

Workplace Safety Program

For

White Pine County



**Required for all Nevada Businesses with 11 or More Employees
Incorporates Provisions of Nevada Revised Statutes 618.383**

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Section 1 Policy Statement

Program Policy Statement

White Pine County shall comply with all occupational safety and health laws of the State of Nevada.

To accomplish this, we must constantly be aware of unsafe acts and conditions in all work areas that can produce injuries. No employee is required to work at a job they know is not safe or healthful.

As employees of White Pine County, your cooperation in detecting hazards and, in turn, controlling them, is a condition of your employment. Inform your supervisor immediately of any situation beyond your ability or authority to correct.

Program Requirement

In the State of Nevada, the law requires you to develop and implement this Written Workplace Safety Program if your County manufactures explosives or has 11 or more employees.

This program incorporates and complies with Nevada Revised Statutes 618.383.

Proper use of this program requires the Program Administrator to carefully review the requirements for each of the program sections, appendices and to modify, where necessary, to accurately reflect specific White Pine County requirements as it relates to its operation and workforce.

This program must be maintained by the employer in order to be effective.

Section 2 Assignment of Responsibilities



Safety and Health Responsibilities

White Pine County is responsible for ensuring that all onsite and offsite work activities, equipment, and facilities operated or maintained by the county, our subcontractors or suppliers conform fully with safety and health regulations promulgated by the U.S. Department of Labor in Title 29 CFR 1910 and 1926, Occupational Safety and Health Act of 1970, and provisions of all state approved plans and safety procedures. Compliance shall include the aforementioned regulations, standards and codes and all such regulations, standards and codes as included by reference. These responsibilities include, but are not limited to, the following:

1. Program Administrator

Written Workplace Safety Program administrator, Program Administrator has the authority and responsibility for implementing the provisions of this program.

The Program Administrator for White Pine County is

_____. (Date_____)

2. Safety Officer Responsibilities

The White Pine County safety officer has the authority and responsibility for implementing the provisions of this program and represent the county in all safety & health matters.

The Safety Officer for White Pine County is

_____. (Date_____)

- A. The White Pine County Safety and Health compliance program shall be managed and administered by the Safety Officer.
- B. Nevada - Written Workplace Safety Program
- C. Ensure White Pine County's compliance with all applicable federal, state, and local safety and health requirements.
- D. Ensure that each employee is provided with adequate and appropriate occupational safety and health training and personal protective equipment.
- E. Inspect all workplaces, projects, and/or facilities periodically, but not less than once per quarter. This can be delegated to safety committee members as appropriate.
- F. Ensure that the safety and health policies are comprehensive and effective.

- G. Review each accident and conduct any investigation wherein an accident has resulted in serious occupational injury, illness or property damage.
- H. Promote safety and health and serve as a resource to all staff.
- I. Review the program on an annual basis with management and safety committee members.

3. Manager Responsibilities

STAY SAFE

- A. Establish rules and programs designed to promote safety and make known to all employees the established rules and programs.
- B. Provide all supervisors with copies of appropriate rules and regulations.
- C. Make available training necessary for employees to perform their tasks safely.
- D. Provide protective equipment for employees where required.
- E. Impress upon all employees, subcontractors and suppliers, the responsibility and accountability of each individual to maintain a safe workplace.
- F. Record all instances of violations and investigate all accidents.
- G. Discipline any employee disregarding safety and loss prevention policies.
- H. Require all subcontractors as a matter of contract and all material suppliers through purchase order terms, to follow established safety

Section 3 Hazard Identification, Analysis and Control

1. Eliminating Workplace Hazards

White Pine County is committed to eliminating or controlling workplace hazards that could cause injury or illness to our employees. We will meet the requirements of state safety standards where there are specific rules about a hazard or potential hazard in our workplace. Whenever possible we will design our facilities and equipment to eliminate employee exposure to hazards. Where these engineering controls are not possible, we will write work rules that effectively prevent employee exposure to the hazard. When the above methods of control are not possible or are not fully effective we will require employees to use personal protective equipment (PPE) such as safety glasses, hearing protection, foot protection etc.



