when exposed to or handling caustics, acids

or other chemicals as prescribed by the chemicals Material Safety Data Sheet (MSDS). 8. Persons who wear contact lenses face additional eye dangers. In eye hazard areas the contact lens wearer must wear full goggles instead of safety glasses.

FEET

1. Appropriate foot protection shall be required for employees who are exposed to foot injuries from hot, corrosive, poisonous substances, falling object, crushing or penetrating actions, which may cause injuries or who or required to work in abnormally wet conditions.
2. Footwear which is defective or inappropriate to the extent that its ordinary use creates the possibility of foot injury shall not be worn.
3. Safety footwear shall meet the requirement of the applicable ANSI Standard.
4. Full coverage type safety, work or dress shoes must be worn in all shops, laboratories, and other areas that are designed as foot hazard areas. Open type, high heel or canvas shoes shall not be worn in these areas.

HANDS

1. Protection for the hands may be required for employees whose work involves unusual and excessive exposure to cuts, burns or to corrosive, irritating, allergic or other harmful substances.
2. The department shall exercise great care in the supervision of employees with relation to the wearing of gloves when working around machinery. The wearing of gloves by a machine operator is not advisable and the wearing of gauntlet-type glove or loose-cuff type glove around any moving machinery should not be permitted.
3. Employees performing industrial work should equip themselves with general purpose gloves for hand protection against various hazards.

Cotton or fabric gloves are suitable for protection against dirt, slivers, chafing or abrasions. Leather gloves are more effective in resisting moderate heat, chips or rough objects. Special purpose gloves such as chrome-tanned leather gloves for welders and rubber, chemical resistant gloves, etc. should also be considered. 4. Generally, the recommended types of gloves for chemical handling are: vinyl plastic, natural latex and neoprene. Consult the manufacturer's MSDS for the correct glove to wear for that type chemical.

HEAD

1. Employees working in areas where there is a possible danger of head injury from impact, falling and flying objects or from electrical shock and burns shall be protected by protective helmets.
2. Helmets for the protection of employees against impact and penetration of falling and flying objects shall meet the applicable ANSI Standard, Industrial Head Protection.
3. Helmets for the head protection of employees exposed to high voltage electrical shock and burns shall also meet the applicable ANSI Standard.

LIFTING PROCEDURES

GENERAL

Obviously the best means to reduce back injuries is to try to eliminate manual lifting. If this cannot be done, another way is to reduce exposure. This can be accomplished by cutting weight loads, using mechanical aids or rearranging the work place.

In spite of all these efforts, manual lifting cannot be entirely eliminated; therefore you must follow basic rules and instructions on proper lifting procedures. Although manual lifting cannot be eliminated, back injuries can, through the adherence of these rules.

1. In general, the limit of 50 pounds for men and 24 pounds for women has been established for continuous lifting without assistance.
2. Never allow a worker to overexert themselves when lifting. If the load is thought to be more than one person can safely handle, assign another person to help with the lifting.
3. Lift gradually, without jerking, to minimize the effects of acceleration.
4. Keep the load close to the body.
5. Lift without twisting the body.
6. Follow the safe lifting procedures described below.

RULES FOR SAFE LIFTING

1. Wherever possible, design the work place in such a way that manual lifting is eliminated. When this is not possible, try to place heavy objects between 3 and 5 feet off the floor.
2. Your physical condition will determine the amount you can safely lift. Do not attempt to lift objects which are beyond your physical capabilities. GET HELP.
3. Survey you load, test it for weight and bulkiness. If it seems too heavy or is too bulky, get help with either some type of mechanical aid or another person.
4. When lifting:
    a. Be sure your hands are free of grease and dry. Use gloves if necessary.
    b. Never lift while your body is in an awkward position.
    c. If the object to be lifted is a sack stand it up or it is a box stand it on its corner.
    d. Get a good grip on the object with both hands.
    e. Keep the load close to your body.
    f. Place your feet close to the object with one foot beside and one foot behind.

g. Stand in a stable position with your feet facing in the direction of movement.

h. Bend directly over the load and lift primarily with the leg muscles rather than back muscles.

5. While carrying objects:
   a. Do not block you view with the object you are carrying.
   b. Make sure your path is clear and free of any slippery spots and tripping hazards.
   c. Keep on the lookout for any objects which may cause a hand pinching hazard.
6. When setting an object down place it on the corners first to avoid getting hands caught under the object.
7. If carrying a long object such as pipe keep the front end high and the back end low.
8. All employees who must frequently lift heavy objects shall receive training in correct lifting procedures at least once a year.

SAFETY RULES FOR COPY MACHINES

1. There are two basic types of copy machines, dry photo copy copiers which use a powder type toner material and a wet photo copier which sometimes use a combustible hydrocarbon-based toner.
2. All photocopiers, regardless of manufacturer, emit fumes at varying levels. In addition, some individual units and/or brands are more odorous than others. To date, tests have shown that none of the wet or dry photo copiers have been determined to present a health hazard to the user. However, it is recommended that all copiers be located only in work areas which have adequate ventilation.

FLEXIBLE ELECTRICAL CORDS

1. Flexible cords shall be maintained in good repair and must bear the Underwriters Laboratory (UL) label or meet NFPA 70 standards. Cords which are frayed or damaged shall not be used under any circumstances.

2. Flexible cords should be limited to temporary use and never cross pathways unless suitably protected to avoid damage and the creation of tripping hazards.
3. Electrical cords shall never be run under carpets as this will create heat within the cord and a fire may result.
4. Two-wire flexible cords and adapters are not permitted since the equipment is not grounded when connected to them.
5. Never tack cords to walls, etc. and keep cords away from pinch points and hot or wet surfaces. Never string cords across ceilings, over pipes or near sinks. Never place cords or plugs under physical stress or tension.
6. When disconnecting a cord from an outlet, pull the plug itself not the wire.

WASHING WITH SOLVENTS

1. Flammable liquids shall not be used to clean floors, work benches or any surface areas, large or small.
2. Special care shall be taken when using flammable liquids and chemicals formulated for cleaning purposes to clean parts, floors, work benches or any other surface.

OFFICE SAFETY

1. Pencil sharpeners shall not be installed where they might be or cause a striking hazard.
2. Electrical cords on machines, desk lamps or any other electrical device shall be kept in good repair. A periodic inspection by the operators shall be done and if any defect is found, such as broken insulation, the cord must immediately be repaired or replaced.
3. All fans shall be equipped with suitable guards. Fans shall not be placed where they may be struck and/or knocked over.
4. Thumb tacks and other sharp objects shall be placed in containers, not kept loose in desk drawers.

5. Individual upright shelves, lockers and cabinets shall be fastened to floors or walls when there is a possibility of tipping over. Where there are two or more, they shall be fastened together.
6. Not more than one drawer of a file cabinet is to be open at any one time. All drawers shall be closed when not in immediate use.
7. When it is necessary to store materials on top of lockers or file cabinets consideration must be given to the weight, size, shape and stability of these materials.
8. Have defective chairs repaired or replaced promptly. If this cannot be done immediately, the chair must be put in a location which will eliminate its use and a Defective Equipment tag shall be placed on the chair.
9. Do not tilt back in a straight back chair at any time. All four legs of the chair must remain on the floor.
10. Extreme care must be taken when cleaning glass used for desk tops.
11. Use knives, razor blades, scissors or shears with extreme care. Be careful to select the proper tool needed for the job. Cutting edge instruments shall be sheathed when not in use.
12. Pater cutters shall be equipped with a safety bar. Blade spring tension shall be adjusted so that the blade will not fall under its own weight.
13. Desks shall be arranged so that electrical cords or telephone cords do not cause a tripping hazard.
14. Splintered jagged edges or other defects on office furniture shall be promptly repaired or equipment replaced.
15. Spindle (spike) files shall not be used.
16. Before using portable office equipment, be sure it is properly located and not in danger of falling.
17. Never clean, lubricate or work on electrical appliances or equipment while they are in operation. When working on, lubricating or cleaning the appliance the switch shall be in the off position and the equipment unplugged.
18. Protective equipment on machines with moving parts shall not be removed or disabled except for maintenance purposes.

19. Personnel shall not put broken glass in wastebaskets. If a piece of glassware has been broken it is suggested that it be wrapped in heavy paper, marked "Broken Glass" and placed beside the wastebasket for later collection. Good common sense shall be used in the handling of broken glass.
20. Distorted or damaged metal work baskets shall be replaced promptly. It is recommended that this type basket not be used.
21. Small ladders and stands used in some offices shall be equipped with treads of nonslip materials and contain safety feet.
22. Ladders having broken or split side rails or steps shall be removed from service immediately.
23. All departments should strive to keep the back of all electrical equipment, computer terminals, etc., inaccessible to the public.

RULES FOR BUILDINGS

ADMINISTRATIVE RESPONSIBILITY FOR BUILDINGS

The responsibility for the safe conditions of all buildings and equipment therein rests with the departments occupying the building. However, the Loss Control Committee and/or the Maintenance department may be called upon at any time for assistance.

BUILDING INSPECTIONS

Occupants of buildings shall make periodic inspections to keep hazards at a minimum in all areas, including but not limited to areas such as:

1. Good housekeeping practices.
2. Conditions of stair treads, floor tiles and carpeting for tripping hazards.
3. Exposed floor electrical and telephone outlets for tripping hazards.
4. Loose stairway railings.
5. Windows for cracks.
6. Walls and door frames for protrusions.
7. Proper storage of materials.
8. Office furniture and machines in need of repair.
9. Adequate lighting and ventilation.
10. Insects and other pest.
11. Locks on security doors.

Departments shall document the location and description of all discrepancies noted and submit requests for correction to the proper authority.

CORRIDORS AND AISLES

1. Corridors
    a. Every corridor shall not be less than 72 inches in width.
    b. Corridors shall have a clear height of not less than 7 feet measured to the lowest projection from the ceiling.
2. Aisles
    a. Every portion of every building in which there are seats, tables, equipment or similar equipment installed shall be provided with aisles leading to an exit.
    b. Where aisles are required, machinery equipment, parts and stocks shall be so arranged and spaced as to provide not less than 6 feet, 8 inches headroom to a safe means of egress from the building. In existing installations which do not comply with the minimum headroom clearance and is impractical to correct, a suitable warning sign shall be placed near or on the obstruction and padded.

DOORS

1. Exit doors shall open to the outside of the building. When fully opened the door shall not obstruct the exit width or impede the flow of traffic from any other route.
2. Every required exit doorway shall be of a size as required by the adopted Fire Prevention Codes and/or NFPA standards for the occupancy of the building.
3. Exit doors shall operable from the inside without the use of a key or any special knowledge or effort during working hours.
4. A latch or other fastening device on a door shall be provided with a knob, handle, panic bar or other simple type of releasing device, the method of operation of which is obvious even in darkness.
5. A door designed to be kept normally closed as a means of egress, such as a door to a stair enclosure or stairwell, shall be provided with a

reliable self-closing mechanism and shall not at any time be secured in the open position. Signs should be posted on such doors.

6. When a door is required to be equipped with panic hardware, the panic hardware shall cause the door latch to release when sufficient force is applied to the releasing device in the direction of exit travel. No lock, padlock, hasp, bar, chain, other device or combination thereof shall be installed or maintained at any time or in connection with any door on which panic hardware is required if such device prevents or is intended to prevent the free use of the door for the purpose of egress.
7. Unauthorized personnel will not be allowed in mechanical or chemical storage rooms.

EXITS

1. Every building or usable portion thereof shall have at least one exit and shall not have less than two exits where required by Local Fire Prevention Code or NFPA Standards.
2. When more than one exit is required from a building at least two of the exits shall be remote from each other and so arranged and constructed as to minimize any possibility that both may be blocked by any one fire or emergency condition.
3. Exits shall be so located and arranged that they are readily accessible at all times.
4. Exits from a room may open into an adjoining or intervening room or area provided that such area is accessible to the area served and provides direct access to an exit.
5. All exits shall discharge directly to the street or to a yard, court or any other open space that gives access to a public way.
6. No obstructions or storage shall be placed within the required width of an exit.
7. At every required exit doorway and wherever otherwise required to indicate clearly the direction of egress an exit sign shall be provided in accordance with the Local Fire Prevention Code or NFPA Standards.

