

**2004/2005  
CAMERON COUNTY  
ACCIDENT  
PREVENTION  
PROGRAM**



## **HUMAN RESOURCES/CIVIL SERVICE SAFETY RISK MANAGEMENT**

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**SAFETY IS FIRST NO MATTER WHAT THE JOB ASSIGNMENT. MOST ACCIDENTS CAN BE PREVENTED IF WE APPROACH EVERY JOB WITH THE PROPER ATTITUDE. EVERY DEPARTMENT MUST DEVELOP AN ACCIDENT PREVENTION PLAN (APP) AND REQUIRE ALL MANAGEMENT/SUPERVISORS TO COMMIT BY SIGNING THE DEPARTMENT SAFETY POLICY STATEMENT AND IMPLEMENT THE PLAN.**

**THIS MANUAL CONTAINS RULES AND PRACTICES FOR SAFE JOB PERFORMANCE. THESE ARE THE COUNTY'S GENERAL POLICIES AND EACH DEPARTMENT MUST DEVELOP ITS OWN ACCIDENT PREVENTION PLAN (APP) FROM THOSE POLICIES AND RULES THAT ARE PARTICULAR TO THEIR DEPARTMENT. IT IS PARTICULARLY IMPORTANT THAT THE APP BE A COOPERATIVE EFFORT BY A COMMITTEE OF DEPARTMENT SUPERVISORS OR STAFF. ONCE THE PLAN IS DEVELOPED AND INDORSED BY MANAGEMENT IT IS PRESENTED TO STAFF.**

**RULES AND POLICES ARE MEANINGLESS IF THEY ARE NOT SUPPORTED WITH POSITIVE ATTITUDES. WE MUST REQUIRE THAT ALL CAMERON COUNTY EMPLOYEES THOROUGHLY UNDERSTAND AND PRACTICE THE POLICIES AND PROCEDURES FOR A SUCCESSFUL SAFETY PROGRAM.**

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**MANUEL R. VILLARREAL  
HUMAN RESOURCES/SAFETY RISK  
DIRECTOR**

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## 1.00 INTRODUCTION

### 1.01 AUTHORITY

This policy has been established by the Commissioners Court of Cameron County. Any amendments, revisions or new policies must be approved by the Commissioners Court.

### 1.02 RESPONSIBILITY FOR IMPLEMENTATION OF SAFETY POLICY

Each department head, elected or appointed, is responsible for the administration of the safety policy within his department and must issue detailed departmental operating procedures to implement this adopted policy as long as they are consistent with this policy.

### 1.03 PURPOSE

This policy is to set forth the primary rules and regulations governing safety with Cameron County. This policy shall give employees instruction in safe and efficient methods of performing their jobs and in the appropriate use of protective equipment.

### 1.04 ACCIDENT PREVENTION PLAN

Each department must establish an accident plan through the application of the seven basic components, 1. Management support, 2. Analysis of loss trade, 3. Record keeping and documentation, 4. Safety training of employees, 5. Hazard inspection identifications, 6. Accident investigation, 7. Period review of the program. Each plan must be unique according to department needs.

# ***ACCIDENT PREVENTION PLAN***

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CAMERON COUNTY

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## MANAGEMENT COMPONENT

### Safety Policy Statement

CAMERON County is committed to providing a safe and healthful work environment for all our employees and others that may work, visit, or enter our facilities. The objective of our Accident Prevention Program is to prevent accidents and minimize their consequences, and to reduce the frequency and severity of injuries.

It is our policy to manage and conduct operations and business in a manner that offers maximum protection to all employees and any other person that may be affected by our operations and business.

It is our absolute conviction that we have the responsibility for providing a safe and healthful work environment for our people and all others that may be affected as we conduct our business. We will make every effort to provide a working environment that is free from any recognized or potential hazard.

We recognize that the success of our safety and health program is contingent and dependent upon support from the Commissioners' Court, management, and supervisors, as well as all employees of the county.

The Loss Control Committee will establish avenues to solicit and receive comments, information, and assistance from employees about safety and health. If you have any questions or concerns about employee safety and health, please contact the individual appointed by your county as the contact for these issues \_\_\_\_\_ (the individual appointed for this task should be your county's Risk Manager, Safety Coordinator, or a departmental Loss Control Committee member).

**MANAGEMENT COMPONENT** CONTINUED

Safety Committee Members (To be identify by each department, may be less than 7)

1.

Name	Dept.	Phone
------	-------	-------

2.

Name	Dept.	Phone
------	-------	-------

3.

Name	Dept.	Phone
------	-------	-------

4.

Name	Dept.	Phone
------	-------	-------

5.

Name	Dept.	Phone
------	-------	-------

6.

Name	Dept.	Phone
------	-------	-------

7.

Name	Dept.	Phone
------	-------	-------

## MANAGEMENT COMPONENT CONTINUED

### Authority and Accountability Statement

The individual appointed by your county as the contact for employee safety and health issues, as identified in the Safety Policy Statement (Risk Manager, Loss Control Coordinator, or Safety Committee Member), is responsible and will be held accountable for coordinating and administering the County Accident Prevention Plan. Some of the assigned duties include: directing the development of loss control policies and procedures, performing inspections, establishing and directing the county's safety training efforts, assisting with accident investigations, acting as liaison between Commissioners' Court, other elected officials, and the Loss Control Committee, establishing safety goals and objectives, and generally directing safety and accident prevention activities

The responsibility for loss prevention administration is delegated to the departmental safety committee members, acting in an advisory capacity to department managers and supervisors within the county. Some of the assigned duties include: participating in Loss Control Committee meetings, assisting with development of safety policies, conducting or assisting with accident investigations, evaluating and recommending corrective actions to prevent accidents and injuries, assisting with establishing safety goals and objectives, and conducting departmental safety inspections. The department head with the assistance of the safety committee members are responsible and will be held accountable to ensure that all employees in their department follow all safety and health policies, procedures, and rules established by the county. They are also responsible for administering training and guidance to employees in their departments.

The immediate supervisor of the employee has the authority to reprimand and recommend disciplinary actions against employees that violate the safety and health policies of the county.

Employees are responsible and will be held accountable for providing the county with a commitment to the safety and health program, abiding by the policies, procedures, rules set forth by the program, and becoming actively involved in the program to assist in providing a safe and healthful workplace for all involved.



## RECORDKEEPING COMPONENT

### Records and Documentation Statement

\_\_\_\_\_ County believes that the only valid means of reviewing and identifying trends and deficiencies in a safety program is through an effective recordkeeping program. The recordkeeping element will be essential in tracking the performance of duties and responsibilities under the program. The county will implement and maintain an active, up to date recordkeeping program.

### Injury and Illness Data

\_\_\_\_\_ will maintain records of all work-related injuries and illnesses to employees. Copies of the records will be sent to the county's Claims Coordinator's office.

The following records apply only to work related injuries and illnesses.

#### Applicable forms or records:

- Employee injury report (if applicable)
- TX Workers' Compensation Commission form TWCC-1, Employer's First Report of Injury
- Accident log
- List any additional forms that may apply to this section.

### Safety and Health Surveys and Inspections Program

\_\_\_\_\_ will maintain and review records of all safety audits and inspections that are conducted within their respective areas.

#### Applicable forms and records:

- Comprehensive safety survey reports as well as records to document action taken to correct identified deficiencies
- Monthly precinct barn inspections
- Monthly office inspections
- Monthly jail inspection

All inspection information will be retained in the department where the information originally generated. The retaining period will be according to the recordkeeping plan.

## RECORDKEEPING COMPONENT CONTINUED

### Safety and Related Meetings

\_\_\_\_\_ will maintain accurate records of all proceedings associated with the safety and health program of this county.

Applicable forms and records:

- Agendas, minutes, records, and data, including training information used during safety meetings or other gatherings in which safety and health issues were discussed.
- These records will include the name of the recorder, date, a list of attendees, details of the topics discussed, and action or corrective measures suggested, recommended, or implemented.
- Employee injury report
- First report of injury
- Accident investigation forms
- Witness reports
- Supporting data including photographs, sketches, maps, etc.
- Plan of corrective action and records of corrective action or preventative measures implemented

The \_\_\_\_\_ will keep a record of all proceedings, as well as appropriate management or other designated staff actions affecting the safety and health program.

A recorder will be designated as responsible for keeping minutes or records at each meeting. During each subsequent meeting, the record of minutes for the previous meeting will be reviewed, discussed, and resolved.

### Training Records

\_\_\_\_\_ will document and maintain records of all safety and health-related training.

Applicable forms or records:

- Sign in sheets
- Copies of materials distributed during the training session

All safety and health related training provided to employees of this county will be documented. This documentation will be maintained as proof of attendance and reviewed to assist in determining the need for additional or repeated training for employees on an individual basis.

Records and documentation of training will include: the presenter's name, date of training, topic or subject, printed name and signature of all participants.

The person providing the training is responsible for generating the documentation. The training record will become part of the employees' permanent training file and will be maintained by \_\_\_\_\_.

## RECORDKEEPING COMPONENT CONTINUED

### Accident Investigation

All accidents and near miss incidents resulting in injury or illness to a person, property damage of any magnitude, or the potential for either will be investigated and documented.

\_\_\_\_\_ will ensure proper records and documentation of all accident and incident investigation activities are maintained and reviewed according to the Accident Investigation Component.