2. Safety Rules and Work Procedures

A. General Safety Rules

The White Pine County Written Workplace Safety Program applies to all employees.

The rules may be very simple or extremely complex, depending on the nature of the work processes and the number and kinds of employees involved. Some items that are addressed by general safety rules are:

- 1) Personal protective equipment requirements;
- 2) Clothing appropriate for the work;
- 3) Behavior expected of all employees;
- 4) How to leave the workplace safely, with particular reference to emergency procedures; and
- 5) Danger areas that are: "off-limits" for employees.

As part of our initial safety and health survey, existing rules are always evaluated. New rules may be necessary. All rules will be reviewed and updated periodically to make sure they reflect present conditions. Those no longer applicable will be dropped.



B. Basic Safety Rules

The following basic safety rules have been established to help make our county a safe and efficient place to work. These rules are in addition to safety rules that must be followed when doing particular jobs or operating certain equipment. Those rules are listed elsewhere in this program. Failure to comply with these rules may result in disciplinary action.

- 1) Never do anything that is unsafe in order to get the job done. If a job is unsafe, report it to your supervisor or safety committee representative. We will find a safer way to do that job.
- 2) Do not remove or disable any safety device! Keep guards in place at all times on operating machinery.
- 3) Never operate a piece of equipment unless you have been trained and are authorized.
- 4) Use your personal protective equipment whenever it is required.
- 5) Obey all safety warning signs.
- 6) Working under the influence of alcohol or illegal drugs or using them at work is prohibited.
- 7) Do not bring firearms or explosives onto White Pine County property.
- 8) Smoking is only permitted outside the building away from any entry or ventilation intake.
- 9) Horseplay, running and fighting are prohibited

Section 4 Safety Training

Safety and health training at White Pine County imparts knowledge, generates new ideas, reinforces existing ideas and principles and puts the other three elements of the program into action.

The answer to the question, "How do I get new employees into the mainstream and build productivity?" is "Training!" On-the-job, E-Learning or through formal classroom instruction, training is a necessity for improving performance. As time passes and processes or product lines change, employees must be retrained.

Safety and health training implies training on specific job procedures. It can be given separately, but it is better combined with regularly scheduled job-related training. Such training benefits the employee through fewer work-related injuries and illness reduced stress, and worry caused by exposure to dangers. Training must also be provided for supervisors.

1. Supervisor and Employee Safety Training

Supervisory Training

White Pine County supervisory training is a logical first step since supervisors will help in training the other employees. Supervisors are key figures in the implementation and overall success of the safety and health program. As a minimum, our supervisors shall be trained in the following areas:

- a. The need to establish and maintain safe and healthful working conditions;
- b. The dangers associated with a job, the potential effect on employees, and the rules, procedures and work practices for control of these dangers;
- c. How to relate this information by example and instruction to employees, to ensure that they understand and follow safe procedures; and
- d. How to investigate accidents, reporting procedures and to take corrective and preventive action to prevent recurrence.

Employee Training

White Pine County recognizes that employees may create dangers through their own actions if they have not been properly trained. Dangerous situations can be avoided, or made less dangerous, when our employees receive appropriate training and instruction in the following subject areas:

- a. Standard work procedures including safe work practices, and how these procedures protect against exposure to dangers.
- b. Personal protective equipment: why it is needed, how to use it, and how to keep it in good condition.
- c. What to do in case of fire or other emergencies that may occur in the workplace.
- d. *Each employee will review and sign the NV OSHA Workplace Safety Agreement form (NRS 618.376).*

Training is as essential to the overall program as these elements: management commitment; danger assessment and control; and safety planning, rules and work procedures

2. New-Hire Employee Orientation

All White Pine County new hires must attend a new-hire orientation prior to commencing employment.