8. Every required exit sign designating an exit or way of exit shall be so located and of such size, color and design as to be readily visible.
9. No decorations, furnishings or equipment which impairs visibility of an exit sign shall be permitted.
10. Every exit sign shall be suitably illuminated by a reliable light source and maintained on a separate circuit or separate source of power.

GUARDRAILS

1. Guardrails shall be provided on all open sides of unenclosed roof openings, open landings, balconies or porches, platforms, runways, ramps, stairs or working levels more than 30 inches above the floor, ground or other work areas. Wherever guardrail protection is required state or federal standards will be applied.
2. A guardrail shall consist of top rail or equivalent protection and posts and shall have vertical height within the range of 42 inches to 45 inches from the upper surface of the top rail to the floor, platform, and runway or ramp level. Such rails shall be so constructed to withstand a force of 200 pounds applied downward or horizontally at any point.

PLACES OF ASSEMBLY

1. Every place of assembly shall maintain aisles and/or corridors in accordance with the provisions of "CORRIDORS AND AISLES".
2. Where smoking is permitted there shall be provided proper ashtrays and at other convenient places approved noncombustible ashtrays and match receivers shall be provided.
3. Fire extinguishers and/or fire hosed shall be visible and accessible at all time.
4. No person shall permit overcrowding or admittance of any person beyond the approved capacity, as determined by Local Fire Prevention Code and/or NFPA Standards, of any place of public assemblage.
5. No person shall cause or permit any open flame to be used in any place of public assembly except when used in conjunction with approved

heating or cooking appliances or with special approval from the Fire Marshall.

STAIRWAYS

Every stairway or ramp serving a building or portion thereof shall conform to the requirements as set forth in the Local Building Codes, NFPA and other state or federal standards.

Every stairway shall be equipped with a handrail. All stair steps shall be covered with some type of nonslip protection.

WORK SPACE ACCESS

Every permanent elevated location, where there is machinery, equipment or material which is customarily operated, adjusted or otherwise handled shall be provided with a safe platform or maintenance runway. Access shall be by means of either fixed ladders or permanent ramps or stairways.

SAFETY RULES FOR WORK SURFACES

FLOORS

1. All work surfaces such as floors or corridor type areas shall by kept in good repair so that they may be kept clean and orderly. Grease, water or other slippery substances shall not be allowed to accumulate. All spills shall be cleaned up at once.
2. Caution signs shall be placed immediately over the area of a spill or any area that has been mopped and shall remain in place until the area is completely dry and no longer constitutes a slipping hazard.
3. Tripping hazards are a major source of falls and therefore floors and other walking surfaces are to be kept as clear and unobstructed as possible.

4. File cabinets shall be arranged so as to not obstruct walkways. Cabinets and desk drawers have been known to cause accidents; therefore all drawers shall be kept in the closed position when not in use.
5. Electric heaters shall not be used under desks. Dress and/or wastebaskets may catch fire or they may be accidental contact with feet or legs.
6. Boxes of paper or records shall not be stored under desks.
7. Cords must not cross aisles or work floor space without approved type ramps or other protection which eliminates tripping hazards.
8. Permanent electrical outlets on floors shall be highlighted.
9. Mats and gratings or other nonslip materials shall be used in wet process areas and other locations where drainage is necessary or where the floor may remain damp for any length of time.
10. Highly polished floors may present slipping hazards. To minimize this danger, was that is applied to floors should be an approved water emulsion was of the nonslip type and be applied in accordance with applicable instructions.
11. Carpeting shall be laid smoothly and loose or torn floor covering shall be promptly repaired, replaced or removed. Rugs not securely fastened to the floor shall have a rubberized nonslip backing or shall be laid over pads made of rubber or other slip-resistant material.
12. Floor mats that are curling at the corners shall not be used as these can be a trip hazard.
13. Floors shall be kept clear of obstructions around all machinery.
14. All walkways shall be kept clear of obstructions around all machinery.
15. Permanent roadways, walkways and material storage areas in outside yards shall be maintained free of dangerous depressions, obstructions and debris.

FLOOR OPENINGS

1. Floor openings and floor holes into which a person can accidentally walk shall be guarded by either a standard railing on all exposed sides or a

floor hole cover of standard strength hinged in place. When cover is not in place it shall be protected by a removable standard railing.

2. Floor opening covers should be made of solid construction but where there is not exposure to falling materials, grill or slatted coverings with openings not over 1 inch in width may be used. Covers should have nonslip surfaces and set flush.
3. Pits shall be either covered or protected by guardrails. This may be accomplished by moving posts and chain rails or other guard rails which will provide equivalent protection.

LADDERS

1. Straight ladders, step ladders, library type ladders, safety stools and other climbing equipment must be made available as necessary and maintained in a safe condition. Personnel must not be permitted to climb onto cabinets and other furnishings to reach elevated storage items or to work with racks or equipment installed above benches.
2. Ladders shall be maintained in good condition at all times. Ladders that are broken, weak or have missing rungs shall not be used. If such ladders are being used they shall either be repaired immediately or removed from the work site.
3. All ladders and climbing equipment shall be visually inspected for defects before each use and a complete rigorous inspection conducted once a month.
4. Ladders shall not be loaded in excess of the safe capacity for which they were constructed. Long ladders and extension ladders shall be braced to prevent undue deflection.
5. Portable ladders shall be erected at a pitch of 75 degrees for a maximum balance and strength. A simple rule for setting up a ladder at the proper angle is to place the base a distance from the vertical support equal to % of the working length (the length along the ladder between the foot and the top support) of the ladder.

6. Unless suitable handholds are provided, the side rail of all ladders used to serve as a platform shall extend at least three feet above the upper landing.
7. Ladders, other than step ladders, shall be secured against displacement. The following ways are suggested:
   a. By fastening the ladders feet securely to the floor.
   b. By lashing or fastening the ladder at the top.
   c. By installing ladder safety shoes.
8. Ladders shall not be painted in such a manner as to hide the grain structure of defects. Ladders may be kept coated with a suitable transparent preservative material.
9. The lashing of ladders together to increase length is strictly forbidden.
10. Portable metal ladders shall not be used in the vicinity of electrical circuits or in places where they may come in contact with them. Portable metal ladders shall be legibly marked with signs reading "CAUTION - DO NOT UNSE AROUND ELECTRICAL EQUIPMENT" or equivalent wording.
ll. No one shall be permitted to stand and work on the top 3 rungs or cleats of a ladder unless there are members of the structure that provide a firm handhold or the worker is secured by a safety belt.
12. Ladders shall not be placed in pathways, doorways, driveways or any other location where they may be displaced by activities being conducted on any other work unless protected by barriers or guard(s).
13. Ladders shall be stored in such a manner as to provide ease of access and to prevent danger of accident while withdrawing a ladder for use.

Wood ladders, when not in use, should be stored at a location where they will not be exposed to the elements but where there is good ventilation.

Ladders stored in a horizontal position should be supported at a sufficient number of points to avoid sagging and permanent set.

14. For step ladders, the following rules apply:
   a. Step ladders longer than 20 feet shall not be provided.

b. A uniform step spacing shall be not more than 12 inches.
c. A metal spreader or locking devices of sufficient size and strength to securely hold the front and back sections in the open position shall be a component of each step ladder and shall not be disengaged or made inoperable.
d. Never use as a straight ladder. Make sure the step ladder is in the full open position with the spreader or locking device fully engaged.

15. When ascending or descending a ladder the user should face the ladder and maintain a three point contact (two feet and one hand or two hands and one foot). 16. Should a climbing device be found defective during any inspection it shall be removed from service immediately, repaired or tagged in a conspicuous location: **"DANGEROUS DO NOT USE"**

RULES FOR ELECTRICAL SAFETY

GENERAL

1. The following table is helpful in understanding that a very small amount of electrical current is hazardous:

Current in Milliamperes	Effect
2 ma a-c or 10 ma d-c	Threshold of sensation: a strong tingling sensation
10 ma a-c or 60 ma d-c	Let go current, above which one freezes due to muscular contraction
100 ma a-c or 500 ma d-c	Death due to heart fibrillation and paralysis of breathing

The current passing through the body is the key factor in any shock accident. Most of the over 1,000 electrical shock fatalities which occur in the U.S. are due to voltages of less than 400 volts. It is imperative that respect be given all electrical equipment and circuits and that adequate precaution be taken regardless of voltage.

2. Listed below are some electrical safety precautions. Typical body resistance is on the order of 1,000 ohms. Keep your resistance high by keeping hands and feet dry. Shoes must be worn at work and it is preferable that they have rubber soles.

   The removal of rings and watches is recommended. Persons should never hold an energized electrical appliance with wet hands or while wearing wet shoes. Do not touch electrical appliances while working at a sink. Know the location of all power plugs and off switches on all equipment. Assume all electronic gear is potentially lethal.

3. Report all shocks and defective equipment no matter how small it may seem. A shock means something is wrong! The slightest shock when operating an electrical appliance in one location might, in another situation, result in instant death if part of the body made only slightly better contact with the ground or a grounded metallic object.
4. Rely on qualified licensed electricians to do repairs.
5. In case of an accident:
   a. Break connections to victim by turning off the power or use a non conducting object to separate victim and source.
   b. If victim is not breathing begin artificial respiration as quickly as possible. Check for a heartbeat. If no heartbeat start CPR immediately.
   c. Have someone obtain emergency assistance quickly by calling **911.**
   d. In the event of an electrical fire use co2 or all-purpose dry chemical extinguisher only. **NEVER USE WATER ON AN ELECTRICAL FIRE!**

MEANS OF DISCONNECTING

1. All switches, circuit breakers, fuses and other control and protective devices shall be so located or arranged so that they may be safely operated, removed or repaired.
2. Each disconnecting means for motors and appliances and each service, feeder or branch circuit at the point where it originates shall be legibly marked to indicate its purpose unless located and arranged so the purpose is evident. The marking shall be of sufficient durability to withstand the environment involved.
3. Devices intended to break circuit shall have an interrupting capacity sufficient for the voltage employed and for the current that must be interrupted.

FLEXIBLE CORDS

1. Flexible cords shall be used only for: 1) pendants 2) wiring of fixtures 3) connection of portable lamps or appliances 4) elevator cables 5) wiring of cranes and hoists 6) connection of stationary equipment to facilitate their frequent interchange 7) prevention of the transmission of noise or vibration 8) fixed or stationary appliances where the fastening means and mechanical connections are designed to permit removal for maintenance and repair or 9) data processing cables.

2. Flexible cords shall not be used: 1) as a substitute for the fixed wiring of a structure 2) where run through holes in walls, ceilings or floors 3) where run through doorways, windows or similar openings 4) where attached to building surfaces or 5) where concealed behind walls, ceilings or floors.

3. Flexible cords shall be used only in continuous lengths without splice or tape when initially installed. The repair of hard service flexible cords #12 and larger shall be permitted if the completed splice retains the insulation, outer sheath properties, flexibility and usage characteristics of the cord being spliced.

4. Flexible cords shall be so connected to devices and to fittings so that tension will not be transmitted to joints or terminal screws. This shall be accomplished by a knot in the cord, winding with tape, by a special fitting design for that purpose or by other approved means which will prevent a pull on the cord from being directly transmitted to the joints or terminal screws.

GROUND-FAULT CIRCUIT PROTECTION

1. To protect employees using portable equipment in outside, wet, or other hazardous location; ground-fault interrupters (GFCI) shall be used at ail times when these conditions exist.
2. All 120-volt, single phase, 15 and 20-ampere receptacle outlets in outdoor, wet or other hazardous locations shall have approved ground-fault circuit interrupters.

GROUNDING EQUIPMENT CONNECTED BY CORD AND PLUG

1. Under any of the conditions described in (a) through (e) below, exposed non-current carrying metal parts of cord and plug connected equipment likely to become energized shall be grounded:
   a. In hazardous location where flammable liquids or gases are or may be present;
   b. Where operated at over 150 volts to ground, except motors, where guarded or metal frame of electrically heated appliances;
   c. Potentially hazardous portable, hand held, motor operated tools and appliances such as drills, wet scrubbers, sanders and saws;
   d. Cord and plug connected appliances used in damp or wet locations or by persons standing on the ground or on metal floors or working inside of metal tanks or boilers;
   e. Portable tools likely to be used in wet and conductive locations.

EXCEPTION #1: Portable tools or lighting likely to be used in wet and conductive locations shall not be required to be grounded where supplied through an isolating transformer with an ungrounded secondary of not over 50 volts.