### Equipment Inspection and Maintenance

\_\_\_\_\_ will maintain records and data pertaining to equipment inspection and maintenance programs performed at or with each facility.

Applicable forms and records:

- Daily vehicle inspections
- 3000 mile car, patrol car, and pick up truck inspections
- 250 hours heavy equipment inspections

Accurate records will be maintained involving all routine inspections and maintenance procedures performed on equipment for the county. This documentation will be reviewed by those responsible for maintaining equipment. The documentation will be utilized to determine an effective, ongoing equipment maintenance program and to ensure compliance with regulations that require inspections on certain equipment.

## ANALYSIS COMPONENT

### Trend Analysis

The \_\_\_\_\_ of \_\_\_\_\_ will review and analyze all records and documentation pertaining to the safety and health program. This review will be conducted on a  monthly or  quarterly basis (please select one). The analysis will focus on hazard analysis and recognition of developing trends.

Trend analysis will identify recurring accidents and near miss incidents resulting in or potentially involving injury, illness, and/or property damage. The analysis will also recognize repeatedly identified hazards/violations needing corrective action to establish which program component is failing; therefore, allowing the hazard to exist.

\_\_\_\_\_ will provide information and recommendations for corrective measures for trends developing in their areas. Information regarding recommendations will be part of the regular safety meetings.

Employees will be made aware of developing trends and hazard exposures as they are recognized.

Corrective measures will be implemented by \_\_\_\_\_ at each location until cause factors have been eliminated or controlled.

All Immediate supervisors will provide analysis information of their respective departments to the \_\_\_\_\_ for the development of the monthly analysis report for Commissioners' Court.

The Claims Coordinator maintaining the accident log will utilize all injury and illness documentation. The log will be utilized to prepare the monthly report to Commissioners' Court. The report will be made available during the last Commissioners' Court meeting of the month.

## EDUCATION & TRAINING COMPONENT

### Training Program Development

\_\_\_\_\_ is committed to providing safety and health related orientation and training to all employees. \_\_\_\_\_ will develop, implement, and maintain a safety and health orientation and training program.

The purpose of the training element is to educate and familiarize employees with safety and health procedures, rules, and work practices of the county. The county will require involvement and participation of all department heads, supervisors, and employees. Furthermore, the county will support the orientation and training program by allocating funding, staff, resources, and time to develop and implement this element of the program.

### Ongoing Training

The training subjects, materials and the training schedule will be developed utilizing site specific, potential hazards, accident and incident information data, and safety training analysis.

All employees will receive monthly safety training. The date and topic of the training will be posted as part of the training schedule for 2002. The county should include the training schedule as part of the Accident Prevention Plan.

All employees assigned to attend a training session must demonstrate competency and retention of the minimal acceptable information prior to returning to any job assignment

### Orientation

The orientation training will be administered to all new employees prior to the initial work assignment and to employees assigned to new or different jobs.

The orientation will consist of discussion of all county required and departmental policies. As well as job and site specific safety and health information. The orientation topics will be listed on the suggested safety orientation checklist. All new employees will be given a tour of the facility and an opportunity to pose questions to expedite the familiarization process. New employees will not be released to an individual job assignment until it has been determined by \_\_\_\_\_ that the employee has met the minimum safety requirements.

The orientation and subsequent training sessions will include, but not be limited to, the following:

- Hazards associated with the work area

- Hazards of the job or task assignment
- Emergency procedures
- Personal protective equipment
- Hazard Communication (hazardous chemicals and materials)
- Specific equipment operation training
- Employee reporting requirements
- Accident investigation (supervisors and other designated personnel)

## EDUCATION & TRAINING COMPONENT CONTINUED

### Documentation

All safety and health related training administered or provided by the county will be documented with the following minimum information:

- Date of training session
- Instructor or Presenter
- Subject matter
- Legible name of attendee(s)
- Signature of acknowledgement of attendance

All training records and documentation will be retained within the department where they were generated. Individual training records will be maintained for the current year, plus five more years.

## HAZARD IDENTIFICATION COMPONENT

The \_\_\_\_\_ has implemented a program to identify, correct, and control hazards on an ongoing basis. This program will utilize multiple resources to ensure effectiveness, some of which are mandatory under this plan, and some resources will be a method to capture and report employee concerns regarding safety issues.

### Comprehensive Surveys

The county has arranged for each operating location to receive a comprehensive safety and health audit by a safety specialist from TAC, at least on an annual basis. These audits will identify existing and potential hazards, non-compliance issues and to evaluate the overall effectiveness of the Accident Prevention Plan.

### Safety and Health Self-Inspections

The \_\_\_\_\_ at each location will conduct self-inspection that will cover the entire department and equipment. Some inspections will be conducted weekly, or monthly. All inspections will be conducted on an ongoing basis without interruption. Management will allocate adequate time and resources to perform the surveys.

Each location will develop and maintain inspection checklist(s) specific to the operation. The list will be developed utilizing a general inspection checklist and will be evaluated and updated with hazards that are identified during the inspections and other pertinent data as it is acquired.

Checklists will be developed as part of the periodic self-inspection process. Checklists will be used and maintained and include the name of the person performing the evaluation and the date the inspection takes place. Management upon completion will review the self-inspection checklist. All discrepancies identified during the survey will be evaluated as soon as possible.

Employees must be notified of the hazards that pose an immediate threat of physical harm or property damage, immediately after the discovery of the condition, as well as of the measures or steps required to eliminate, correct, or control the hazard.

Monthly Safety and Health Property Inspections will include, but not be limited to, the following:

- Comprehensive survey reports and records of action taken to correct deficiencies
- Monthly precinct barn inspections
- Monthly office inspections
- Jail Inspections



Safety and Health Equipment Inspections will include, but not be limited to, the following:

- Daily vehicle inspections
- 3000 mile car, patrol car and pick up truck inspections
- 250 hours heavy equipment inspections

## HAZARD IDENTIFICATION COMPONENT CONTINUED

Management will review the inspection checklists and any other established documentation to ensure that a course of corrective action and timeline has been established for eliminating each deficiency.

Reports generated, as a result of comprehensive surveys by TAC or other state agencies, will receive immediate attention and consideration. All hazards identified and the recommendations will be acted upon in a timely manner. All methods of addressing the issues contained in the reports will be documented in writing and a copy maintained with the survey report.

### Employee Reports of Hazards

Management will develop a method for employees to report dangerous conditions or unsafe work practices that are in need of correction. These reports should normally go through the supervisor and chain of command; however, an alternate reporting method will be made available to employees. Alternative methods would be reporting such items to the Safety Committee, any safety officers or coordinators designated in the County, and/or other authorities.

### Job Safety Analysis

For processes where there are safety concerns, and the County or employees are seeking appropriate safe work practices, a Job Safety Analysis should be completed and should include employees who are involved in that task to assist in the development of safe work practices.

### Employee Feedback at Safety Training

Management will make note of employee safety concerns voiced at safety meetings or training sessions and take appropriate corrective action to resolve the condition, if possible. A record of these concerns should be kept for review by management, the safety committee or other authorities.

### Employee Feedback through Safety Committee Members

Employees are encouraged to voice concerns and contribute workable solutions to safety issues to their representatives on the safety committee as well as with their supervisors. The County seeks an open exchange of ideas toward making the County a safer place to work. The Safety committee should use due care in handling of these concerns and forward recommendations to County management if needed.



## ACCIDENT INVESTIGATION COMPONENT

Management is committed to and will correct or control all hazards identified through the accident investigation or the hazard identification programs. All identified hazards will receive a timely response.

### Hazard Correction

Whenever possible and feasible, hazards identified in each department will be corrected in order to eliminate the cause of the hazard at the source. This will include, but not be limited to, the following:

- Discontinuation or removal of hazardous chemicals, materials, or substances from the workplace;
- Discontinuation of use or removal of hazardous equipment until replaced or repaired; and
- Correction of any unsafe act or conditions in existence, by service or training.

### Hazard Control

When identified hazards cannot be eliminated, the hazard will be effectively controlled by engineering, administrative procedures, work practices, personal protective equipment, or any suitable combination of these measures.

- Engineering Controls
- Administrative procedures
- Personal protective equipment

### Accident Reporting and Investigation

\_\_\_\_\_ will investigate all work-related accidents and near miss incidents involving employees or company property to develop preventive measures and implement corrective actions.

All items on the designated accident investigation form will be addressed in detail as soon as possible following the accident/incident. The information acquired will be used and reviewed by management, supervisors, and effected employees to establish all contributing factors and causes.

All county employees must follow the accident investigation policy.

### Employee Reporting

All county employees are required to report all accidents or incidents that occurred in the scope of their employment. All accidents and incidents must be reported to the department manager, foreman, or supervisor immediately; but no less than 24 hours. An employee injury report or TWCC-1 must be file by the supervisor and provided to the claims coordinator within 24 hours, but no later than 3 days after knowledge of the accident or incident.

## ACCIDENT INVESTIGATION COMPONENT CONTINUED

Phone contact by the injured employee is encouraged, if possible, to facilitate a quick investigation before the surrounding conditions change. Telephone number to report incidents is \_\_\_\_\_. Once notified, the immediate supervisor will begin the investigation.

### Investigation Timeline

It is responsibility of the respective supervisor/manager/foreman to begin gathering evidence, e.g. photos, statements, etc. The severity of the accident should dictate the extent of the investigation. In some cases it may be necessary for the supervisor/foreman to investigate and report accidents or incidents where no injuries or other losses occurred.