All new hires shall receive occupational health and safety training in the following subject areas:

- a. White Pine County Safety Philosophy and Policy
- b. Disciplinary procedures for non-compliance
- c. Employee Danger Reporting Process
- d. Accident Reporting System
- e. Personal Protective Equipment (*when applicable*)
- f. *Each new employee will also review and sign the NV OSHA Workplace Safety Agreement form (NRS 618.376)*

Section 5 Accident Investigation and Corrective Action

Accident Investigation and Reporting

A system must be established for investigating all workplace accidents, near misses, injuries and illnesses. Someone who can identify the causes and recommend corrective actions should complete the investigation system. It is important to keep records of accident investigations. They can help to determine the types of accidents that occur, where they happen, their causes and any accident trends. Such information is invaluable in preventing future accidents and may also help reveal flaws in operating procedures.

1. Program Introduction

At White Pine County, accident investigation is an integral part of our total occupational safety and health program. It is especially important as a means to determine root causes, document facts, provide information on costs, and promote safety.

All serious occupational injuries and illnesses shall be thoroughly investigated by the Safety Officer with the underlying goal of preventing recurrence.

Whenever there is an incident that results in death or serious injuries that have immediate symptoms, a preliminary investigation will be conducted by the immediate supervisor of the injured person(s), a person designated by management, an employee representative of the safety committee, and any other persons whose expertise would help the investigation.

The White Pine County investigation team will take written statements from witnesses, photograph the incident scene and equipment involved. The team will also document as soon as possible after the incident, the condition of equipment and any anything else in the work area that may be relevant.



The team will make a written "Incident Investigation Report" of its findings. The report will include a sequence of events leading up to the incident, conclusions about the incident and any recommendations to prevent a similar incident in the future. The report will be reviewed by the safety committee at its next regularly scheduled meeting.

When a White Pine County supervisor becomes aware of an employee injury where the injury was not serious enough to warrant a team investigation as described above, the supervisor will write an "Incident Investigation Report" to accompany the "Employee's Injury/Illness Report Form" and forward them to Safety Officer.

Whenever there is an incident that did not but could have resulted in serious injury to an employee (a *near-miss*), the incident will be investigated by the supervisor depending on the seriousness of the injury that would have occurred. The "Incident Investigation Report" form will be used to investigate the near-miss. The form will be clearly marked to indicate that it was a near miss and that no actual injury occurred. The report will be forwarded to the Secretary to record on the incident log.

A "Safety Inspection Guide Checklist" can be a useful tool to help the supervisor carry out his/her responsibilities as described above.

2. Investigating Occupational Injury, Illness, and Property Damage

- A. The White Pine County supervisor, if initially notified, shall report to the scene of an occupational injury, illness, and property damage and immediately secure and protect the accident scene. Drawings and photographs, if needed, shall be used to record and document where and how the accident occurred and the extent of injuries and damage to property sustained. A preliminary and/or final incident report shall be accomplished, and a copy provided to the county Safety Officer. The initial accident report shall become a permanent part of the formal accident investigation.
- B. The Safety Officer shall report to and investigate all serious occupational injuries, illnesses and property damage. A formal Incident Investigation Report shall be prepared to determine the cause, document facts and recommend corrective actions to prevent recurrence.

Section 6 Enforcement (Compliance)

1. Employee Compliance

OSHA requires that you include a system for ensuring that employees comply with safe and healthful work practices.

Substantial compliance with this provision includes recognition of employees who follow safe and healthful practices, e.g., incentive programs, training and retraining programs, disciplinary actions, infraction notices; or any other means that ensure employee compliance with safe and healthy work practices.

2. Employee Enforcement Procedures and Systems

The White Pine County safety rules, and work procedures shall be practiced and enforced.

We have established a system to ensure that violations of rules are dealt with fairly but firmly, that all employees are aware of the requirements, and that reorientation or retraining may be provided when needed. Incentive programs may be initiated and will be used in conjunction with a good enforcement program.