EXCEPTION #2: Listed portable tools and appliances protected by an approved system of double insulation, or its equivalent, shall not be required to be grounded. Where such a system is employed, the equipment shall be distinctly marked.

GROUNDED FIXED EQUIPMENT

1. Exposed non-current carrying metal parts of fixed equipment likely to become energized under abnormal conditions shall be grounded when they are:
   a. Within 8 feet vertically or 5 feet horizontally of ground or grounded metal objects and subject to contact by persons
   b. Located in a wet or damp location and not isolated
   c. In a hazardous location
   d. Supplied by a metal-clad, metal-sheathed or metal-raceway wiring method
   e. Operated with any terminal at over 150 volts to ground. **EXCEPTION #1:** Enclosures for switches or circuit breakers used for other than service equipment and accessible to qualified persons only. **EXCEPTION #2:** Metal frames of electrically heated devices, exempted by special permission, in which case the frames shall be permanently and effectively insulated from ground.
2. Exposed, non-current carrying metal parts of the kinds of equipment described in (a) through (e) below, regardless of voltage, shall be grounded.
   a. Switchboard frames and structures supporting switching equipment; **EXCEPTION:** Frames of DC, single-polarity switchboards where effectively insulated.

b. Generator and motor frames in an electrically operated organ; **EXCEPTION:** Where the generator is effectively insulated from ground and from the motor driving it.
c. Motor frames
d. Enclosures from motor controllers
e. Electric equipment for elevators and cranes

GROUNDING OF LIVE PARTS

1. Live parts of electric equipment operating at 50 volts or more shall be guarded against accidental contact by approved cabinets or other forms of approved enclosures or by:
   a. Location in a locked room, vault or similar enclosure that is accessible only to qualified persons;
   b. Suitable permanent, substantial partitions or screens so arranged that only qualified persons will have access to the space within reach of the live parts;
   c. Location on a suitable balcony, gallery or platform so elevated and arranged as to exclude unqualified persons.
2. Entrance to rooms and other guarded locations containing exposed live parts shall be marked with conspicuous warning signs forbidding unqualified persons to enter.

METHODS OF GROUNDING

1. The grounding connection for metal non-current carrying equipment shall be made on the supply side of the service disconnecting means. The path
2. to ground from circuits, equipment and conductor enclosures shall:
   a. Be permanent and continuous
   b. Have ample carrying capacity to conduct safely any currents liable to be imposed on it
   c. Have impedance sufficiently low to limit potential above ground and to facilitate the operation of the overcurrent devices in the circuit.

3. Metal non-current carrying, fixed equipment where required to be grounded shall be grounded by an equipment grounding connector contained within the same raceway, cable, cord or otherwise run with current conductors. The conductor cover shall have continuous outer finish that is either green or green with one or more yellow stripes. **EXCEPTION:** An insulated grounding conductor larger than #6 shall, at the time of insulation, be permitted to be suitably identified as a grounding conductor at each end and at every point where the conductor is accessible.
4. Non-current carrying metal parts of cord and plug connected equipment (portable), where required to be grounded, shall be grounded by one of the methods described below:
    a. Use of a metal plate on the conductor supplying such equipment, if grounding type attachment plug, when one fixed grounding contact is used for grounding the metal enclosure. The attachment plug should be secured to the metal plate and to the equipment by connectors that are approved for that purpose.
    b. Use of a grounding conductor run with the power supply conductors in a cable assembly or flexible cord properly terminated in a ground type attachment plug with one fixed grounding contact. The covering shall have a continuous outer finish that is either green or green with one or more stripes.
    c. Use of separate flexible wire or strap, insulated or bare, protected against physical damage.
5. Any work performed on County facilities shall be in compliance to the National Electrical Code.

OUTDOOR CONDUCTOR CLEARANCES

1. For outside wiring all conductors shall comply with the clearances specified below: MINIMUM CLEARANCE (0-750 VOLTS)

    Above and along thoroughfares.....20 feet

    Above area where it is possible to drive vehicles..... 16 feet

Above areas accessible to pedestrians only..... 12 feet

Above structures..... 8 feet

Distance away from windows, doors, scaffolds or

Other locations shall be maintained not less than ..... 3 feet

WORK PROCEDURES

1. Only qualified persons shall work on energized equipment and/or wiring.
2. No employee shall work in such proximity to any part of an electric power circuit unless the employee is protected against electrical shock by de-energizing the circuit and grounding it or by guarding it by effective insulation or other means.
3. Suitable protective equipment or devices shall be provided and used on or near energized equipment for the protection of employees where there is a recognized hazard of electrical shock or burns. In lieu of protective equipment, barriers may be used to provide protection from exposed energized equipment.
4. Equipment or circuits that are energized shall be rendered inoperative and have tags attached at all points where such equipment or circuits can be energized.
5. All reasonable means shall be provided to bar unauthorized persons and/or equipment from the immediate vicinity of the work in progress.

WORKING CLEARANCES

1. Sufficient access and working space shall be provided and maintained around all electrical equipment to permit ready and safe operation and maintenance of such equipment.
2. The dimensions of the working space in the direction of access to live parts operating at 600 volts or less which require examination, adjustment, servicing or maintenance while live shall not be less than indicated in the table below. In addition to the dimensions shown in the

table, the work space shall not be less than 30 inches wide in front of the electrical equipment. 3. Distances shall be measured from the live parts if such are exposed or from the enclosures front or opening if such are enclosed. Concrete, brick or tile walls shall be considered as ground.

WORKING CLEARANCE TABLE

VOLTAGE TO GROUND	MINIMUM CLEAR DISTANCE IN FEET		
	*Conditions		
	a	b	c
0 - 150	21/2	3	
151 - 600	21/2	31/2	4

*Conditions:

a. Exposed live parts on one side and no live parts on the other side of the working space.

b. Exposed live parts on one side and grounded parts on the other side.

c. Exposed live parts on both sides of the working space.

3. Working space required by this section shall not be used for storage.

4. At least one entrance of sufficient area shall be provided to give access to the working space around electrical equipment.

5. Adequate illumination shall be provided for all working spaces around electrical equipment. The light outlets shall be so arranged that persons changing lamps or.making repairs on the lighting system will not be endangered by live parts or other equipment.

6. The minimum headroom of working spaces about switchboards, panel boards and control centers which require manual operation or where there are live parts exposed at any time shall be 7 feet.

ENVIRONMENTAL SAFETY RULES

ILLUMINATION

1. Adequate lighting shall be provided in all parking, walking, working and employee recreational areas.
2. Lighting shall be free of excessive glare, brightness, shadows, etc.
3. There shall be reasonable and sufficient amount of lighting in all working areas. Lighting amounts are measured with a light meter and expressed in foot candles.
4. Area within a work place or building shall require different amounts of lighting applicable to the activities. The following are energy saving light levels that shall be considered the minimum acceptable:
    a. Office and shops:
    60 to 80 foot candles, depending on need. Desk lamps shall be used where higher levels of light are necessary for more difficult or tedious work activities.
    b. Hallways, stairs, public traffic areas:
    10 foot candles
    c. Outdoor walkways and parking lots.
    d. Restrooms, dressing rooms and showers:
    10 foot candles

6. Where it is not practical or feasible to achieve an adequate amount of quality lighting, the following supplementary lighting requirements shall be provided:
    a. Supplementary lights should be permanently mounted in a location to produce the best possible lighting.
    b. The lights shall be mechanically and electrically rigged to withstand possible rough handling.
    c. Lamps shall be equipped with adequate durable guards.

d. Guards or other means shall protect the user from excessive heat.
e. All possible precautions shall be taken to prevent electrical shock to the user (via applicable electrical codes).

7. All lighting equipment shall be maintained and kept in good repair, so as to eliminate problems such as blinking lights, delayed or slow lighting following turning on a switch, excessive noise from fluorescent starters and switches, etc.

NOISE CONTROL

1. All work areas where excessive noise is present shall be inspected and tested for permissible noise exposures by qualified personnel.
2. Work areas found to produce noise exceeding allowable limits shall implement feasible administrative and engineering noise control technology in an effort to comply with permissible noise exposures.
3. When all efforts to reach acceptable noise levels have failed, protective equipment shall be provided.
4. Exposure to impulsive or impact noise shall be within acceptable noise range.
5. Consideration shall be given to noise levels within classrooms, conference rooms and private rooms.
6. Engineering controls such as enclosures and partitions are the recommended method or noise control. Personal protective equipment such as ear plugs and special ear muffs which screen out harmful sound while allowing conversational tones to be heard can be used on a temporary basis or when engineering methods do no work.
7. Consideration shall always be given so as to limit the time spent in a noisy work area.

FIRE PROTECTION RULES

GENERAL

1. All work areas and buildings shall comply with the Local Fire Prevention Code and/or the NFPA Pamphlet 101, Life Safety Code.
2. A member of the Loss Control Committee and the Loss Control Coordinator shall make a formal fire prevention inspection, using appropriate checklists, of every building under the jurisdiction of Goliad County at least once a year.
3. All fires, regardless of how minor or if burned out prior to discovery, shall be reported orally or in writing to the Loss Control Committee as soon as possible. As in the case of accidents and injuries, the information derived from these reports will materially assist in identifying those areas and conditions which are particularly fire hazardous.
4. In corridors, stairways, lobbies, passageways and balconies used as required exits all drapes, curtains, drops and other similar material, including Christmas trees that would tend to increase the fire and panic hazard shall be made from non-flammable materials or shall be treated and maintained in a flame-resistant condition by means of a flame-retardant solution or process approved by the Fire Chief. In addition, exit lights, fire alarms, wet standpipe hoe cabinets and fire extinguisher locations shall not be concealed by any decorative materials.

FIRE EXTINGUISHERS

Portable fire extinguishers are designed to cope with fires of limited size and are necessary even though the property is equipped with automatic sprinklers, standpipe hose and other fixed extinguishing systems.

1. Portable extinguishers shall be maintained in a fully charged and operable condition and kept in their designated places at all times when not in use.

2. Extinguishers shall be conspicuously located where they will be readily accessible and immediately available in the event of a fire. They shall be located along normal paths of travel including exits from an area.
3. Extinguishers shall not be obstructed from view. In large rooms and in certain locations where visual obstructions cannot be avoided, conspicuous means such as signage shall be provided to indicate the location of extinguishers.
4. Extinguishers shall be installed on hangers or the brackets provided or mounted in cabinets. These mounting locations should not be less than three feet (3') or more than five feet (5') from the floor.
5. Extinguishers mounted in cabinets or wall recesses shall be placed in a manner such that the extinguishers operating instructions face outward.
6. Fire extinguishers shall be provided for the protection of the building structure, the occupancy hazards contained therein and for protection of life.
7. The number, size, type and location of all portable fire extinguishers shall be in compliance with regulations set forth in the Local Fire Prevention Code and/or the NFPA Standards.
8. All fire extinguishers under the control of Goliad County shall be inspected by a State Certified extinguisher service at least once a year or as necessary.
9. Extinguishers shall be inspected to ensure they are in their designated spaces, to ensure they have not been activated or tampered with and to detect any obvious physical damage, corrosion or other impairments. This inspection is to be done by a designated County employee in work area.
10. Extinguishers removed from the premised to be recharged or repaired shall be replaced by spare extinguishers during the period they are gone.

STANPPIPE, HOSES AND HYDRANTS

1. Hose outlets shall be within easy reach of a person standing on the floor and in no case should be over six feet (6') from the floor. Hose stations shall be located conspicuously within the immediate area and where

they are not likely to be obstructed. In buildings divided by numerous partitions, standpipes be so located that the streams can be provided in any room.

2. Each hose outlet provided for the use of building occupants shall be equipped with no more than seventy-five (75') of approved small fire hose attached and ready to use.
3. Nozzles shall be attached to each hose.
4. A hose valve shall be provided at each standpipe outlet for attachment of hose.
5. Inspections shall be made frequently to assure that hoses are in proper position on racks and the standpipe system and fire hydrants are in good operating condition.