The investigation will be conducted immediately, but no later than 3 working days after knowledge of the incident. The investigation will be recorded on the Loss Control Coordinator's accident investigation report by the department supervisor. Immediately upon completion (no later than 5 days after knowledge of the incident), the report will be sent to the department head and, if applicable, copies of the final report should be forwarded to the Risk Manager.

### Department Responsibility

The department head will review the investigation report and evaluate the contributing factors of the accident outlined in the report. The manager should take into consideration the causes of the accident and immediately evaluate his/her work area for similar problems. The manager/foreman will take immediate action to either eliminate or control the identified problems. Notification of corrections, as well as problems that cannot be corrected immediately will be sent to the department head and Risk Manager, if applicable.

### Action by Commissioners' Court

The Commissioners' Court will provide funding as needed to correct these hazards in an appropriate manner. The Commissioners' Court, with the assistance of the supervisor, will develop a timeline for correction by the department manager/foreman. The manager/foreman must post notice of the hazard or problem and take appropriate

interim measures to prevent accidents from recurring.

### Employer Reporting

The Claims Coordinator will report the following accidents to local, state, and federal agencies as required:

- Texas Workers' Compensation Commission - fatalities and accidents involving five (5) or more injuries will be reported within 24 hours

## ACCIDENT INVESTIGATION COMPONENT CONTINUED

### Lost workday cases other than fatalities:

- Covered employers report to the Texas Workers' Compensation Commission using form TWCC-1, Employer's First Report of Injury
- Non fatal cases without lost workdays which result in transfer to another employment require medical treatment other than first aid; involve loss of consciousness, or restriction of work motion. This category also includes any diagnosed occupational illnesses which are reported to the employer but are not classified as fatalities or lost workday cases
- Blood borne pathogen exposure within 24 hours to the Texas Department of Health.

### Documentation

All activities and findings of the investigators will be documented and recorded for review.

Accident investigation documentation will record, as a minimum, the following information.

- Date and time of occurrence
- Location of the occurrence
- Name of person(s) conducting the investigation
- Job assignment or duties being performed at time of incident
- Details of how the accident occurred
- Description of any equipment affected or involved
- Names and comments of witnesses
- Indirect, underlying, or contributing factors (including fault or failure in safety and health program elements)
- Name of person(s) involved, job title, area assigned date of birth, sex
- Nature and severity of injury or illness
- Name of immediate supervisor of employee
- Special circumstances or encumbrances
- Injury, part of body affected
- Direct cause
- Corrective action implemented or preventive measures taken (including safety and health program adjustments)

## PROGRAM REVIEW & REVISION COMPONENT

### Periodic Review and Revision of Program Components

\_\_\_\_\_ or other designated representative will review, at least annually, and revise the components of the Accident Prevention Plan for effectiveness and implementation.

The components of the Accident Prevention Plan will be reviewed in **January each year** to identify insufficiencies or component failure. Each component will be audited individually with the findings documented and recorded. This documentation will be used to identify trends in the program element deficiency and to track improvement modifications. This documentation will be maintained for review. Corrective measures will be taken as needed to reemphasize or restructure the Accident Prevention Plan to perform at the optimum effectiveness.

Special attention will be devoted to areas and criteria that demonstrate failure in a program component, introduction of new procedures, processes, or equipment.

Information will be solicited from area supervisors and employees to determine the effectiveness of each program component, and assistance in developing adjustments and corrections.

On a monthly basis, until the completion of the final audit, the safety coordinator designated by the county will be responsible for developing an Accident Prevention Plan Implementation status report. The report will be provided to Commissioners' Court on the last regularly scheduled Commissioners' Court meeting of each month, with copy of the report to be sent to a TAC Safety Specialist, via fax or e-mail. The purpose of this is to recognize the departments who are performing well and to encourage poor performers to improve.



## 2.00 GENERAL POLICES

### 2.01 RESTRICTED AREAS

A restricted area, as designated by Cameron County, is the area in which Cameron County is responsible for all movements and operations of personnel and equipment.

Within a restricted area, certain sections will be designated as hazardous and may be subject to special rules and regulations required to promote safe operations.

### 2.02 VISITORS

Visitors may be accompanied by a responsible person who has a thorough knowledge of procedures and safety rules. Visitors to Cameron County installations must comply with the county's safety regulations and any additional requirements deemed appropriately by the commissioner's Court.

### 2.03 SMOKING

1. Smoking is forbidden in all areas except for those designated as a smoking area.
2. "No Smoking" notices will be prominently displayed in all restricted area.

### 2.04 TRAINING

All Cameron County personnel will receive training for his/her work assignment. This training may consist of on-the job practical instruction, classroom instruction or a combination of both.

### 2.05 SAFETY MEETINGS AND DRILLS

Safety meetings will be scheduled for the calendar year in the Accident Prevention Plan by each department Director/Safety coordinator. A record of all safety training must be maintained for each employee.

### 2.06 WORKING SAFELY

Each employee has a personal responsibility to perform his/her job in a safe manner.

Most accidents are caused by thoughtlessness, inattention, haste, or lack of knowledge. By using good judgment, following safety rules and being alert, injuries can be avoided. Safety is a **full time** responsibility.

### 2.07 CONTRABAND POLICY

Purpose

The purpose of this policy is to establish an additional Safety and Loss Prevention Program in order to help provide for the safety and security of employees and others affected by the County's operations, and to protect property.

Theft, conversion, misappropriation or unauthorized removal, possession or use of county property, including, but not limited to, materials, facilities, tools, equipment, documents and proprietary information, or of any items of property of other employees or private citizens is prohibited.

## 2.08 NARCOTICS OR ILLEGAL DRUGS

The use, possession, transportation, or sale of narcotics, illegal drugs, or drug paraphernalia by any employee while on County time, while on any County function or in any County vehicle is prohibited. The only exception shall be **properly reported prescription drugs prescribed** by a licensed physician as medication for use by the person possessing substance.

## 2.09 ALCOHOL AND FIREARMS

The use, possession, transportation or sale of intoxicating beverages or firearms and other weapons while on County time, while on County premises or in any County vehicle is prohibited unless specifically authorized by the Commissioners Court.

## 2.10 REPORTING TO WORK UNDER THE INFLUENCE OR INTOXICATING BEVERAGES, ILLEGAL DRUGS OR NARCOTICS.

Reporting to work under the influence of intoxicating beverages, illegal drugs or narcotics, other than the properly reported and authorized use of prescribed medication or of controlled substances as part of a prescribed medical treatment program, is prohibited.

### 3.00 EMERGENCY RESPONSE

#### 3.01 PERSONAL INJURIES

If an employee is injured, other employees in the immediate area should assist the injured. The senior employee on site shall have the responsibility to assess the severity of the injury and is authorized to take the action as indicated below:

1. Provide first aid to injured.
2. Contact an Emergency Medical Services (EMS) or ambulance.

For severe injuries, provide first aid as necessary, make the injured as comfortable as possible, (but do not move the injured party, unless conditions require movement), and call or have another employee call:

911

If the injury is not severe but needs a physician's attention, the supervisor shall allow the injured to seek immediate medical attention. The supervisor should then fill out the First Report of Injury and forward it to the Safety Coordinator.

#### 3.02 FIRE

If a fire occurs each employee should:

1. Protect injured persons from further danger.
2. Sound an alert to notify person in the area.
3. Evacuate the facilities.
4. Call the Fire Department at:

911

5. Attempt to extinguish the fire using the proper equipment and training.

#### 3.03 BOMB THREAT

In the event of a bomb threat, all employees should evacuate the facilities, meet at preselected point, and account for all employees and call:

911

### 3.04 HAZARDOUS MATERIALS INCIDENT

Chemical spills or exposure to chemical accidents can be extremely hazardous. Often the chemicals involved can change from dormant to volatile when exposed to the environment or in contact with other materials. Evacuate all employees where a hazardous material incident occurs and then call:

911

## 4.00 GENERAL SAFETY RULES

### INTRODUCTION

Always keep in mind that your primary responsibility as an employee is to perform your duties in a safe manner in order to prevent injury to yourself or to your co-workers. You should become familiar with the contents of this manual and learn the approved safe practices applicable to your work, and observe them at all times. Before undertaking special operations, you should review the appropriate section of this manual in detail or contact the Safety/Risk Management Coordinator.

Each employee should maintain an active interest in the safety program. Each work group is expected to actively participate in the safety program. Daily five minute safety meetings and periodic one hour safety meetings at the work location are encouraged. Given your undivided attention to the on-the-job safety discussions which your supervisor may use to prepare you for new or hazardous work. Ask for an explanation of points which you do not understand thoroughly.

**Failure to observe applicable safety rules could result in serious injury to you or a fellow employee. For this reason, unsafe work practices may result in discipline up to and including termination.**

### 4.01 GENERAL PRINCIPLES

1. Adequate rest, exercise and proper diet will enhance your health and level of awareness which is helpful in avoiding accidental injury.
2. Be alert to hazardous conditions. Whenever possible, correct or eliminate the hazardous conditions yourself. Report to your supervisor all such hazards and the measures you have taken to correct them. Each work group should use a system for reporting and documenting hazards. Documentation should describe the hazard and give its locations. Responsibility for remedial action should be assigned. If a hazard cannot be corrected immediately, clearly mark it until it can be corrected. Personnel coming on duty must be informed of any changes or conditions that might present a hazard.
3. You must report promptly to your supervisor any injury you sustain while at work.
4. You must report all Count owned, leased, or rented vehicle and/or job-related automotive accidents, major or minor, as soon as possible to your supervisor.
5. When working alone, notify your supervisor of your work location, and always try to anticipate any hazards, that you might encounter. You should not attempt to do a job alone when safe working practices and common sense tell you assistance is needed.