Discipline

Disciplinary procedures regarding non-adherence will be enforced pursuant White Pine County Personnel Policies. Disciplinary matters relating to the safety program will be administered by the employee's department manager.

Section 7 Safety Committee

A. Safety Committee

White Pine County has formed a safety committee to help employees and management work together to identify safety problems, develop solutions, review incident reports and evaluate the effectiveness of our safety program. The committee is made up of management representatives and employee representatives.

The committee shall:

- 1) Promote a safe and healthy work environment at all times.
- 2) Encourage communication between employees and management.
- 3) Serve as an oversight committee on all issues relative to safety and health.
- 4) Make recommendations to the Safety Officer.
- 5) *Hold regular meetings and maintain minutes of meetings for a period of 5 years,*
- 6) *Determine how Committee members are selected,*
- 7) *Establish training for new Committee members,*
- 8) *Shall assist with developing and implementing a Safety Plan for each county entity,*
- 9) *Establish County safety forms and policies.*

A. Functions: The committee has *five* principal functions:

- 1) *Develop County Emergency Operations Plan*
- 2) Identify potential hazards;
- 3) Evaluate these potential hazards.
- 4) Recommend corrective action; and
- 5) Follow up implemented recommendations.

To carry out its functions, the committee is required to hold regularly scheduled meetings and carry out quarterly inspections of the workplace.

Section 8 Medical and First Aid



Medical and First Aid

1. Each White Pine County office shall be equipped with a standard first aid kit suitable for the size of the workforce. Additional first kits may be strategically positioned throughout the workplace and/or jobsite. The location of each kit will be communicated to all employees and shall be clearly marked "First Aid."
2. Vehicle size first aid kits shall be maintained in each county vehicle.
3. All first aid supplies shall be inspected at least monthly and replenished as required by Safety Committee representative of that department/building.
4. Accident / Injury reporting: All accidents, near miss incidents and injuries shall be reported to the White Pine County Safety Officer. Following an injury:
 - A. The employee's injury will be evaluated and first aid rendered.
 - B. If the injury requires medical attention the employee will be escorted to William Bee Ririe Hospital. Further evaluation and treatment shall be rendered.
 - C. Note: In the event of a life threatening emergency contact 911 for emergency medical assistance.
 - D. A determination will be made by White Pine County site management and safety representative as to whether or not the injured, and any other involved are to be drug tested. Usually a post-accident drug test is required (refer to WPC Personnel Policy).
 - E. Employer's Initial Report of Industrial Injury, Accident and Property Damage form will be completed for all property damage and injuries requiring medical attention, even if only first aid, when rendered at William Bee Ririe Hospital or outside medical facility.

Section 9 Other Safety Requirements

Statistics maintained by Workers' Compensation show that many job injuries are caused by neglecting fundamental safety precautions. The following list of safety rules will help you stay free of injury. Read and practice them.

1. General Safety

- Know the job safety requirements.
- If you cannot correct an unsafe condition, report it immediately.
- Read thoroughly all safety materials distributed to you.
- Be certain that all instructions are clearly understood before starting a task.
- Avoid horseplay, and avoid distracting others.
- Do not sacrifice safety for the sake of production.
- Always use the handrail on stairs.
- Drive defensively when operating motor vehicles. Observe posted speed limits and wear seat belts.
- Report all incidents/injuries to your supervisor, no matter how minor they seem.
- Do not report for work under the influence of alcohol or drugs.