RULES FOR THE STORAGE AND HANDLING OF

FLAMMABLE LIQUIDS AND MATERIALS

GENERAL

1. All procedures for handling and storage of flammable liquids and materials shall be in compliance with the NFPA Pamphlet 30 and Local Fire Protection Codes. It shall be the supervisor's responsibility to ensure compliance with NFPS 30 and the Local Fire Protection Code.
2. Limit the quantities of all flammable liquids to those actually necessary. This limit shall be determined and stated by the supervisor of a particular work area.
3. Prohibit smoking and eliminate other possible ignition sources wherever flammable liquids are stored or used.
4. Avoid sparks from static electricity generated by pouring, connect dispensing and receiving containers (if metal) by a suitable electrical conductor.
5. Provide fire barriers, fire alarms and fire equipment, as appropriate, at all locations of flammable liquid storage and use.
6. Prevent accumulation of flammable vapors by careful handling of flammable liquids and providing adequate ventilation.
7. Use only approved containers, e.g., safety cans or metal drums, for all

transportation and handling of flammable liquids. In no case shall flammable liquids be stored in glass containers unless they were provided as original packaging by the manufacturer of the product.

8. Safety cans must be equipped with automatic closure for evaporation control and over pressure relief. They must be equipped with flame arrestors and Teflon gaskets at all openings.
9. Label every container used for flammable liquids with the name of the material and the words **"DANGER-FLAMMABLE KEEP AWAY FROM HEAT, SPARKS AND OPEN FLAMES KEEP CLOSED WHEN NOT IN USE"**
10. All flammable materials, in excess of 10 gallons, stored within an office must be stored in safety cabinets which must be of double wall construction with a three point locking door and a two inch sill at the bottom of the door. A label must be attached to the front doors which reads: **"FLAMMABLE - KEEP FIRE AWAY"**

VAPORS

1. Ventilation shall be sufficient so that under normal operating conditions concentrations of flammable vapors or gases in buildings, rooms or similar places shall not exceed twenty percent (20%) of the lower explosive limit for such vapors.
2. No sources of ignition shall be permitted in any location, indoors or outdoors, where the concentration of the flammable gases or vapors exceeds or may reasonable be expected to exceed twenty percent (20%) of the lower explosive limit in the working atmosphere. Tests shall be made to ascertain that this limit is not exceeded before a source of ignition is introduced into such location and such tests shall be repeated frequently.
3. All ignition sources, such as **"SMOKING, CUTTING, WELDING OR GRINDING"** are forbidden in any location where flammable vapors are or could be present.

COMPRESSED GAS

1. All compressed gas cylinders, regulators and hoses shall be visually inspected for damage or potential problems before each use.
2. Cylinders shall be stored in well-protected, well-ventilated and dry locations at least twenty feet (20') from highly combustible materials such as oil or grease.
3. Cylinders may be stored in the open, but in such cases, protection is needed against weather, dampness of the ground and should be shaded against the direct rays of the sun. Bulk storage cylinders should be chained and security measures taken to prevent tampering or loss.
4. Do not place cylinders where they may become a part of an electrical circuit.
5. All gas cylinders in service or storage, empty or full, shall be securely held upright in substantial racks or secured to other rigid structures so that they will not fall or be knocked over.
6. During storage or transportation, cylinder caps shall be in place.
7. All cylinders are to be considered full unless properly identified as empty. Empty cylinders shall be returned to the supplier and not be permitted to accumulate. To prevent contamination and even explosive mixtures in cylinders, always leave at least 20 psi minimum pressure in all "empty" cylinders. Do not leave empty cylinders attached to a pressurized system or with the valve in the open position.
8. Gas cylinders in portable service shall be conveyed by suitable trucks to which they are securely fastened. During movement, cylinder caps shall be in place.
9. Compressed gas cylinders shall be legibly marked, for the purpose of identifying of the gas content, with either the chemical or trade name of the gas. Such shall be by means of label which reflects industrial labeling standards, shall be located on the shoulder of the cylinder and shall not be readily removable.

10. Cylinders should not be accepted unless the cylinder contents are clearly labeled. Do not accept cylinders which are damaged or do not have a valve protection cap.
11. Oxygen cylinders shall never be stored near highly combustible materials or other fuel gas cylinders, nor near any other substances likely to cause or accelerate fire. Systems used for other gases must never be used for oxygen.
12. Extreme care must be taken to see that all oxygen cylinders and fittings are free of any oils or grease.
13. Never attempt to mix gases in a cylinder.
14. Never force a gas cylinder valve. If the valve cannot be opened by the wheel or small wrench provided, the cylinder must be returned to the supplier.
15. Use Compressed Gas Association (CGA) approved fittings and components.
16. Each department supervisor shall determine that compressed gas cylinders his/her control are in a safe condition by means or visual or other appropriate inspections. Cylinders with a distinct visual bulge shall be removed from service and returned to the supplier.
17. Compressed gas cylinders shall have pressure relief devices installed and maintained in accordance with requirements of the Compressed Gas Association. Types of safety relief devices include: Frangible disc, Fusible plug or Safety relief valves.
18. Piping used with compressed gases shall meet CGA Standard.
19. Compressed Gases shall not be used for purposes other than for which it is designated.

SAFETY RULES FOR MACHINERY AND MACHINE GUARDING

GENERAL

1. Machine guarding shall be provided to protect the operator and other persons in the machine area from injury as a result of coming in contact with the work in process and/or moving parts of the mechanical motions of the machines.
2. Guards shall be affixed to the machine where possible and secured elsewhere if for any reason attachment to the machine is not possible. The guard shall be such that it does not offer an accident itself.
3. The point of operation of any machine, whose operation exposes an employee to injury, shall be guarded.
4. The guarding device shall be in conformity with appropriate standards or be so designed as to prevent the operator from having any part of their body in the danger zone during the operation of the machine.
5. The guarding of the moving parts of equipment used for the transmission of power, shafts, belts, pulleys, and gears is in effect as with other machinery with moving parts.
6. There shall be conspicuously displayed permanent signs at all machines driven by electric motors that are controlled by fully automatic starters and which may injure employees, giving warning that the machines are automatically controlled and may start at any time.

ABRASIVE WHEELS

1. Abrasive wheels shall be used only on machines which have a safety guard whenever possible.
2. Such safety guards shall be hoods of such design and construction as to effectively protect the employee from flying fragments of a bursting wheel insofar as operation will permit.
3. The hood guard shall cover the spindle end, nut and flange projections. The safety guards shall be mounted so as to maintain proper alignment

with the wheel and the strength of the fasteners shall exceed the strength of the guard.

4. On off-hand grinding machines work rests shall be used to support the work. They shall be of rigid construction and kept adjusted closely to the wheel with a maximum opening of one-eighth inch (1/8") to prevent the work from being jammed between the wheel and the rest.
5. An adjustable tongue-guard shall be installed at the top end of the hood guard and clearance to wheel periphery shall not exceed one-fourth (1/4").
6. Immediately before mounting, all wheels shall be closely inspected and sounded by the user (ring test) to make sure they have not been damaged. The spindle speed of the machine shall be checked before mounting of the wheel to be certain that it does not exceed the maximum operating speed marked on the wheel.

CLEANING. REPAIRING AND SERVICING

1. Machinery or equipment capable of movement shall be stopped and the power source locked off or disengaged to prevent inadvertent movement during cleaning, servicing or adjusting operations.
2. Every power driven piece of equipment with lockable controls or readily adaptable to lockable controls shall be locked out or positively sealed in the OFF position during repair work. Machines not equipped with lockable controls shall be considered in compliance with this section when positive means are taken, such as de-energizing or disconnecting the equipment from its source of power or other action which will prevent the machine from inadvertent movement.
3. A significant number of accident prevention tags or signs and padlocks or other similarly effective means shall be provided and used. Signs, tags or padlocks shall have means by which they can be readily secured to the controls.
4. If the machinery or equipment must be capable of movement during this period in order to perform the specific tasks, the employee shall minimize the hazard of movement or the use of extension tools

(extended swabs, brushes, scrapers) or other means or methods. Employees shall be made familiar with the safe use and maintenance of such tools by thorough training.

WOODWORKING EQUIPMENT

1. Circular hand-fed rip and cross-cut table saws shall be guarded by a hood which shall completely enclose that portion of the saw above the material being cut. The hood and mounting shall be arranged so that the hood will automatically adjust to the thickness of and remain in contact with the material being cut. All exposed parts of the saw blade under the table shall be furnished with a spreader. Each circular rip saw shall be provided with anti-kickback fingers or dogs.
2. A hood or guard shall be used that will cover a self-feed circular rip saw to at least the depth of the teeth. The hood or guard need not rest upon the table nor upon the material being cut but shall extend to within one-half inch (1/2") of the stock being worked. A spreader shall be provided except where a roller wheel is provided in the back of the saw. Every self-feed circular rip saw shall be equipped with an anti-kickback device installed on the in-feed side.

METALWORKING EQUIPMENT

1. Drill presses should have the spindle enclosed as completely as possible. The key shall not be left in the chuck. When of small size the work shall be firmly clamped and a center punch used to score the material before the drilling operation is started. If the work should slip from the clamp NO ATTEMPT SHALL BE MADE TO STOP IT WITH THE HANDS.

MACHINES. MISCELLANEOUS

1. All machinery used by an employee of Goliad County which, due to unsafe practices, may present some type of injury to the operator shall have a Job Safety Analysis performed and will be made a part of this document and be place as an appendices. The Job Safety Analysis will be developed by the supervisor of the work stations where the equipment

is used. One the Job Safety Analysis is developed; the supervisor will review each procedure with the Department head and use the document as part of a new employee training program. 2. From time to time as changes, deletions or additions are needed to the Safety Policy Handbook, they can originate from individuals, departments or others. The procedure for consideration shall be reviewed by the Loss Control Committee, who will recommend action to the Goliad County Commissioners Court for their formal action of adoption or rejection.

RULES FOR SHOP SAFETY

1. Personnel shall not be permitted to operate any machinery until they have been instructed as to the hazards and the proper operation of such equipment and the use of protective devices.
2. All floors shall be kept in good repair and shall be free from protruding nails, splinters, holes, unevenness and loose boards. Effective means shall be provided to prevent slipping.
3. Aisles shall be of sufficient width to permit the uncrowded and safe passing of personnel, trucks or materials. Where practical, lines shall be painted on the floor or some similar method shall be employed to physically make aisles.
4. During all working periods each working area, operation or process shall be adequately lighted and harmful glare minimized.
5. Tools, machines, devices or equipment that is hazardous because of defects or other conditions shall not be used until suitably repaired.
6. Areas around machines shall be kept clear of obstructions and in non-slippery condition. Spilled oil, grease or other substances which may cause a slipping hazard shall be cleaned up immediately.
7. Do not clean chips or fillings from the surfaces of machines with compressed air or with hands; a brush or hood should be used. Where general cleaning of machinery or equipment by compressed air is considered necessary, the pressure shall be reduced to the minimum to

accomplish the work. If this is to be done, all persons in the area must wear protective safety goggles.

8. Cleaning one's clothes with compressed air is prohibited.
9. When using portable electrical equipment around machine tools, keep all cords away from moving parts.
10. Do not store hand tools on machines. Keep them in their assigned location.
11. Loose, flowing or torn clothing, gloves, neckties, long sleeves and rings or bracelets shall not be worn around machinery with exposed moving parts such as band and circular saws, drill presses, grinders, jointers and planers, lathes and sanders. Snug fitting clothing shall be worn.
12. Goggles or face shields shall be worn when grinding, using compressed air to clean or any time there is a danger of flying objects.
13. Gloves are not to be worn around rotating machinery unless hard or rough materials are being handled. If gloves must be worn due to sharp material, then extreme care must be taken to prevent their being caught in the machinery.
14. All guards on machines are to be in place and properly adjusted and in working order before starting the machinery.
15. All gear and belt guards must be in place before machinery is started.
16. Machine guards must be kept in place at all times unless removal is authorized for repairs or cleaning.
17. Be sure all is clear before starting any machine.
18. Dull, badly set and/or improperly filed tension saws shall be immediately removed from service as soon as they begin to cause the material to stick, jam or kickback when it is fed to the saw at normal speed. A saw to which "gum" has adhered shall be cleaned immediately.
19. A "push stick" made of a narrow strip of wood or similar material with a notch cut in one end and sharpened at the other end to provide a good hand grip shall be used to push material through saws where there is a possibility of the operator's hands coming in contact with the saw blades.