Use the “Buddy System” whenever possible.

6. Never attempt to lift or move a heavy object that is beyond your capability to do so in a safe manner.
7. Use issued personal protective equipment for the work you are doing.
8. Never defeat the function of a safety device unless approved by your supervisor for a unique operating circumstance or a maintenance procedure.
9. Preoccupation with matters other than the work at hand causes accidents. When performing a job, concentrated on the immediate assignment. Do not be distracted by your emotions or by outside influences.
10. Do not use makeshifts of any kind that could conceivably compromise safety. In rare instances when a makeshift is necessary as a temporary measure, obtain the approval of your supervisor to use it, then replace or correct it with the appropriate equipment or procedure as soon as possible. While using the makeshift, mark it so that others will be aware of it. As an extra precaution, notify relief and other personnel that it exists.
11. Be careful, when moving about the work area, to avoid slipping, tripping, or falling. Be especially careful when weather or other conditions create or aggravate hazardous situations.
12. Never engage in scuffling, practical joking, or horseplay on the job.
13. Individual responsible for selecting meeting locations must ensure that the facilities meet expected safety standards. The person in charge should explain the evacuation plan and point out the emergency exits before the meeting begins.
14. When on a business trip, you should become familiar with all emergency procedures and escape routes at the work location and at the hotel or motel.
15. Immediately report all injuries to your supervisor.

#### 4.02 SLIPS, TRIPS, AND FALLS

Slips, trips, and falls are a major contributor in injuries and lost time accidents. Be careful and observe the following rules.

1. The following situations should be avoided to help prevent slipping:
  - a. Wet floors/deck and stairs
  - b. Oily floors/deck and stairs
  - c. Highly waxed and polished floors

- d. Throw rugs at the foot or top of a stairway
- 2. Remove any spilled liquid from the floor immediately.
- 3. Keep items such as paper clips, thumbtacks, and rubber bands off the floors.
- 4. Good traction helps prevent slipping. The soles of some shoes may increase the chance of slipping; therefore, wear shoes that provide good traction.
- 5. When exerting extreme force on wrenches, make sure that your footing is stable in case the wrench slips or releases quickly.
- 6. Good housekeeping helps prevent tripping.
- 7. Many items can cause tripping. Be alert for tripping hazards such as garden hoses, shovels, “yoyos”, rakes, concrete bumpers in parking lots, broken sidewalks, shallow holes in streets and crosswalks, extension cords, loose shoe laces and carpeting, pants that are too long, etc. Take action to eliminate tripping hazards where possible.
- 8. Never run unless the situation is life-threatening.
- 9. Every opening in a deck, a floor or the ground, and pits which a person could accidentally step into should be well marked. The openings should be constantly attended, protected by barricades or standard railings, or roped off before any grating or boards are removed, or before any holes are opened.
- 10. Take special precautions when working in a location without handrails.
- 11. Employees must wear safety belts when working 6 feet or more above the ground, unless other adequate protection against falling is provided.
- 12. Safety climbs that are installed on ladders or other equipment must be used. Safety climbs have safety belt attachments that allow personnel to climb without detaching their safety belts after each step.

#### 4.03 STAIRS AND WALKWAYS

- 1. When carrying materials, always keep one hand free to use the handrails as you go up and down stairways.
- 2. Stairs to attic areas in warehouses must be equipped with adequate railing. All stairways should be well illuminated.
- 3. All steps, walkways, and stairs must be kept free of obstructions and slippery materials such as oil and grease.

4. Tools, equipment, and material must not be left on walkways.
5. Standard handrails must be provided for four or more steps.
6. Use handrails when walking up/down stairways or steps.
7. Wooden walkways and handrails should be inspected frequently to determine their strength and integrity.
8. The use of colors to mark elevation changes is encouraged.
9. Secure hoses and electrical cords to the floor or ground whenever they are laid across walkways.

#### 4.04 HOUSEKEEPING

Good housekeeping is a must.

1. Loose tools and equipment scattered around the work place are the cause of many accidents and injuries. Always keep you area clear of oil spills, excess or unnecessary tools and equipment.
2. Manholes, open hatches, loose grating and miscellaneous opening create tremendous hazards. Always keep openings covered or place guards or barriers around them.
3. Store materials and equipment securely, neatly and in place where they do not hinder operations.
4. Dispose of waste materials in designated containers.
5. Report any cleanup problems that you cannot take care of yourself to your supervisor.
6. Use soaps and cleaners provided for cleaning skin. Solvents should not be used.
7. Avoid unnecessary contact with hydrocarbons.
8. Change oil-soaked clothing. It may cause skin irritation and is a fire hazards.

#### 4.05 PROPER LIFTING TECHNIQUE

1. Get firm footing. Keep your feet apart for a stable base, pint toes out.
2. Bend at your knees (not your waist).



3. Tighten stomach muscles.
4. Lift with your legs. Let the powerful leg muscles do the work, not your weaker back muscles.
5. Keep the load close to your body.
6. Keep your back upright, avoid twisting.

## 5.00 PERSONAL PROTECTIVE EQUIPMENT AND CLOTHING

Personal protective equipment is sometimes our last line of defense against personal injury. When a hazard cannot be engineered out, proper precaution and person protective equipment must be used. This section covers various types of personal protective equipment.

### 5.01 EYE AND FACE PROTECTION

Nearly 85% of what an individual perceives about the environment is through his/her eyes. Individuals are exposed to a variety of eye hazards. These hazards can be categorized into five different types; a. flying objects, b. splashing liquids, c. corrosive vapors, d. mist and dust, e. radiant energy. To help prevent these from becoming a hazard to the eyes the appropriate protection must be worn.

1. All eye protection equipment must meet ANSI Standard Z 87.1.1968.
2. Eye protection with side shields must be worn by all employees and visitors while at any location where the potential of eye injury exists.
3. Chemical goggles must be worn when handling hazardous chemical liquids, bleach, powders, or mists. A face shield may also be necessary for additional face protection.
4. Eye protection should be adjusted properly to the face to insure maximum protection.
5. Welding operations require welding hoods for protection. Safety glasses should be worn under the hood for additional protection.
6. Impact-type goggles must be worn and a face shield should be worn when engaging in activity that involves hazards to the unprotected eye from chipped or flying particles. Some examples are chipping, scrapping, buffing, grinding, etc.
7. To Protect against radiant energy when welding, burning, or cutting, the use of welding filter lenses shall conform to the following shade specifications:

Are Weld over 400 amps	Shade 14
Are weld 200-400 amps	Shade 12
Are weld 75-200 amps	Shade 10
Are weld 30-77 amps	Shade 8

Heavy gas weld and cutting	Shade 8
Are weld up to 30 amps	Shade 6
Medium gas weld and cutting	Shade 6
Light gas weld, cutting, and brazing	Shade 5/4

8. To ensure maximum protection and comfort, eye protection should be adjusted properly to the face.
9. All eye protection must be kept clean and on good repair.
10. Contact lenses shall be not be worn in areas where there is risk of liquid spray from hydrocarbons, chemicals, acids, caustic, or any liquid substance that can burn or be corrosive to the eye.
11. Eye shield for all computers.

#### 5.02 FOOT PROTECTION

1. Steel toe shoe/boots must meet ANSI Standard Z 41.1-1967.
2. Steel toe shoe/boot must be worn in any area where a potential for foot injury exist.
3. Use appropriate footwear when handling liquids or hazardous chemicals.

#### 5.03 HEAD PROTECTION

A hard hat is vital piece of equipment that can help protect an employee form head injury. There are different styles and types for particular jobs that employees are to perform. All head protection must meet ANSI Standards Z 87.1-1969.

1. Never attempts to modify a hard hat, as this may compromise the performance of the headgear.
2. Inspect hard hats for cracks, signs or wear, and worn or damaged suspension. Discard and replace it when it becomes damaged. Change suspension at lease one a year or as needed and replace shell at least every two years.
3. Keep the suspension adjusted for proper fit and effectiveness.
4. Never put the hard hat on the rear window shelf of an automobile. It can become a deadly missile in an automobile.
5. Metal hard hats are unacceptable and shall not be worn.

6. Never carry items under the hard hat while it is being worn.
7. Clean the hard hat with mild soap and water only. NO SOLVENTS.
8. Bump caps should be worn while working in the shop areas.
9. DO NOT wear hard hat without suspension.

#### 5.04 HEARING PROTECTION

Hearing protection is provided by the County and must be worn by all personnel in areas where signs are posted warning of excessive noise levels. Also hearing protection shall be worn in areas that are suspected of excessive noise, such as around diesel engines.

1. Hearing protection shall be properly fitted and worn.
2. Disposable ear plugs should be used only once and then discarded.
3. Multi-use ear plugs should be cleaned with warm soapy water after each use, then they should be dried.