2. Ergonomics and Workplace Safety

- Learn to lift and handle materials safely. Do not hesitate to ask for help in lifting heavy loads (buddy system). Always push rather than pull a load.
- Keep walking surfaces free from slip/trip hazards. Keep work areas dry, clean and orderly.
- Do not leave desk and file cabinet drawers open.
- Open one file drawer at a time. Place heavier drawers at the bottom of the cabinet.
- The top of the computer monitor should not be higher than the user's eyes for normal vision.
- Bifocal and trifocal users may prefer to have their monitor at a lower position.
- The computer screen and any document holder should be the same distance from the eye and at the same level to avoid constant changes in focus and close enough together so the operator can look from one to the other without excessive movement of the neck or back
- The preferred viewing distance for computer monitors ranges between 18" and 24".
- The preferred working position for most computer keyboard operators is with the forearms parallel to the floor and elbows at the sides.
- The computer mouse should be positioned at the operator's side with his or her arm close to the body for support, while maintaining a straight line between the hand and forearm.
- Do not use office furniture or other objects as a ladder. Inspect ladders before use. Be certain they are in good repair and of the correct height.

Section 10 White Pine County Required Safety Programs

Due to the nature of work and operations performed by White Pine County, it is necessary that the following regulatory programs are included in our Written Workplace Safety Program:

White Pine County Job Specific Required Safety and Health Plans & Programs

Accident Prevention Program	Forklift Safety Program
Blood-borne Pathogens Program	Hazard Communication Program
Electrical Safety Program	Ladders and Stairways Work Plan
Emergency Action Plan	Personal Protective Equipment Plan
Fall Protection Program	
Fire Prevention Work Plan	
Flammable Storage / Compressed Gas	

Section 11 White Pine County Required

Safety Training Courses

Due to the nature of work and operations performed by White Pine County, it is necessary that the following safety training courses are included in our Written Workplace Safety Program:

White Pine County Required Safety Training Courses

Accident Investigation	Flammable & Combustible Liquids
Accident Prevention Signs & Tags	Forklift Safety – Classroom (English)
Blood-borne Pathogens – Initial/Refresher	Hand & Power Tools
Chemical Spills	Hazard Communication
Emergency Response Team Ergonomics – Basic Human Factors	Hearing Protection Machine Guarding Material Handling Office Safety Awareness Pandemic Preparedness
Electrical Safety Emergency Exit Routes	Personal Protective Equipment Safe Lifting Awareness – Back Safety Introduction to OSHA
Emergency Response Team	Job Hazard Analysis
Ergonomics – Basic Human Factors	Lock out-Tag out
Eye & Face Protection Fall Protection Portable Fire Extinguisher	Safety Representative Training Safety Supervisor Training
	Slip, Trip & Fall Prevention Stairway & Ladder Safety



Section 12

White Pine County Required

Safety Forms & Checklists

Due to the nature of work and operations performed by White Pine County, it is necessary that the following safety forms and checklists are included in our Written Workplace Safety Program:

SAFETY MANAGEMENT

Job Start-Up Checklist
Forklift Service Checklist
Operator Performance Evaluation Checklist
Office Safety Inspection Checklist

EMERGENCY ACTION AND RESPONSE

Crisis Management Response Team - Contact Log
Safety Representatives - Contact Log
External Resources – Contact Log
Bomb Threat Checklist
Employee Evacuation - Accounting Log

EMPLOYEE SAFETY RECORDS

Employee Acknowledgement Form
Employee Orientation Checklist – Construction
Employee PPE Assessment Form
Employee PPE Issue Form
Employee Safety Training Record
Ergonomic Workstation Analysis Form
Employee Ergonomic Workstation Questionnaire
Employee Safety Suggestion Form

FIRE PREVENTION

Fire Safety Inspection Checklist
Fire Drill Post Response Report
Emergency HAZMAT Inventory Log
Hazardous Waste Disposal Request Form

Accident Prevention Program Analysis
Forklift Service Checklist
Site Safety Meeting Record
Supervisors Monthly Meeting Record
Report of Safety Hazard Form

INCIDENT REPORTING FORMS

OSHA 300 Log
Employee Injury & Illness Report
Vehicle Accident & Property Damage Report

OCCUPATIONAL HEALTH FORMS

Blood-borne Pathogens Risk Classification Flowchart
BBP Employee Annual Training Record

TRAINING RECOGNITION CERTIFICATE

Certificate of Completion