20. A jig or fixture shall be used when cutting or forming irregular pieces or oblique angles.
21. All projecting keys, setscrews and other projections in revolving parts shall be made flush or guarded by a substantial metal cover as practicable.
22. All power saws shall be guarded underneath and behind the table to prevent possible human contact.
23. A mechanical or electrical power control shall be provided on each machine which will make it possible for the operator to cut off power from the machine being operated without leaving their position at the point of operation.
24. Each activity whose operations create dust, shavings, chips or slivers shall be equipped with an exhaust system, either continuous or automatic in action, of sufficient strength and capacity to remove such refuse from the points of operation and immediate vicinities or machine and work place.
25. Do not oil, repair or clean machinery while it is in motion.
26. Do not use electrical equipment or machines with frayed or otherwise deteriorated insulation.
27. Electrically driven portable machinery as well as fixed electrical equipment shall have a frame grounded.
28. Machines designed for a fixed location shall be securely anchored to prevent movement during operation.
29. Safety shoes should be worn where there is a possibility of dropping objects. Footwear which is defective or inappropriate to the extent that ordinary use creates possibility of foot injury (open toed sandals or tennis shoes) shall not be worn in shops.
30. Do not attempt to remove foreign objects from the eyes or body; obtain proper medical treatment.
31. In all cases of injury, no matter how minor, report to your supervisor.

BAND SAW SAFETY PROCEDURES

1. Proper safety eye protection shall be worn at all times while operating band saws.
2. Adjusting guards should be kept as close over the point of operation as the work permits.
3. When a band breaks, shut off the machine and stand clear until the machine stops.
4. Never stop a machine by pushing material against the band.
5. A cracked saw blade should never be used. A "click" as the blade passes through the work denotes a cracked blade.

CIRCULAR SAW SAFETY PROCEDURES

1. Proper safety eye protection shall be worn at all times while operating circular saws.
2. Do not stand directly in line with work being fed through the saw. Stand to one side.
3. Use the proper saw for the job to be accomplished. Never use a rip saw for cross cutting nor use a cross cut saw for ripping.
4. See that the saw blade is in good condition before using. This means sharp, unbroken, free from cracks and the proper blade for the material being cut.
5. Never reach over the saw to obtain materials from the other side.
6. When shutting off power, never stop the saw quickly be thrusting a piece of wood against it. Be sure the saw blade has come to a complete stop before leaving it unattended.
7. A pusher stick shall be used whenever the size or shape of the piece requires the hands to be near the saw blade.
8. Never oil the saw or change the gauge while the saw is running.
9. The appropriate guards must be kept in place at all times.

10. Speed of saw: The peripheral speed of a circular saw shall not exceed twelve-thousand feed (12,000') per minute unless the saw has been manufactured for a higher speed and is so marked.

DRILL PRESS SAFETY PROCEDURES

1. The proper safety eye protection shall be worn at all times while operating a drill press.
2. When tightening drill, chuck or drill press be sure to remove release key before starting the machine.
3. An operator should never attempt to loosen the chuck of a tapered shank unless the power has been turned off.
4. Run the drill only at the correct speed. Forcing or feeding too fast may cause broken drills and result in serious injury.
5. When chucks are being removed from the spindle, the spindle should be lowered close to the table so that the chuck will not fall.
6. Never use the hands to remove drillings from the work.

GRINDING SAFETY PROCEDURES

1. Proper protective eye wear must be worn at all times while grinding. The eye wear includes a face shield, safety goggles or cover goggles.
2. All abrasive wheel machinery shall be equipped with protective hoods which shall be of such design and construction as to protect the user from flying fragments of a bursting wheel insofar as the operation will permit.
3. Grinding wheels shall be equipped with tool rests which are set not more than one-eighth inch (1/8") from the wheel.
4. The side of an emery wheel shall not be used for grinding unless it is a special type wheel for that purpose.
5. Stand to one side when starting up a machine and do not exert great pressure on the wheel until it has had time to warm up.

6. Remove from service and report to your supervisor immediately any broken, cracked or otherwise defective wheel.
7. Mounting a new wheel to a grinder should be done by a trained and experienced person.
8. Never use a wheel that has been dropped or has received a heavy blow, even though there is no apparent damage. The wheel may be weakened to a point where use will cause it to fly apart.
9. An abrasive wheel shall not be operated at a speed in excess of that recommended by the manufacturer of the wheel.

SAFETY RULES FOR TOOLS: HAND AND PORTABLE POWER

1. All hand tools shall be maintained in a safe condition free of worn or defective parts.
2. All tools shall be restricted to the use for which they are intended and should be used only by those employees who are required and qualified to use such tools.
3. Tools having mushroomed heads, split or defective handles, worn parts or other defects that impair their strength or render them unsafe for use shall be removed from service and shall not be reissued until the necessary repairs have been made.
4. Goggles shall be worn by persons using hand tools when there is a possibility of flying chips or other materials.
5. Listed below are some condition requirements for specific hand tools:
    a. Most file or rasp shall be equipped with a securely fitted, substantial handle.
    b. Care shall be taken to select a screwdriver of the proper size to fit the screw. No screwdriver with a split or splintered handle shall be used. The point shall be kept in proper shape with a file or grinding wheel and the screwdriver shall not be used as a substitute punch, chisel, or nail puller.

c. Only wrenches in good condition shall be used: a bent wrench, if straightened, has been weakened and shall not be used. Also, watch for sprung jaws on adjustable wrenches. Always pull toward yourself, never push since it is easier to brace against a backward pull than a sudden lunge forward should the tool slip or break.
d. Pliers shall be kept free from grease and oil and the teeth or cutting edges shall be kept clean and sharp. The fulcrum pin, rivet or bolt shall be snug but not tight.
e. Only saws that are sharp and properly set shall be used. A crosscut saw shall be used for cutting across the grain; a rip saw for cutting with the grain.
f. Hack saws should be adjusted in the frame snug and tight enough to prevent bucking. The number of teeth per inch should be selected for the work. Pressure should be on the down stroke only.
g. Wrecking bars and crowbars shall be kept sharpened and free from burrs.
h. Before shovels are used, they shall be inspected by the worker to be sure they have strong, smooth handles and grips free from splinters and that the blades are smooth and sharp.

POWERED TOOLS

1. Portable power tools shall be kept cleaned, oiled and repaired. They shall be carefully inspected before use. The switches must operate properly and the cords are clean and free from defects. The plug shall be clean and sound.
2. All portable tools capable of receiving guards and/or designed to accommodate guards shall be equipped with such guards so as to prevent the operator from having any part of his/her body in the danger zone during operating cycle.

3. All electric powered portable tools with exposed non-current carrying metal parts of cord and plug connected equipment which are liable to become energized shall be grounded. Portable tools protected by an approved system of double insulation or its equivalent need not be grounded. Where such an approved system is employed, the equipment shall be distinctly marked.
4. All hand held powered tools of a hazardous nature such as circular saws have a blade diameter greater than two inches (2"), chain saws, percussion tools, drills, tappers, fastener drivers, grinders with wheels greater than two inches (2") in diameter, disc sanders, belt sanders, reciprocating saws, saber, scroll, and jig saws with blade shanks greater than one-fourth inch (1/4"), and other similarly operating powered tools shall be equipped with a constant pressure switch or control that will shut off the power when the pressure is released. Other than circular saws, chain saws and percussion tools, these tools may have lock-on control provided so that "turn off" can be accomplished by a single motion of the same finger or fingers that turn it on. All other less hazardous hand held powered tools, such as routers, may be equipped with a positive "on-off" control.
5. Portable circular saw having a blade diameter over two inches (2") shall be equipped with guards or hoods which will automatically adjust themselves to the work when the saw is in use, so that none of the teeth are exposed to contact above the work and when withdrawn from the work the guard shall completely cover the saw to at least the depth of the teeth. The saw shall not be used without a shoe or guide.
6. All pneumatic powered portable tools shall be equipped with an automatic air shut-off valve that stops the tools when the operator's hand is removed.
7. Abrasive wheels with diameter over two inches (2") shall be used only on machines provided with safety guards and goggles. The guard shall cover the spindle end, nut and flange projections. Guards on operations where the work provides a suitable measure of protection to the

operator may be so constructed that the spindle end, nut and outer flange are exposed. 8. All explosive activated fastening tool muzzle ends shall have a protective shield or guard designed to confine any flying fragments or particles. The tool shall be so designed that it cannot be fired unless it is equipped with a protective shield or guard. A department shall not permit an employee to use a power activated tool until he has received training as prescribed by the manufacturer.

LAWNMOWERS

1. General Requirements:
    a. Power mowers shall bear a label certifying that they have been constructed in accordance with provisions of ANSI B71.1-1972.
    b. Power mowers shall be maintained in safe operating condition in accordance with the Owner's Manual.
    c. An indicator of blade rotation shall be provided on mowers that operate quietly. Warning label on deck- DANGER KEEP HANDS AND FEET AWAY.
    d. The controls used for stopping, starting, speed control and attachment engagement shall be clearly identified by a durable label.
    e. The mower blade shall be enclosed except on the bottom and the enclosure shall extend one-eighth inch (1/8") minimum below the lowest cutting point of the blade.
    f. The discharge opening shall be so placed or guarded that grass or debris will not discharge directly into the operator zone.
    g. The words "CAUTION" or "DANGER" and "KEEP HANDS AND FEET AWAY" shall be placed on the mower at or near each discharge opening.
    h. The blade(s) shall stop rotating within seven (7) seconds after either declutching or shutting off drive power.
2. Operating Requirements:

a. Area to be cut should be examined for loose objects such as tin cans, pieces of wire or other objects. A serious injury can result from objects thrown be rotating blades.
b. The engine will be cut off when filling with gas. No smoking when filling.
c. Avoid slopes that are too steep for machines, whether push mower or riding mower.
d. Foot, eye and head protection should be worn when operating power mowers

3. Walk-Behind Mowers:
    a. The mower handles shall be fastened to the mower so as to prevent unintentional uncoupling while in operation.
    b. A mower with a rope starter shall have a labeled and designated area for stabilizing the mower when starting the engine.
    c. A shutoff control device shall be provided to stop operation of the engine. This device shall require manual and intentional activation in order to restart the engine.
4. Riding Rotary Mowers:
    a. A disconnect device shall be provided between the engine (motor) or power source and the blade(s).
    b. A means shall be provided to prevent the starting of the engine when the wheel drive control is in the engage position. Such means shall not be required on units equipped with dead man controls.
    c. A slip resistant surface or other means shall be provided to minimize the possibility of an operator's foot slipping off the foot support platform.
    d. Towed rotary mower attachments shall have no front openings in the blade enclosure.
    e. Wherever possible avoid slopes to prevent mower from tipping over.

SIGNS. LABELS AND COLOR CODES

ACCIDENT PREVENTION SIGNS

1. Accident prevention signs are intended to indicate specific hazards of a nature that failure to designate them may lead to accidental injury or property damage. All signs shall conform to the requirements of the chapter and each sign shall include the following:
   a. An approved heading that indicates the relative hazard.
   b. A statement of the type hazard or what to do or not do in the area.
   c. Signs shall be visible at all times when work is being performed and shall be removed promptly when the hazard no longer exists.
2. Danger signs are to be used only when there is an immediate hazard. They indicate that special precautions must be taken. Danger signs are identified by a red upper panel with a black border and the work "DANGER" in white letters. Examples are as follows:
   DANGER - "HIGH VOLTAGE"
   DANGER - "NO SMOKING"
   DANGER-"KEEP OUT"
3. Caution signs are to be used only to warn against potential hazards or to caution against unsafe practices. They indicate possible hazards against which proper precautions should be taken to prevent injury or property damage. Caution signs are identified by a black panel with the word "CAUTION" in yellow letters. Examples are as follows:
   CAUTION - "KEEP AISLES CLEAR" CAUTION -
   "EYE PROTECTION REQUIRED"
4. Safety instruction signs are to be used for general instructions and suggestions relative to safety measures. These signs may be of varying color and content. They are designed to raise safety awareness in the employees.
5. Directional signs are for providing specific direction type information. The standard is black on white and the directional symbol shall be dominant. There may be other color schemes in these directional signs. Examples of a directional sign are as follows:

"THIS WAY OUT" - WITH ARROW "FIRE EXTINGUISHER" - WITH ARROW 6. The slow moving vehicle emblem consists of a fluorescent yellow triangle with a dark red reflective border. The emblem is intended as a unique identification for (it shall be used only on) vehicles which by design move slowly (25 mph or less) on the public roads. Examples of such vehicles would be tractors, motorized graders, backhoes.