#### 5.05 HAND PROTECTION

To help prevent minor injuries resulting from rough materials, irritating substances, etc., gloves should be worn whenever possible.

1. Leather gloves should be worn when wire rope is being handled, electrical boxes are being serviced, and when handling wood timbers.
2. Cloth gloves should be worn when handling pipe, tools, etc.
3. Depending on the chemical that is being handled, specific type hand wear must be worn.
4. Rubber gloves should be worn while performing hydrojetting jobs.

#### 5.06 RESPIRATORY PROTECTION

In the control of those occupational diseases caused by breathing air contaminated with harmful dust, fogs, fumes, mists, gases, smokes, sprays, or vapors, the primary objective shall be to prevent atmospheric contamination. When this cannot be feasibly accomplished, appropriate respirators shall be used. Employees requiring respiratory protection will be required to be clean shaven.

1. Employees must be taught how to use respiratory protection before its actual uses is required. Specific training requirements vary for respiratory types. Training must be conducted in accordance with applicable regulations. Periodic refresher training should be held as appropriate. This training will identify individual who, because of their physical conditions, cannot use the equipment.
2. Respirators must be worn when personnel are working in an atmosphere contaminated with harmful mists, fogs, gases, smokes, sprays, and vapors. Respirators must be one of the following types approved by the national Institute of Occupational Safety and health (NIOSH):
  - a. Dust respirators-used to protect from nuisance and toxic dusts. Not to be used for vapors, mists, or fumes unless specified by the manufacturer/supplier.
  - b. Chemical cartridge respirators-used to protect from mist or vapor such as paint spray. Not to be used for dust or fumes unless specified by the manufacturer/supplier.
  - c. Self-Contained Breathing Apparatus (SCBA) – For use in high concentrations of toxic gases, in oxygen deficient atmospheres, or in any environment considered immediately hazardous to life.
3. Respirators must be regularly cleaned and disinfected and properly stored after each use.
4. Connections on the airlines which supply breathing air to respiratory equipment must be inspected frequently and maintained to ensure their integrity.
5. Any employee working in a area where routine or emergency use of a self-contained breathing apparatus is required to perform his/her job must be clean shaven in the face piece sealing area and must not have facial hair that could interfere with the function of the mask.

Before donning a respirator with a full face piece, a person must be tested for air tightness before the person enters the contaminated area. In the test, the person wearing the mask inhales after the air supply has been blocked. If the mask fails to collapse against the face, it must not be used before repairs or adjustment have been made.
6. Employees who wear prescription glasses and are assigned to areas where respirators may be required should be outfitted with a means of attaching the prescription lenses to the face mask of the respirator.
7. The wearing of contact lenses with a respirator is not permitted.

## 5.07 OTHER PROTECTIVE EQUIPMENT

At times an employee will be required to use additional person protective equipment. This may include slicker suits, bee suits, special encapsulating suits, work respirators, coveralls, etc.

Everyone should become familiar with their equipment prior to its use.

## 5.08 STORAGE OF PROTECTIVE EQUIPMENT

After use, protective equipment should be washed with a mild soap and water solution and stored in a clean, dry place.

## 5.09 CLOTHING

1. Wear clothing appropriate to work assignments. Clothing should be cleaned in good condition.
2. Supervisors are responsible for ensuring that employees are informed of the requirements for clothing that is suitable for the work to be performed.
3. For those working with machinery or in other hazardous operations, wearing apparel should be well fitted, with no loose or flowing appendages. Sleeves, if full length, should be buttoned at the wrist.
4. Employees must wear shoes. Shoes should be well-fitted with good soles and heels that completely cover the foot. Open-toe shoes or lightweight shoes of the canvas "sneaker" type may not be safe.
5. Employees with long hair who work around moving machinery must wear adequate hair covering to avoid entanglement.
6. Jewelry as rings, pendants, necklaces, earrings, watches, shall not be worn whenever they constitute a hazard. Working around moving machines, electrical or electronic equipment would be an example of this.
7. If clothing becomes saturated with oil, gasoline, or chemicals, the employee should immediately wash the exposed skin area with soap and water and change clothes to prevent skin irritation. The employee must avoid all source of fire, including, cigarettes, pipes, or cigars, before changing clothes and washing the affected skin with soap and water. A doctor should be consulted if a skin rash develops.

## 5.10 PERSONAL APPEARANCE

Each Cameron County employee has a person responsibility to report to work appropriately attired and neatly groomed. Due to the nature of jobs performed by Cameron County and the commitment by administration to maintain a superior safety program, the following guidelines must be adhered to while employed by Cameron County:

1. No sandals shall be worn.
2. No tank tops or sleeveless shirts shall be worn.
3. No cut-off/trousers shall be worn.
4. All employees shall wear the proper safety equipment as set forth in the Personal Protective Equipment section of this manual.
5. Hair shall not be of length that will hinder the effectiveness of a hard hat or respirator.
6. Under no circumstances will any piece of personal protective equipment be altered to allow for long hair.

The safety and well being of each employee is very important. Therefore, any employee who disregards safety regulations, practices, and rules, thus endangering himself/herself and/or other employees will be subject to disciplinary action up-to and including terminations.

#### 5.11 PERSON INJURIES

All injuries must be reported to your immediate supervisor when they occur as soon as possible. When a personal injury occurs to a Cameron County employee, an Employer's first Report of Injury (TWCC 1) MUST be completed by the supervisor as per the guidelines set forth by the Worker's Compensation Claims Handbook. This form must be completed and delivered to the Personnel Safety/Risk Management Department within twenty-four hours of employee notification.

## 6.00 OFFICE, SHOP AND WAREHOUSE SAFETY

### 6.01 SAFETY EQUIPMENT AND PROCEDURES

1. Keep Current emergency phone numbers for police, fire and medical aid near the telephone.
2. Become familiar with all exits and building evacuation procedures as per emergency evacuation floor plan posted. An evacuation plan should include both primary and secondary escape routes and should be posted visibly to employees and visitors.
3. Know where first AID KITS ARE LOCATED. You should also know who has been trained in first aid and cardiopulmonary resuscitation (CPR) procedures and where these people are located.

### 6.02 OFFICE SAFETY

1. Pencil sharpeners shall not be installed where they might be an obstruction.
2. Electric cords must be kept in good repair. Replace cords when outer insulation is broken. All cords must bear U.L. label. They must never be exposed across walk area.
3. Thumbtacks and other sharp, pointed objects should be kept in containers, not loose in desk drawers.
4. Have defective chairs repaired or replaced promptly.
5. Do not tilt back in straight chairs.
6. Use care when cleaning glass used for desk tops.
7. Use knives, razor blades, scissors or shears with care. Sheath cutting edge instruments when not in use.
8. Do not put broken glass in wastebaskets. Broken glass should be packed in heavy paper, marked "broken glass" and placed alongside the wastebasket at the end of the day so that the person removing waste paper will not be cut accidentally.

### 6.03 OFFICE FURNITURE AND EQUIPMENT

1. Whenever possible, arrange filing cabinets side by side and bolt them together.
2. For single cabinets, do not overload the upper drawers, and have only one drawer open at one time.



3. Close desk and file cabinet drawer when they are not in use. Never leave an open drawer unattended.
4. Avoid placing cabinet and files, where they may block passageways.
5. Never stack separate two-drawer filing cabinets unless they are designed to be stacked and can be fastened together.
6. Large files, cabinets, and bookshelves should be bolted to the wall, particularly in libraries or file rooms.
7. Never attempt to move heavy file cabinets without proper assistance.

#### 6.04 OTHER FURNITURE

1. Always use an approved ladder or stool to reach articles high above the floor. Never use swivel chair or other makeshift device to reach high places.
2. Sharp burrs on metal furniture and splintered edges on wooden furniture should be repaired or replaced. Glass desk tops are not recommended and should not be replaced when broken.
3. Keep furniture in proper repair. Repair sticky drawers, replace broken casters, and replace warped, cracked or broken seats on chairs. Warped, cracked, or broken chair mats which create a stumbling hazard should be replaced.
4. Use typewriter stands or platforms designed to carry the weight and size of the machine. Use caution when pulling out a spring-loaded typewriter platform for the desk. Never use such a platform for anything other than its intended purpose.
5. Avoid storing heavy objects above eye level in the office.
6. Secure pictures and wall hangings with the proper fasteners.
7. Desk chairs should be stable and level. You should not tilt back or put your feet on top of the desk.
8. Make aisles wide enough for easy passage and always keep them clear of obstructions.

#### 6.05 DOORS, WALKWAYS, AND ELEVATORS

1. Observe the following safety tips for the opening of doors:
  - a. Open door slowly. Expect someone to be on the other side.
  - b. If a door opens towards you, approach it from the side.

- c. When working alone, never carry items that prevent you from opening a door easily with a free hand.
2. Use the handrails on the stairs and escalators.
3. Never run on stairs and always keep at least one hand free.
4. Clearly mark all exits and replace burned-out light bulbs in exit signs promptly.
5. Report or tack down loose or torn carpeting.
6. Approach blind corners with caution, especially near coffee rooms, reproduction rooms, and other heavily traveled areas. When corner mirrors are available, use them to see if people are approaching from the opposite direction.
7. Read and comply with elevator safety rules. Let other people exit an elevator before you enter. Keep your hands and feet clear of closing doors.