ACCIDENT PREVENTION TAGS

1. Tags are a temporary means of warning all concerned of a hazardous condition, defective equipment, and radiation hazards. The tags are not to be considered as a complete warning method but should be used until a positive means can be employed to eliminate the hazard, for example a "DO NOT START" tag on power equipment in the system can be locked out; a "DEFECTIVE EQUIPMENT" tag shall be placed on a damaged ladder and immediate arrangements made for the ladder to be taken out of service and sent to be repaired or scrapped.
2. "DANGER" tags shall be affixed to equipment which is being held out of service for repair or for equipment which poses an imminent or immediate hazard to the user. Before repair work is performed on equipment, a danger tag shall be attached and the equipment shall be locked out of service.
3. "CAUTION" tag shall be affixed to equipment which poses a potential hazard to the user. These tags may also be affixed to warn the user of an unsafe practice.
4. "NOTICE" tags are to be utilized for conveying safety information or suggestions regarding equipment or conditions.
5. Other tags such as biological hazards shall be the same symbols and colors as required on signs.
6. During routine inspections of work areas, inspectors may affix red danger tags to equipment which is observed in a state of disrepair or is deemed imminently or potentially hazardous. In this event, the equipment shall immediately be removed from service and

arrangements made for its repair. It will be the department supervisor's responsibility to see that the defective equipment is not placed back in service until it is repaired to a safe condition.

COLOR CODE FOR MARKING PHYSICAL HAZARDS

1. RED shall be the basic color for the identification of:
   a. Fire protection equipment
   b. Safety cans or other portable containers for flammable liquids
   c. Emergency stop buttons or electrical switches used for emergency stopping of machinery
   d. Danger signs
2. ORANGE shall be used as the basic color for designating dangerous parts or machinery or energized equipment and to emphasize such hazards when enclosure doors are open or when gear or other guards around moving equipment are open or removed, exposing unguarded hazards.
3. YELLOW shall be the basic color for designating caution and for marking physical hazards such as; striking against tripping or caught in between and for designation of traffic and housekeeping markers. Solid yellow or yellow and black stripes can be used interchangeably, using the combination which will attract the most attention in a given environment.
4. GREEN shall be used as a basic color for designating safety and the location of first aid equipment.
5. Reflectors and/or barricades shall be limited to warning against the starting, use of or moving of equipment under repair or being worked on.

LABELING OF INJURIOUS SUBSTANCES

1. All containers containing a substance or mixture of substances that are capable of causing injurious effects on the body shall be labeled or marked with the appropriate warning legend as defined in this section.
2. In labeling an injurious substance, the container label shall bear either the chemical or common name (not trade name only) of the injurious

substance and a signal word such as "DANGER" or "WARNING". In addition the label shall define the hazard and list the precautions to take during its handling.

3. Labels shall not be removed from containers so long as any of the substances or mixtures of substances named on the label remain in the containers.
4. No injurious substance may be transferred from a labeled container into an unlabeled container unless the appropriate label is placed on the unlabeled container immediately.
5. The National Fire Protection Association (NFPA) 704M system is a precise way of labeling materials as to their hazardous properties. It has been recommended that the County use this system in the identification of the hazards of hazardous substances on the containers. Each employee who must handle hazardous substances shall receive training on this marking system during their annual Texas Hazard Communication Act training. Essentially the label is a diamond shape and divided into four (4) colored diamond shapes within the larger diamond. Each color correlates to a specific hazard of the substance as follows: RED - Denotes the FLAMMABILITY Hazard of the substance BLUE - Denotes the HEALTH Hazard of the substance YELLOW - Denotes the REACTIVITY Hazard of the substance WHITE - Denotes any SPECIAL Hazards of the substance such as reactivity to acid, oxygen, or water

   Within each colored diamond will be a number ranging from zero to four (0-4). These numbers represent the relative hazard within each class as follows:
   0-No Hazard
   1-Some, but little Hazard
   2 - Moderate Hazard
   3-High Hazard
   4-Extreme Hazard

The NFPA 704M hazard identification system will be placed on all containers of 5 gallons or more if that substance has a Material Safety Data Sheet provided and is designated as a hazardous substance. If there is any doubt if a container should display a NFPA 704M label, the supervisor shall make the final decision.

When placing a NFPA 704M label on a container, extreme care must be taken not to place any part of the 704M label over the containers original label.

Should there be a hazardous substance in the amount of 100 gallons or more stored inside a building and NFPA 704M label displays a 3 or 4 in any of the colored diamonds, then a ten and one half inch (10 34") by ten and one half inch ($10^{1}/_{2}$") label shall be placed on the outside of the building near entrance to the building.

PIPE MARKINGS

1. Colored bands containing a lettered legend of pipe contents shall be installed on all piping systems used to transport hazardous substances such as gases, vapors, liquids. Marking is to be done at points where confusion would introduce a hazard to employees, such as valves or outlets. The three colors to be used are as follows: YELLOW - Dangerous materials such as steam RED - Fire protection equipment such as sprinkler water GREEN - Safe materials such as city water

SAFETY RULES FOR STORAGE AND HOUSEKEEPING

HOUSEKEEPING

1. Housekeeping is not only the responsibility of the janitorial department. Safety starts with good housekeeping practices. A clean, neat, and

orderly work area is an important reflection of safe work habits and attitudes. Therefore, the following housekeeping rules apple:

a. All places of employment shall be kept clean and orderly and in a sanitary condition and as far as possible, in a dry condition at all times.
b. Any liquid spilled on the floor shall be cleaned up immediately.
c. Any objects such as paper, paper clips, pencils or any other material dropped on the floor shall be picked up immediately by the person responsible for it being dropped.
d. During the course of work all debris shall be kept reasonable cleared from work areas and all waste shall be disposed of at intervals determined by the rate of accumulation and the capacity of the container.

GENERAL STORAGE RULES

1. Material, wherever stored, shall not create a hazard. It shall be limited in height and shall be piled, stacked or racked in a manner designed to prevent it from tipping, falling, collapsing, rolling or spreading. Racks, bins, plans, blocks or sheets shall be used where necessary to make stored materials stable.
2. Heavy or awkward items should always be stored near the bottom of shelves or cabinets as falling items are a hazard to personnel.
3. Do not allow equipment or storage to be placed within 42 inches of all electrical panels. These panels contain emergency switches for equipment and must be free to be reached quickly.
4. Secure storage shelving, cabinets and other items which may accidentally tip over or are subject to movement.

INDOOR STORAGE

1. Items shall not be stored in any hallway or aisle which may be used for emergency exit.
2. The storage of materials which may generate heat or emit smoke in corridors and halls is not consistent with good fire safety practices. For

this reason, it is County policy that there be no lockers, cabinets, refrigerators, storage materials or extension of office facilities or functions in any corridor space of any county building.

3. All materials shall be stored, handled and piled with due regard to their fire characteristics.
    a. Flammables in offices in quantities often gallons of less.
    b. Any materials which carry an "OXIDIZER" label shall not be stored with or near combustibles.
    c. Non-compatible materials, which may create a fire hazard, shall be separated by a barrier having a fire resistance of at least one hour. The area where these materials are stored shall be so arranged to allow easy access to fire fighters.
4. Clearance shall be maintained around lights and heating units to prevent ignition of combustible materials.
5. Stacked materials shall have a minimum clearance of 36 inches between the top of the materials and the sprinkler system piping and deflector heads.
6. In buildings without sprinkler systems the material stack height shall not exceed 15 feet high.
7. All stacks will have a minimum of 36 inches clearance between the top of the stacks and joists, rafters or roof trusses.
8. The maximum weight of materials stored on building floors or load carrying platforms, except those built directly on the ground, shall not exceed their safe carry capacity.
9. All drums, if stored on their sides, shall be in a rack or some other device so as to prevent their rolling around.
10. If boxes of varying weights are to be stacked one upon the other, the heavier boxes should be placed on the bottom.
11. All clutter, trash, and waste materials shall not be allowed to collect in storage areas.
12. Sufficient aisles and walkways shall be maintained in all storage areas to allow exit in cases of emergency and access by fire departments.

LOOSE MATERIALS STORAGE

1. Materials stored against walls or partitions shall not be stored to a height that will endanger the stability of the wall or partition.
2. No employee shall be permitted to work on or over loose material unless they have been instructed in the hazards involved and the precautions that must be taken to prevent employees being caught in cave in materials.
3. All loose materials shall be stored in an orderly manner allowing aisles and walkways to remain open and passable at all times.

OUTDOOR STORAGE

1. Combustible and other materials shall be piled with due regard to the stability of the piles and in no case be higher than 20 feet.
2. Driveways between and around combustible storage piles shall be at least 15 feet wide and maintained free of rubbish, equipment or any other materials.
3. All outdoor storage areas shall be kept free from accumulation of unnecessary combustible materials. Weeds and grass shall be kept down and a regular procedure provided for the periodic cleanup of the area.
4. All outdoor storage areas shall have an appropriate fire extinguisher provided to allow easy access to all storage areas.
5. Careful consideration must be given to all outside storage materials in the event a "Hurricane Watch" is issued and if a "Hurricane Warning" is issued all materials stored outside shall either be secured or brought inside to prevent materials from becoming air borne during high winds.

SAFETY RULES FOR VEHICLE OPERATIONS

GENERAL

1. Persons who operate vehicles on behalf of Goliad County shall extend courtesy to both traffic and pedestrians.

2. Only those employees specifically authorized and who possess a valid Texas Driver's License shall operate vehicles on county business.
3. The following rules apply to the operation of vehicles on county business.
    a. Drivers shall be familiar with and obey all state motor vehicle laws that apply to them.
    b. Employees with bad driving records (uninsurable under the county auto policy) shall not be allowed to drive vehicles owned by Goliad County. Employees who drive county vehicles shall report any moving violation, in county vehicle or personal vehicle, to their supervisor as soon as practical and shall comply with all regulations in the personnel policy.
    c. Seat belts provided will be used.
    d. Employees shall not permit anyone to ride on the running boards, fenders or any part of any motorized equipment except on the seats or inside the body walls.
    e. Employees shall not ride on loose materials or equipment carried on trucks nor shall they ride on trailers or towed equipment, unless when performing a job function.
    f. Employees shall not jump on or off any vehicle or equipment while it is in motion.
    g. Drivers shall keep a sharp lookout for pedestrians or cyclists and be prepared for an immediate stop.
4. The following rules apply to vehicle condition:
    a. Windshields and windows shall be kept clear of clutter that may obstruct the view of the driver.
    b. Brakes shall be tested by the driver at the start of the day. The driver shall report all defects and they shall be adjusted or repaired before the vehicle is placed into operation.
    c. Lights and other signaling devices shall be inspected daily. If found defective, they shall be repaired before the vehicle is placed in operation. No vehicle shall be operated at night unless equipped with

properly working headlights, tail lights and other safety devices as required by law. d. Heavy equipment vehicles will not be operated unless backup signals are in operating order. 5. The following rules apply to hauling materials and equipment:

a. Materials and equipment shall be loaded so that they will not cause a hazard by shifting. Heavy equipment and materials shall be securely fastened.
b. Red flags during the day and red tail lights at night shall be attached to equipment that extends more than four (4) feet beyond the back of the vehicle. Red flags or approved clearance lights shall be attached to loads extending more than two (2) feet beyond the front of the vehicle.
c. Tools, materials or equipment shall not be permitted to extend beyond the permanent fixtures provided on the sides of the truck.
d. Trailers or equipment, while being towed, shall be securely coupled to the towing vehicle and joined by safety chains or cable.
e. Trucks shall not be operated with tailgates hanging or dangling.

SAFETY RULES FOR GARAGE AREAS

1. The following rules apply to the use and repair of vehicle batteries:
   a. When charging batteries, the vent caps shall be kept in place to avoid electrolyte spray.
   b. Eliminate all open flames or smoking while charging batteries. Fumes from a battery are highly explosive.
   c. Facilities for quick drenching of the eyes and body shall be provided within 25 feet of the battery charging area for emergency use.
   d. Never lean directly over batteries while removing, installing or charging.
   e. Care shall be taken not to get the liquid from a battery on any body part. It contains sulfuric acid and can cause extensive corrosive burns. It is recommended that a corrosive resistant glove be worn any time batteries are handled.

f. When using jumper cables to start a second vehicle, follow these procedures to avoid either equipment damage or an explosion.
    a. Determine whether both vehicles are negatively grounded or positively grounded.
    b. Determine if both systems have the same nominal voltage (6,8, 12 or 24 volts). Mixing different voltage systems will cause damage.
g. When both vehicles are negatively grounded, which is most often the case, connect the ends of one cable to the positive terminal of each battery. Then connect one end of the other cable to the engine block of the vehicle with the good battery. Finally, connect the other end of this cable to the engine block of the vehicle to be started. When disconnecting the cables a reverse order shall be taken.