#### 6.06 SHOP SAFETY

1. Dress properly for your job.
2. Avoid wearing jewelry while working.
3. Wear gloves when handling rough or sharp objects.
4. Wear appropriate eye protection when working under a vehicle, hammering, buffing, grinding, or welding. A face shield may also be required.
5. Practice good housekeeping.
6. Use the proper tool for the job.
7. Repair or replace worn or broken tools.
8. Keep floor jacks, hoists and support stands in top shape.
9. When working under equipment, use a minimum of two (2) support stands.
10. Avoid horseplay.
11. All hoses, air supply lines and electrical cords should be stored when not in use.
12. Butane bottles should not be stored inside shop or parts room. Additionally, butane bottles must be removed from vehicles if vehicle is to be worked on or left in the shop for any length of time.

13. Batteries should be charged and stored only in an area designed for that purpose.
14. Batteries should NOT be charged or stored on concrete floors.
15. Fire extinguisher should be in designated places and in all county vehicles when not being used or service. The location of the fire extinguisher shall be clearly marked and access ways shall remain clear of obstruction. Extinguisher should be maintained inspected & serviced in accordance with the Standards for Portable Fire Extinguishers, NFPA-10.
16. First aid kits and first aid-trained personnel shall be available during all shifts and in all county vehicles.
17. Keep work area clear of oil spills.
18. All flammable should be stored in an approved metal storage cabinet. ‘

#### 6.07 WAREHOUSE SAFETY

1. Warehouse must have posted smoking and nonsmoking areas.
2. All storage areas must be kept free of materials that can cause tripping, fire explosion, or pest harborage. Aisles, stairways, walkways, and loading platforms must also be kept free of such materials.
3. Gasoline, hydrocarbon, and any other highly volatile material must not be stored in a warehouse. Appropriate outside storage should be provided.
4. Personal protective equipment shall be worn at all times during material handling operations.
5. Basic personal protective equipment consist of:
 

Hard hat	Back support
Steel-toed shoes or boots	Traffic vest
Safety glasses	Respirator
Gloves	Ear plugs
6. When handling hazardous/toxic material, additional safety gear may be required. Refer to the MSDS sheet for instructions on personal protective equipment to be used.
7. A nonskid surface should be provided on ramps and walkways where there is danger of slipping.
8. Large or heavy items should be stored on the floor.

9. Do not overload shelves.
10. Flammable or combustible material must be stored at least 50 ft. from heat and.
11. Frequent checks must be made on hazardous and flammable materials for leaks.
12. First aid kits and trained personnel shall be available.

## 7.00 VEHICLE SAFETY

It is the responsibility of each employee who drives a county vehicle to operate it in a safe and professional manner at all times. To maintain a good knowledge of driving skills and habits, each employee should attend a Defensive Driving Course.

1. All operators of county motor vehicles must practice defensive driving when operating those vehicles.
2. All operators of county vehicles must have valid, appropriate driver's licenses. No employee will be allowed to perform any driving duties if driver's license has been suspended.
3. The certificate of registration and other required documents should be carried in all county owned vehicles.
4. All drivers of county motor vehicles must be familiar with and abide by state, federal, and local traffic regulations.
5. Seat belts must be installed in all county vehicles. All occupants of county vehicles and personal cars used on county business must use seat belts.
6. Equipment on all county motor vehicles must conform to state, federal, and Department of Transportation regulations.
7. Picking up hitchhikers is dangerous and prohibited.
8. All Cameron County vehicle operators, personal vehicle or county vehicle, must have a clean driving record and will be required to attend defensive driver training if a traffic or accident is cited.
9. Any automotive accident involving a county owned, rented or leased vehicle, major or minor, must be reported as soon as possible to the supervisor, and required claim forms must be completed in full. All Cameron County drivers involved in automotive accident performing county business must submit to alcohol/drug testing.
10. Vehicle equipped with catalytic converters should not be driven into grassy spots or an area where gas accumulated is possible, since the extremely hot converter can create a fire hazard.
11. A driver should make it a habit to look around the vehicle for potential hazards before entering it and putting it in motion.
12. When a vehicle is to be maneuvered in confined areas, precautions should be to ensure that the way is clear and that the driver can see the entire area. If the

driver does not have clear visibility, help should be obtained from someone who has an unobstructed view.

13. When possible, park so backing is not required. Safety cones must always be placed off rear road side of vehicle when parked.
14. If an employee driving a county vehicle should feel drowsy, another qualified employee should drive. If there is no other qualified employee should not operate the vehicle until capable of doing so safely.
15. Never attempt to perform work or driving a vehicle when you are impaired by alcohol, medication or drugs.
16. Before starting out in you vehicle in the morning, clear all windows of any dew or ice. Cleaning only a small place on a windshield does not allow the proper visibility.
17. Driving is a full-time job. Drivers should not engage in any other activities. For example, when dialing a mobile phone, tow-way radio equipment, or updating records, a vehicle should be pulled off the road and stopped.
18. Unsafe and discourteous driving practices such as road hogging, disregarding the rights of pedestrians, violating traffic regulations, and deliberate recklessness of any kind is prohibited.
19. Do not carry loose items in automobile. They can become deadly missiles in an automobile accident.

#### 7.01 FUEL ISLAND

1. Do not leave vehicle unattended during refueling operations. Vehicles shall be turned off during refueling operations.
2. Appropriate warning signs shall be conspicuously posted. No smoking or open flames while refueling.
3. Fuel Island must be maintained in as clean a condition as possible.
4. Fuel lines must be returned to the proper pump when refueling operation has been accomplished.
5. Fire extinguisher shall be located at Fuel Island and properly maintained.

#### 7.02 SAFE VEHICLE PRACTICES

1. When connecting jumper cables, the last connection (ground) should be made to the frame and away from the top of the battery. This will avoid igniting battery acid fumes.
2. When removing or installing jumper cables, caution should be used not to let cable end contact each other (+to-).
3. Goggles and gloves should be used when working around the battery and making connection. Always remember-positive to positive-negative to negative.
4. Certificate of registration, proof of insurance, along with any other required documents must be carried in county vehicles at all times.
5. Do not pick up hitchhikers. It is dangerous and prohibited.

#### 7.02 ADDITIONAL REQUIREMENTS

1. Drivers who operate DOT regulated vehicle must be familiar with DOT and state regulations.
2. Seat belts shall be worn while driving company vehicles.
3. Do not jump from vehicle.
4. Loose objects, tools, flammable materials, etc., shall not be stored in cab of vehicle.
5. All vehicles, when unattended, shall be properly parked. Properly parked shall include but not limited to the following:
  - a. Parked on street with flow of traffic and not against it. Park brake set.
6. Drivers of county owned, leased or rented vehicles shall operate the vehicle with headlights on at all time. This will provide for higher visibility and reduce the chance of an accident.
7. Vehicles should be maintained properly to give drivers safe operating activity. Breaking equipment should be inspected & maintained, windshields should be clear of cracks that will impede the visibility of the driver.
8. All vehicles must be equipped with a fully supplied first aid kit, fully charged fire extinguisher and water jug with fresh water.

## 8.00 FIRE PROTECTION AND PREVENTION

### 8.01 GENERAL FIRE

1. All accidental fires on county property, no matter how small, must be reported immediately to the Safety/Risk Department. Formal report should include all known or reasonably surmised details as an additional report may be required by governmental agencies.
2. The prevention of fires is of utmost importance. Good housekeeping and equipment maintenance must be followed to keep fire hazards at a minimum.
3. Furniture should be arranged to avoid contact with heaters.
4. Smoking is strictly prohibited except in designated area.
5. The use of gasoline as a cleaning agent is prohibited. The only flammable liquids approved for use in cleaning machinery are kerosene and varsol.
6. Gasoline, kerosene, or other flammable liquids must not be stored in glass containers. Only approved safety cans may be used to store or transport gasoline or solvents.
7. Inspection and maintenance of all fire equipment must be performed by a competent inspector in accordance with applicable regulatory and county requirements. Records of inspection and maintenance should be maintained. The following general guidelines should be observed:
  - a. All portable and semi-portable extinguishers must be inspected monthly to ensure that they are in their designated places, that they have not been tempered with, and to detect any obvious physical damage, corrosion, or other impairments.

A thorough inspection should be performed every six months or yearly as conditions dictate. Extinguisher should be recharged as needed, repaired to ensure reliable operations, and replaced as needed. The following guidelines on replacement are recommended:

- (1) Inside air conditioned buildings-once a year.
- (2) In open buildings or outside-every six months.  
Each extinguisher must have a durable tag securely attached to show the maintenance or recharge date.

### 8.01 FIRE HAZARDS



All employees must be alert to recognize fire hazards.

1. Any uncontrolled hydrocarbon leak must be reported.
2. Open accumulations of oil must not be allowed to remain in work area.
3. Do not leave combustibles where they may be ignited by hot equipment.
4. Keep work area clean. Throw waste material in containers provided.
5. Store all supplies in cabinets provided.
6. Smoke only in designated smoking areas.
7. Always ground equipment to avoid static electricity.

#### 8.03 FIRE FIGHTING EQUIPMENT

1. Portable fire fighting equipment means manual equipment for small fires that have just begun or in the interim between the discovery of fire and the functioning of automatic equipment or the arrival of professional firefighters. Portable extinguisher must be:
  - a. Approved by recognized testing facility.
  - b. The right type for each class of fire.
  - c. In sufficient quantity and size to protect against the potential hazard of fire in the area.
  - d. Located where they are readily accessible for immediate use. Don not lock fire extinguisher in cabinets or store them in an area that will prevent their immediate use.
  - e. Maintained, inspected, recharged and tested in accordance with the standards for portable fire extinguisher, NFPA-10.