2. The following rules apply to the fueling of vehicles and equipment:
    a. No internal combustion engine fuel tank shall be refilled with a flammable liquid while the motor is running. Fueling shall be done in such a manner that likelihood of spillage is minimal. If a spill does occur, it shall be washed away completely or equivalent action taken to control vapors before starting the engine. Before starting the engine the fuel tank cap shall be in place.
    b. A gasoline pump shall be provided to service the fuel tanks of all gasoline engine driven equipment. A good metal to metal contact shall be kept between the fuel supple tank or nozzle of supple hose and the fuel tank.
    c. If a fuel supply nozzle is equipped with an automatic fill device, at no time will the refilling process be left unattended.
    d. Open flames, lights, sparking or arcing equipment except that which is an internal part of the automotive equipment, shall not be used near fuel storage tanks or internal combustion engine equipment while being fueled with flammable liquids.
    e. No smoking shall be permitted at or near the equipment being fueled. A sign shall be conspicuously posted at the fueling site and shall state: "NO SMOKING"

f. A dry chemical or carbon dioxide fire extinguisher rated 6.BC or larger shall be located and accessible to the fueling area.

3. The following shall apply to jacks and their use:
   a. The rated load shall be legibly and permanently marked on a prominent location on the jack by casting, stamping or other suitable means.
   b. All jacks shall be designed so that their maximum safe extension cannot be exceeded.
   c. In the absence of a firm foundation the jack shall be blocked. If there is a possibility of slippage of the cap a block shall be placed in between the cap and the load.
   d. Employees shall not enter the zone beneath a jack supported load unless it has been effectively blocked or cribbed.
   e. All jacks, such as screw jacks, requiring cleaning and lubrication shall be properly cleaned and lubricated at regular intervals. The lubricating instructions of the manufacturer should be followed and only recommended lubricants should be used.
4. The following rules apply to tire inflation:
   a. Tire inflation control valves shall automatically shut off the air flow when the valve is released by the operator or be of the preset regulator type.
   b. A tire restraining device, such as a cage, rack or other effective method, shall be used while inflating tires mounted on split rims or having retainer rings. The only exception to this rule is, while the wheel assembly is mounted on a vehicle, tires may be inflated without a restraining device, provided that remote control inflation equipment is used and all persons stay out of the danger area.

SPRAY PAINTING

1. Electrical equipment located within 20 feet of a spraying area shall be installed and maintained in accordance with Chapter 5 of the National Electrical Code.

2. All spraying areas shall be kept free from the accumulations of deposits of combustible residues. If there is an excessive accumulation of residues in booths, ducts, duct discharge points or other spraying areas, then all spraying operations shall be disconnected until conditions are corrected.
3. Spraying areas shall be provided with mechanical ventilation adequate to dilute flammable vapors to less than 20 percent (20%) of their lower explosive limit.
4. All personnel in a spraying area while spraying operations are in progress must have the proper personal protective equipment such as goggles and respirator mask in use.
5. Only respirators that have been approved (for the paint to be applied) will be used.

WELDING. CUTTING AND BRAZING

1. Welding and cutting are done on an ever increasing variety of metals and metal coatings. Four primary hazards are associated with welding operations: ultraviolet and infrared light, oxides of nitrogen, ozone and metal fumes. Accidental fires are another hazard if the proper precautions are not taken.
2. Before cutting or welding is permitted, the area shall be inspected by the individual responsible for authorizing cutting and welding operations. Cutting and welding shall be permitted only in areas that are or have been made fire safe. Where objects to be welded or cut are not readily moveable, all moveable fire hazards in the vicinity shall be taken to a safe place.
3. Where objects to be welded or cut are not moveable and where fire hazards cannot be removed, then guards shall be used to confine the heat, sparks and slag and to protect the immovable fire hazards and nearby personnel.
4. Suitable fire extinguishing equipment shall be immediately available in the work area and shall be maintained in a state of readiness for instant use. It may be necessary to assign additional personnel to guard against

fire while the actual welding or cutting is taking place and for a sufficient time after the completion of the work to ensure that no possibility of fire exists.

5. No welding, cutting or other work shall be performed on used drums, barrels, tanks or other containers until they have been so thoroughly cleaned as to make absolutely certain that there are not flammable materials present, which, when subjected to heat might produce flammable or toxic vapors.
6. Goggles or other suitable eye protection shall be used during all welding, cutting or brazing operations.
7. All welders shall wear flameproof gauntlet gloves. Flameproof aprons may be desirable as protection against radiated heat and sparks. Cotton clothing, if used, should be chemically treated. To reduce its combustibility. All clothing shall be reasonably clean or oil or grease.
8. Local exhaust systems providing a minimum air velocity of 100 linear feet per minute in the welding zone shall be used except where not feasible. Mechanical dilution ventilation sufficient to prevent exposures to concentrations of airborne contaminants from exceeding those specified in Chapter 3 may be used instead.
9. Respiratory protective equipment shall be used when ventilation is not feasible.
10. Where work place monitoring records clearly indicate that exposure levels are not exceeded, neither mechanical ventilation nor respiratory protective equipment is required.
11. Local exhaust ventilation shall be used when potentially hazardous materials are employed as base materials, fluxes, coatings, and plating or filler metals. These include, but are not limited to, the following materials:
    a. Beryllium
    b. Cadmium
    c. Chromium
    d. Fluorides
    e. Lead

f. Mercury
g. Zinc
h. Inert gas from metal arc welding or oxygen cutting of stainless steel

12. Where the work permits, the welder shall be enclosed with noncombustible screens having a low reflective finish. Booths and screens shall permit circulation of air at floor level. Workers or other persons adjacent to the welding areas shall be protected from the rays by noncombustible or flameproof screens or shields or shall be required to wear appropriate goggles.
13. When operations are suspended for any substantial period of time, such as lunch or overnight, all welding equipment shall be shut off.
14. The frames of all arc welding and cutting machines shall be grounded either through third wire in the cable containing the circuit conductor or through a separate wire which is grounded at the source of current.
15. AII arc welding and cutting cables shall be of the completely insulated, flexible type, capable of handling the maximum current requirements of the work in progress.
16. Mixtures of combustible gases and air are very explosive and shall be carefully guarded against. No device or attachment facilitating or permitting mixture of air or oxygen with combustible gases prior to consumption, except at the burner or in a standard torch or blow pipe, shall be allowed unless approved for the purpose.
17. Acetylene and liquefied fuel gas cylinders shall be placed with valve end up whenever they are used. If a leak develops at the fusible plug or elsewhere on a cylinder, the cylinder shall be removed well away from any source of ignition and the cylinder valve opened slightly to allow the gas to escape slowly. A warning shall be placed near this cylinder not to approach it with a lighted cigarette or any other source of ignition. Such a cylinder shall be plainly tagged as defective and in need of repair before refilling.
18. The primary hazard associated with silver soldering is the inhalation of cadmium fumes. Silver solder generally contains 18 -20 percent (18-20%) cadmium which is emitted as a fume when silver solder is heated.

Silver soldering operations should always be conducted where local ventilation is available to remove the cadmium and fluoride fumes which may be emitted from the flux. Sometimes, if it is impractical or nearly impossible to provide exhaust ventilation, the worker should wear an approved respirator with a high efficiency particulate filter.

19. When soldering must be done on pipes which are a source of drinking water, a lead free solder shall be used.

County of Goliad Hazard Communication Program

Under the Texas Hazard Communication Act (Enacted by the 69th Legislature, 1985 Amended in Acts 71st Leg., R.S., 1989 Chapter 502 Health and Safety Code, formerly Art. 5182(b) of Vernon's Texas Civil Statutes, also Chapter 29 Rules of the Board of Health7) the County of Goliad, as an employer, must comply with the requirements to train and educate employees on from exposure to hazardous materials in the workplace.

The written program will give the general procedures that Goliad County will follow to protect its employees to train and educate employees from exposure to hazardous materials in the workplace.

The program will be available in the Department of Safety & Risk Management. Each department that must comply will maintain a copy in the location stated in the respective appendix.

REQUIREMENTS:

1. **Notice:** Every employee who may be exposed to hazardous chemicals will be given notice of the Act and its provisions.
2. **Hazardous Chemicals:** For hazard evaluation that Goliad County will rely on the evaluations provided by the chemical manufacturers/distributors.
3. **Exemptions:** The requirements Goliad County Hazard Communication Program do not include the chemicals that are specifically exempt according to the Texas Hazard Communication Act. The exempt chemicals are:
   a. .Any article that is formed to a specific shape or design during the manufacture, that has end-use functions dependent in whole or in part on its shape or design during end use, and

that does not release or otherwise result in exposure to a hazardous chemical under normal conditions of use.

b. Products intended for personal consumption by employees in the workplace.
c. Retail food sale establishments and all other retail trade establishments and all other retail trade establishments, and exclusive of processing and repair areas.
d. Any substance that comes under the Food and Drug Act (21 USC 201 et seq.) or those things defined in the Federal Alcohol Administration Act (27 USC et seq.).
e. A laboratory under the direct supervision or guidance of a technically qualified individual provided the labeling, MSDSs and training are given.
f. Products pursuant to the Federal Insecticide, Fungicide, and Rodenticide Act.
g. Hazardous waste pursuant to Federal Resource Conservation and Recovery Act.
h. Radioactive wastes.

4. **Container labeling:** The person in charge of incoming materials will verify that all containers received for use and all containers currently in use in each work area of the department will:
    a. .be clearly labeled as to the contents.
    b. Note appropriate hazard warnings.
    c. On hazardous chemical containers list the name and address of the manufacturer.

    No containers will be released for use until the above labeling data are verified. The designated person will review the labels at least annually and update them if necessary, after comparison with relevant MSDSs.
5. **Labeling of pipelines:** Prior to any work in areas which have unlabeled pipes, the person in charge must contact the office which has information regarding the contents of the pipes. Every effort will be made to label pipes which carry materials that could

be hazardous. Labeling can be standard color coding for the contents or specific markings identifying the contents in the pipes. If chemicals run through the pipes, the potential hazards and necessary safety precautions relative to the chemicals must be obtained and given to the employees.

6. **Material Safety Data Sheets (MSDS).**
    - **a.** Copies of MSDS's for all applicable hazardous chemicals used in the work areas will be kept in each Department's designated locations. MSDS's will also be obtained for applicable hazardous chemicals already in use in the workplace.
    - b. MSDS's will be readily available for review by all employees during each work shift.
    - c. Copies will be made available upon request, and the employee must sign an acknowledgment form (Exhibit A) that the MSDS was received.
    - d. The department is responsible for getting an MSDS for each of the chemicals to be used in its workplace. An MSDS must be obtained and its information relayed to the employees who will be working with the chemicals **before** the chemical is put into use. Each newly assigned employee must be given the information on the chemical before being allowed or required to work with the chemical.
    - e. The department will send copies of an MSDS to the County Judge and the Fire Departments. The copies will be sent using the transmittal form at Exhibit B.
7. **Employee training and education:** Every employee will attend an education and training class before working with any hazardous chemicals. The class will provide:
    - a. .Information on the State Hazard Communications Act and on Goliad County Hazard Communication Program.

b. Information describing the chemicals and their location in the workplace with the acute and chronic health effects of exposure to the chemicals.

c. How to protect oneself from exposure through safe handling and use methods and required personal protective equipment.

d. How to read container labels and MSDS's and how to use the information. Employees must read the labels and MSDSs and are required to follow the application and precautionary instructions.

e. Procedures to follow if employees are exposed to any of the hazardous chemicals. Information will include first aid treatment and exposure notification procedures.

f. General safety instructions will be given on cleanup procedures and the disposal of the hazardous chemicals.

g. Each employee attending the class will sign the Employee Safety Training List (Exhibit C) verifying that they have received hazard communications safety training and education.

h. Department will send a copy of the Employee Safety Training List to the County Judge with two (2) weeks after the training session. The County Judge will transmit the information as required to the Texas Department of Health.

i. A record will be kept at the workplace of the dates of training sessions given to employees**.**

8. <u>Ongoing training and education:</u>

a. The training and education sessions will be given at least annually to all employees and will be given to newly assigned employees before they begin work with or near hazardous chemicals.

b. Employees will be given similar information as an education and training class before any new hazard is introduced into the workplace.

c. The MSDS files will be kept current by an assigned person in each department.

d. Notices will be posted where they are visible to all employees which provide an explanation of the container labeling system, the locations of the written hazard communications program and they MSDS file for the work area.

9. **Hazardous chemicals list:**

   a. Departments are responsible for compiling and maintaining Hazardous Chemicals List for their workplaces. The lists will include hazardous chemicals used, stored, or handled in the workplaces. Further information on each hazardous chemical listed can be obtained by reviewing the Material Safety Data Sheets located in a department's designated location.

   b. The lists will contain the following information for each chemical:

      Material (common name used on MSDS label.
      Chemical name (according to IUPAC or CAS)
      Work area (where normally stored or used)

   c. The Hazardous Chemicals' list will be updated by the department when new hazardous chemicals are introduced into the workplace and when revised MSDSs are received. Chemical lists specific for each workplace will be maintained in a designated location at each workplace. Copies of updated chemical lists will be sent to the County Judge and the Fire Departments using the transmittal form at Exhibit B.

10. **Hazardous nonroutine tasks:** Departments should describe tasks, such as confined space work, flushing of pipelines, etc., that are done on an infrequent basis which expose the employees involved to hazardous materials or conditions. Safety training will be conducted before any work is begun and will include:

- Specific chemical hazards.
- Protective/safety measures the employee can take.
- Measures to be followed to reduce and control the chances of employee exposure including ventilation, personal protective equipment emergency procedures, and medical treatment if exposed.

11. **Informing contractors:** Before a contractor commences work, the department which controls the work area will be responsible for informing the contractor of the following:
    - Rights under the Acts;
    - A copy of the Chemical list giving the hazardous chemical to which the contractor, its employees and agents may be exposed in the work area;
    - A copy of MSDSs for the hazardous chemicals in the work area;
    - Obligation of contractor to inform its employees and agents of each of the above requirements.
    - The contractor will sign an acknowledgment (Exhibit D) certifying that it has received the information provided by Goliad County on hazardous chemicals.
12. **Recordkeeping:** Applicable department will record, review, update, and maintain the following document which will be made available to qualified individuals upon request and will be provided as noted.

Department Written Hazard Communications Program:

- Copy provided to Department of Safety & Risk Management
- Copy provided to State compliance officers upon request and if statutorily required.

Workplace Chemical Lists:

- Copy of current list provided to Department of Safety & Risk Management

- Copy of current list sent annually to the Texas Department of Health
- Copy available to affected employees upon request during work hours
- Copy and any revisions and updates sent to all Fire Chiefs
- Copy and any revisions and updates sent to the County Health Authority's office
- Copy available to emergency personnel and physicians upon request.
- Copy given to contractors before commencing work in the workplace
- Lists must be kept for 30 years.

Material Safety Data Sheets:

- Available for easy access during work hours and copy to employee upon written request.
- Copies of MSDSs given to contractors before they commence work for those chemicals they may be exposed to n the work area.
- Checked at least annually against chemical list. Each chemical on the list must have an MSDS on file.
- Revised MSDSs will replace current MSDS on file.

Employee Safety Training List:

- Each employee attending training will fill in and sign the training list (Exhibit C)
- A copy of the list will be sent within two (2) weeks of completion of training to the County Judge to transmit to the Texas Department of Health.

Names and Numbers of Knowledgeable Persons to Contact in an Emergency:

- Given to Fire Chiefs.
- Given to other physicians and emergency personnel upon request.

CONCLUSION

It is the intent of Goliad County to provide its employees with a safe and healthful work environment. The purpose of Goliad County Hazard Communications Program is to provide accurate and pertinent information on hazardous chemicals in the work environment in order to enhance awareness and control the possibility of exposure. Employees have an obligation to adhere to instruction on safe use, handling, and disposal of hazardous materials.

NOTICE TO EMPLOYEES

The Texas Hazard Communication Act (revised 1993), codified as Chapter 502 of the Texas Health and Safety Code, requires public employers to provide employees witri specific information on the hazards of chemicals to which employees may be exposed in the workplace. As required by law, your employer must provide you with certain information and training. A brier summary of the law follows.

HAZARDOUS CHEMICALS

Hazardous chemicals are any products or materials that present any physical or health hazards when used, unless they are exempted under the law. Some examples of more commonly used hazardous chemicals are fuels, cleaning products, solvents, many types of oils, compressed gases, many types of paints, pesticides, herbicides, refrigerants, laboratory chemicals, cement, welding rods, etc.

WORKPLACE CHEMICAL LIST

Employers must develop a list of hazardous chemicals used or stored in the workplace in excess of 55 gallons or 500 pounds. This list shall be updated by the employer as necessary, but at least annually, and be made readily available for employees and their representatives on request.

EMPLOYEE EDUCATION PROGRAM

Employers shall provide training to newly assigned employees before the employees work in a work area containing a hazardous chemical. Covered employees shall receive training from the employer on the hazards of the chemicals and on measures they can take to protect themselves from those hazards. This training shall be repeated as needed, but at least whenever new hazards are introduced into the workplace or new Information is received on the chemicals which are already present.

MATERIAL SAFETY DATA SHEETS

Employees who may be exposed to hazardous chemicals shall be informed of the exposure by the employer and shall have ready access to the most current material safety data sheets (MSDSs), which detail physical and health hazards and other pertinent information on those chemicals.

LABELS

Employees shall not be required to work with hazardous chemicals from unlabeled containers, except portable containers for immediate use, the contents of which are known to the user.

EMPLOYEE RIGHTS

Employees have rights to: " access copies of MSDSs *• information on their chemical exposures ^ receive training on chemical hazards *■ receive appropriate protective equipment ^ file complaints, assist inspectors, or testify against their employer

Employees may not be discharged oi discriminated against in any manner for the exercise of any rights provided by this Act. A waiver of employee rights is void; an employer's request for such a waiver is a violation of the Act. Employees may file complaints with the Texas Department of State Health Services at the toll free number provided below.

EMPLOYERS MAY BE SUBJECT TO ADMINISTRATIVE PENALTIES AND CIVIL OR CRIMINAL FINES RANGING FROM $50 TO $100,000 FOR EACH VIOLATION OF THIS ACT

Further information may be obtained from:

Texas Department of State Health Services
Division of Regulatory Services
Enforcement Unit
1100 West 49th Street
Austin, Texas 78756

(512)834-6665
Fax: (512) 834-6606

Texas Department of State Health Services
Approved 5/05

AVISO A LOS TRABAJADORES

a Ley sobre Comunicaciones de Peligro en Texas (revision de 1993), codificada bajo el api tulo 502 del Codigo de Salud y Segundad de Texas, exige que los patrones o Tipleadores del sector publico ofrezcan a los trabajadores con informacion especi fica Dbre los peligros de aquellos productps qui micos a los que trabaiagores pueden estar <puestos en su lugar de trabajo. De acuerdo con la \ey, el.patron debe ofrecer la formacion y entrenamiento correspondiente. A contmuacion tenemos un breve jsumen de la ley.

PRODUCTOS QUIMICOS PELIGROSOS

>s productos qui micos peligrosos pueden ser jalquiera de los productos o materiales que esentan algun peligro fi sico o de salud cuando J esta usando, a menos de que sea uno de los centos por la ley. Algunos ejemplos de los •oductos qui micos peligrosos usados mas)munmente son los combustibles como la asolina, productos de limpieza y muchos tipos de nturas, pesticidas, herbicidas, congelantes, oductos qui micos de laboratorio, cemento, arillas de soldadura, etc.

LISTA DE PRODUCTOS QUIMICOS EN LOS CENTROS DE TRABAJO

)s patrones deben desarrollar en el lugar de abajo una lista de productos qui micos jligrosos usados o almacenados de tamano ayor de 55 galones o de 500 libras de peso. it a lista debera ser renovada por el patron, jando sea necesario, pero cuando menos una 3z al ano, y debe ponerse al alcance de los abajadores y sus rep resent antes cuando lo)liciten.

PROGRAMA DE EDUCACION PARA EL TRABAJADOR

)s patrones deberan proveer entrenamiento a los abajadores nuevos asignados antes de que los abajadores trabajen en una area que contiene un oducto o material peligroso. Los trabajadores jbiertos deberan recibir entrenamiento por parte 3l patron sobre el peligro de los productos JI micos y sobre las medidas que pueden tomar ara protegerse a si mismos ae esos peligros. 5te entrenamiento debera ser repetido tantas sees como sean necesario, pero por lo menos jando un nuevo producto peligroso es troducido en el lugar de trabajo o se reciba jeva informacion sobre los productos qui micos. je ya estan presentes.

HOJAS DE DATOS SOBRE LA SEGURIDAD DEL MATERIAL

Los trabajadores que pueden estar expuestos a productos qui micos peligrosos deberan., ser mformados por el patron sobre esa expqsicion y deberan tener libre acceso a las hojas de datos mas recientes sobre la seguridad de los materia es vigentes fMSDSs), en donde se explican jos peligros fi sicos y de salud y dan informacion adicional sobre estos productos qui micos.

ETIQUETAS

Los trabajadores no deberan trabajar con productos qui micos peligrosos con recipientes sin etiquetas, a excepcion de los recipientes portables para su uso inmediato, cuyos contenidos son conocidos por el usuario.

DERECHOS DE LOS TRABAJADORES

Los trabajadores tienen los siguientes derechos:

- **& tener acceso a las copias de MSDSs.**
- ***■ recibir informaci6n sobre su exposicion a productos qui micos peligrosos.**
- ***• recibir entrenamiento sobre los productos qui micos peligrosos.**
- ***> recibir equipo de proteccidn apropiado.**
- **& levantar quejas, ayudar a los mspectores, o atestiguar contra su patron.**

No se pueden despedir o discriminar contra los trabajadores en ninguna forma por hacer ejercicio de cualquiera de estos derechos propprcionados por esta Ley. La renuncia de un trabajador a sus derechos es nula; el patron que solicita tal renuncia comete una violacion de esta Ley. Los trabajadores pueden llamar al numero de informacion que aparece mas adelante, para levantar quejas ante el Departamento Estatal de Servicios ae Salud.

LOS PATRONES PUEDEN RECIBIR PENALIZACIONES ADMINISTRATIVAS *Y* MULTAS CRIMINALES O CIVILES QUE VARI AN DE $50 HASTA $100,000 PORCADA VIOLACION A ESTA LEY.

ara poder recibir mas informacion por favor llame al:
sxas Department of State Health Services
ivision for Regulatory Services iforcement
Unit 100 West 49th Street ustin,
Texas 78756

(512)834-6665
Fax: (512)834-6606

Texas Department of State Health Services

Annmveri 5/05

EXHIBIT A

HAZARD COMMUNICATIONS

ACKNOWLEDGMENT

I, _____ am an employee in the

_____ Department of Goliad County, Goliad, Texas, and

acknowledge that I requested and received a copy of the Material Safety Data

Sheet (MSDS) for the chemical _____.

_____

Signature

_____

Date

Note: A copy of this will be given to the employee on request. The original will be filed in the employee's personnel file .

EXHIBIT B

HAZARD COMMUNICATIONS

TRANSMITTAL FORM

TO: COUNTY JUDGE

FROM: _____ (Name of Department)

SUBJECT: TRANSMITTAL OF MSDS

Attached please find this departments Material Safety Data Sheet (MSDS) .

_____

Signature

_____

Date

NOTE: Send copies of MSDS to the County Judge and the Fire Departments.

EMPLOYEE TRAINING ROSTER (Exhibit C)
Texas Haz Com Act, Section 502.009(g)

Department/Work Area: _____

Instructor: _____ **Date:** _____

Employee Name (Print)	Employee Signature	Job Title

EXHIBIT D

HAZARD

COMMUNICATIONS

ACKNOWLEDGMENT

I, _____ am an independent contractor

of _____, and am contracting work for the
(Company name if different) County of Goliad, Goliad, Texas, and
acknowledge that I requested and received a copy of the Material Safety Data Sheet (MSDS)
for the chemical _____.

_____
Signature

_____
Date

NOTE: A copy of this will be given to the independent contractor on request. The original will be kept on file in the County.