#### 8.04 FIRE FIGHTING

1. All Cameron County employees should be familiar with the use of fire fighting equipment.
2. Personnel will be assigned specific duties in the event of a fire or other emergency.
3. Person discovering fire must raise the alarm immediately and, if possible attempt to control the fire with the nearest suitable extinguishing agent.

## 8.05 FIRE DRILLS

1. Fire/Emergency drills should be carried out on a regular basis.
2. Fire fighting equipment should be checked and/or on a regular basis and record kept.
3. All emergency equipment shall be tested and inspected after each use or after repair.
4. Never keep defective equipment, repair or replace immediately as soon as possible.

## 9.00 EQUIPMENT AND OPERATION SAFETY

### 9.01 GENERAL

1. Do not walk, stand, or work under suspended loads. A load must be cribbed, blocked, or otherwise secured, as soon as it has been raised.
2. When unusual strains are placed on equipment or materials retreat to a safe location and keep other personnel from entering the hazardous area.
3. All vertical equipment should be securely anchored, guyed, or otherwise supported while it is being erected or dismantled. This should be done before anyone is allowed to climb on the equipment.
4. Do not use compressed air or gas to displace the fluid content of a drum.
5. County identification markings should not be punched or welded on metals which have been stress relieved or heat treated.

### 9.02 AIR COMPRESSORS

1. Air intake piping should be located to prevent hydrocarbon gases, exhaust gases or any flammable vapors from entering the air compressor.
2. Air compressor discharge piping must be equipped to collect and remove oily and water from air lines. Discharge lines should be equipped with coolers, air receivers, or volume tanks and drips installed at low points where liquids will accumulate.
3. Air receivers must be equipped with an indication pressure gauge and pressure relief valves. The pressure gauge should be conveniently located for routine observation. The air receivers should have a sign or a name plate to show normal operating pressure and maximum working pressure.
4. Automatic-start air compressors must have a warning sign stating that the unit starts automatically. The automatic start must be locked out or disabled before work begins around the unit.
5. Explosions have occurred in the engine-starting air systems.

Therefore, every effort should be made to avoid creating explosive mixtures of air with lube oil vapors, engine fuel, or other chemicals.

6. Engine-starting air check valves must be checked periodically to ensure they operate properly.

7. Frequent steam cleaning is required to remove potentially explosive material from air system. Chemical or solvent cleaning is not recommended because combustible materials may be introduced into the starting air systems.
8. Air compressors that are driven by liquid-fueled engines should be provided with drip pans to collect and remove spilled fuel.
9. All moving parts such as shafts, couplings, belts, and sheaves should be enclosed to provide complete protection of personnel and allow for dissipation of heat.

### 9.03 BLOCKING ROADS AND CLEARING LAND

1. When it is necessary to block such a road, every precaution must be taken to protect the public.
2. Guards with red flags and highly visible tape must be stationed at least 100 yards in both directions from the block to stop approaching traffic.
3. A readily visible object should be tied to any line that crosses a road to attract the attention of approaching drivers.
4. Public authorities should be notified as soon as possible that the road is to be blocked.
5. If it's necessary to block a road at night, guard stations and barricades must be adequately lighted. Public authorities should be notified of the matter.
6. Surveyors must be certain that stadia rods are clear of overhead power lines.
7. Before a tree is cut down, all underbrush and low-hanging branches should be cleared away. Workers should select a clear place to stand. They should also make sure the falling tree will not strike overhead wires or other aerial obstructions.
8. When clearing rights-of-way, employees should be standing out of the way of falling trees. Everyone in the area should be warned before a tree is felled.
9. After starting a cut on a tree, the tree must be completely felled and entirely severed from its stump.
10. Before using a chain saw, the operator must be adequately instructed by the supervisor in charge. Other personnel must maintain a safe distance while the chain saw is in use. Appropriate ear, head, and eye protection must be worn while operating a chain saw.

### 9.04 BACKHOLE OPERATIONS

1. The operator must be fully qualified and become thoroughly familiar with the backhoe before using it and must read the operator's manual carefully.
2. The unit should be quipped with a roll bar and a seat belt.

## CAMERON COUNTY PERSONNEL POLICIES

### 10.00 HEALTH AND SAFE

#### 10.01 SAFETY POLICY

It is the policy of Cameron County to make every effort to provide healthful and safe working conditions for all of its employees.

#### 10.02 EMPLOYEE RESPONSIBILITIES

Employees are responsible for conducting their work activities in a manner that is protective of their own health and safety, as well as that of other employees. An accident, no matter how minor, must be reported immediately to an employee's supervisor, who must complete a first report of injury or illness TWCC-1 Form and submit it to the Personnel/Worker's Comp Clerk no later than a week after the accident.

#### 10.03 EMPLOYEE SUGGESTIONS

Employees shall report immediately to their supervisors any conditions that, in their judgment, threaten the health and safety of employees or visitors. Employees are encouraged to make suggestions to their supervisors of improvements that would make the County work place safer or more healthful.

#### 10.04 ON-THE-JOB INJURIESS

**Insurance.** The County provides Worker's Compensation insurance coverage, which provides for certain benefits (e.g., medical costs and lost wage benefits) if an employee is absent from work because bona fide on-the-job injury for more than seven (7) days. A bona fide on-the-job injury is defined as an injury arising out of or resulting from the performance of job duties by an officer or employee of the County, which takes place during an activity which normally would be compensated by the County.

**Compensation.** If a County employee sustains a bona fide on-the-job injury which renders him or her unfit and unable to perform the duties of the said employee's job, then the said employee will be compensated as follows:

1. For up to seven days the County employees receives his or her regular pay for that period with time charged against accrued sick leave or against future sick leave benefits to be earned.
2. Beginning on the eighth day and for any days thereafter that the said employee receives payments form the insurance carrier in accordance with the Texas

Worker's Compensation Law. The said employee may use up to twenty (20) days earned sick leave or whatever vacation leave has been earned to provide compensation above the insurance payment (i.e. two thirds of employee salary), but not to exceed an amount equal to the employee's regular salary, or he or she may request unpaid leave of absence. For every day that an employee elects to use compensable leave (sick leave, vacation leave and compensatory time), the Department Head will deduct the appropriate leave category by one-third day.

3. Since said employee is unable and unfit to perform the duties of his or her job, and thus, are not working for the County, the said employee, to the extent and for the time said employee is unfit and unable to work, will be compensated by those benefits required by law and provided by the County's insurance carrier. The said employee will not be paid any type of supplement in addition to such benefits, including payments which, when added to such benefits, would exceed the employee's regular salary. However, during the period of disability (i.e., the period that said employee is unfit for duty and unable to perform such duties), the employee shall receive all other employee benefits, including insurance coverage, to which he or she would be entitled had there been no on-the-job injury.

**Medical Attention.** A County employee who sustains a bona fide on-the-job injury may seek medical attention from the medical facility or professional of his or her choice. The County requires periodic statements of medical condition, which may include completion of the Work Capacity Form and a copy of a release to return to work (from the attending physician).

**Discharge.** No County employee shall be discharged or otherwise discriminated against because said employee has in good faith filed a claim under the Texas Worker's Compensation Law. However, this provision in no way precludes a discharge or disciplinary action for another legitimate reason.

**Reporting.** The Department Head (i.e., the relevant elected official or appointed departmental supervisor) may require that County employees on leave due to and on-the-job injury periodically contact a supervisor to report on his or her condition, the frequency of such reports to be determined by the Department Head. The failure to provide the required medical status reports or to contact the supervisor on the required schedule is ground for revoking the leave and for taking disciplinary action.

#### 10.05 DRUG AND CHEMICAL DEPENDANCY POLICY

It is the intent of the County to eliminate the use, exchange or presence of illegal drugs and to prevent the misuse of legal drugs or chemicals, of any kind, in County offices, facilities, and work sites. The purpose of this policy is to prevent harm to individuals, damage to County property, and disruption of the work environment.

Illegal drugs are defined as any prescription drug obtained other than through a valid prescription, as well as, the commonly known illegal drugs such as, but not limited to

marijuana, cocaine, amphetamines and heroin. Chemicals can be defined but not limited to alcoholic beverages, not-prescribed inhalants and any other chemical that disrupts the ability of the employee to perform his/her work safely to avoid personal injury or to others.

#### Drug Free Workplace

1. Employees are required to refrain from the unlawful use, manufacture, and procurements, distribution, sale, dispensing or possession of illegal drugs.
2. Employees are required to refrain from the use of alcohol while on duty and for a sufficient time prior to the performance of duty so that none of the effects of the use of alcohol remains during job performance.
3. Employees are required to refrain from the misuse of legal drugs while on duty and for a sufficient time prior to the performance of duty so that none of the effects of the misuse of legal drugs remains during job performance.
4. Employees are required to refrain from the misuse of chemical substance and materials in the work place which may result in physical or mental impairment.
5. Drug Screening Policy Definition approved by Commissioners Court March 11, 2003 (See Cameron County Accident Prevention Plan)

#### Personnel Actions

1. Within thirty (30) days after receiving notice from an employee of a conviction of a drug or alcohol related criminal statue, supervisors and Department Heads shall either take appropriate personnel action up to and including termination of that employee or require that employee to participate and satisfactorily complete a drug or alcohol abuse assistance or rehabilitation program approved by the County Health Department or the Texas Department of Health and Mental Retardation. Once an employee is enrolled in a substance abuse rehabilitation program, he or she is protected from termination because of substance abuse, as long as the employee remains substance free.
2. Supervisors and Department Heads shall initiate appropriate personnel action after review by the County Attorney's Office, up to and including termination for a first criminal offense of any employee who is found to use, procure, manufacture, distribute, sell, dispense or possess illegal drugs, or to use chemicals such as alcohol or when its effects remain during job performance.

Disciplinary action is not required for an employee who voluntary identifies himself/herself as a user of illegal drugs prior to being identified through other means and who obtains counseling and/or rehabilitation and thereafter refrains from using illegal drugs in accordance with the provisions of this policy.



3. Supervisors and Department Heads shall not allow any employee to remain on duty in a sensitive position such as law enforcement, medical, or safety related position, if that employee is found to use, manufacture, distribute, procure, sell, dispense or possess illegal drugs or is found to use alcohol when its effects will remain during job performance, unless that employee has successfully completed a rehabilitation or counseling program. An employee that successfully completes a rehabilitation or counseling program may be allowed to return to duty in a sensitive position, if it is determined that this action would not pose a danger to public health or safety.
4. Supervisors and Department Heads shall initiate personnel action to remove from employment any employee who is known to use illegal drugs, or use alcohol when its effects remain during job performance, and that employee:
  - ◆ Refuses to obtain counseling or rehabilitation through a program approved by the County; or
  - ◆ Does not refrain from using illegal drugs or using alcohol when its effects remain during job performance after having obtained counseling or rehabilitation.
6. All medical evaluations and treatments shall remain confidential unless otherwise specifically authorized in writing by the employee.
7. The determination that an employee is using illegal drugs or using alcohol when its effects will remain during job performance may be made on the basis of direct observation, or the results of a drug test. If drug test results are positive, the employee may rebut the results with other evidence that he/she has not used illegal drugs or that the employee was not using alcohol when its effects would remain during job performance.

#### County Programs and Department Responsibilities:

1. The personnel/Safety Risk Department will develop and implement a drug-free awareness program to inform All County employees about:
  - ◆ the dangers of drug abuse in the workplace;
  - ◆ the County's drug and alcohol abuse policy;
  - ◆ drug and alcohol counseling and rehabilitation programs approved by the County or that may be available through the County's group health insurance; and

- ◆ the range of personnel actions that may be imposed on employees for violations of the County's drug and alcohol abuse policy.
- 2. Any elected official or Department Head whose department or office receives a grant or administers a contract financed directly by federal funds shall give a copy of the County's drug and alcohol abuse policy to each employee involved in the performance of that grant or contract.
- 3. Any elected official or Department Head whose department or office receives a grant or administers a contract financed directly by federal funds shall notify the appropriate federal government agency responsible for those funds of any employee who is convicted of a criminal statute relating to illegal drugs for a violation occurring in the workplace no later than ten (10) days after a conviction.

### Drug Testing

1. Any employee who is subjected to disciplinary action because that employee is found to be in noncompliance with the County's drug and alcohol abuse policy may voluntarily request that an appropriate drug test be performed. If that employee requests a drug test, the County shall pay for the test. If alcohol use is suspected, the test may be a Breathalyzer, urinalysis, or blood test. If illegal drug use is suspected, the test must be done by a certified laboratory and may be an immunoassay or a gas chromatograph-mass spectrometer test, both of which are based on a urine sample.
2. The County shall comply with all constitutional federal and state laws that require employees to submit to drug tests, but will not extend mandatory drug testing of County employees beyond the requirements of these laws.

### Adoption and Dissemination of Policy

This policy was adopted by the Cameron County Commissioners Court on May 28, 1991. The policy shall be incorporated in to Section 10.00 of the County's current Personnel Policies Manual, dealing with "Health and Safety," and shall be given and explained to all County employees. Each County employee shall be required to execute a statement of receipt, acknowledgment and understanding of the policy.

## 11.00 PERFORMANCE EVALUATIONS

### 11.01 PURPOSE

The performance evaluation is designed to help the supervisor and employee measure how well the employee is doing his or her job; to provide a tool for management decisions regarding assignment, promotion and retention of employees; and to identify performance problems that need to be addressed.

### 11.02 PERFORMANCE EVALUATION REPORT

Each Regular County employee's work performance should be evaluated at least once a year prior to the anniversary date of his or her employment or last promotion. An employee may be evaluated more than once a year at the discretion of the Department Head. The evaluation will be done on a form provided by the Personnel Office. New employees shall be evaluated at the completion of the six months of employment.

The employee's supervisor will complete the performance evaluation reports and meets with the employee in a setting that is private and free of distractions to explain and discuss the evaluation. The supervisor will discuss with the employee any improvements in performance which appear desirable or necessary.

Employees are expected to sign the performance evaluation report to acknowledge their participation in the evaluation process, and will receive a copy of the completed form.

Employees who are dissatisfied with their evaluation should put their objections in writing and submit copies of this statement to their supervisor and their supervisor's immediate superior, who will review the employee's complaint and determine whether remedial action is warranted.

A copy of the performance evaluation report, including any statements by the employee, will be placed in the employee's personnel file.

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- 7. PERIODIC REVIEW REVISION**

## SECTION – MANAGEMENT COMPONENT

1. Issue a new safety policy or resolution with signatures from members of of Commissioners' COURT mandating support from each Service Center within the Public Works Department of Cameron County.

- \* Policy and Procedure Manuel in place
- \* Develops Safety Policy Statement with signatures from County Transportation Director/Superintendent of Public Works Center Superintendent /Foremen, and Safe Coordinator

## SECTION I – MANAGEMENT COMPONENT

2. Require the Transportation Director/Superintendent of Transportation along with H.R. Safety/Risk Director Safety Coordinator and each Service Center Supervisors the responsibility of ensuring the recommended actions set forth in the accident to prevent plan and policy and procedure manual to be enforced.

\* Cameron County Policy (Safety Policy) in place.

## Section I – Management Component

3. Safety Coordinator maintaining records and documentation of safety activity with each Public Works Service Center to ensure that safety program timeliness is followed with the help of the Safety/Risk Management Department.
  - \* Complete, training coordinator maintains all training records and are kept in his office a period of 5 years.
  - \* files on each employee containing his training and information on safety inspections.
  - \* keep log on training; name, social security, type of instruction and time.

## SECTION I – MANAGEMENT Component

4. Supervisors are required to set the example by encouraging and procedures as well as training and to make corrections on identified hazards as outlined on the Human Resources/ Safety Risk Department.
  - \* classroom instructions are being prepared to be administered in reference to safety rules and practices as outlined on the safety prevention plan.



## SECTION I – MANAGEMENT COMPONENT

6. Employees are encourage to recognize and report unsafe work practices and hazards in order that preventive and corrective actions may be taken.

This has to be done without employee fear of Retaliation or threat of disciplinary action, Or job dismissal.

\* SAME AS SECTION I – MANAGEMENT COMPONENT 4

\* SEE PAGE 8 AND 9 OF THE CAMERON COUNTY ACCIDENT PREVENTIO PLAN

## SECTION I – MANAGEMENT COMPONENT

7. Assign a Safety/Risk Coordinator for the purpose of identifying and correcting deficiencies through periodic training and inspections. Safety meetings and training is mandatory for all supervisors and employees.
  - \* The Safety Coordinator has been assigned to attend safety seminars and to train all supervisors and employees on the Accident Prevention Plan.
  - \* The Safety Coordinator is responsible for training all all employees on the Accident Preventive Plan. Furthermore, all employees will be trained on the Hazards associated with their jobs and safe works practices to reduce exposure to identified hazards.
  - \* The Safety Coordinator inspects the Publics Works Centers including worksites.

## SECTION 2 – ANALYSIS COMPONENT

1. Human Resources/Safety Risk Department is presently keeping accident incident logs, accident investigation reports, hazard identification reports and any other pertinent and relevant information which will be reviewed every three months to determine any trends that may cause future accidents and to implement appropriate corrective measures.
  - \* Safety Committee reviews all accidents and recommends appropriate measures.
  - \* See forms section

## SECTION 2 – ANALYSIS COMPONENT

2. The analysis report will be reviewed by the Human Resources/  
Safety Risk Management Department and submitted to Commissioners’  
Court for review on the first court meeting in the months of April,  
May, July, and every three months there after.

### SECTION 3 – RECORD KEEPING COMPONENT

1. A complete record keeping, tracking and monitoring system is being set up to document all phases of the policies and procedures manual and safety program. At minimum the following shall be kept.....

- \* The Public Works Safety Coordinator keeps the following records:

Supervisors and employees safety training records, Monthly Building and warehouses Safety Inspection Checklist.

Keeps a copy of the Texas Association of Counties Loss Notice Prepared by the Foremen and sent to the Human Resources/Safety Risk Management office.

Keeps a copy of EMPLOYER’S FIRST REPORT OF INJURY OR ILLNESS/ACCIDENT INVESTIGATION REPORT

The Employee Incident Report TWCC1 prepared by the employees Supervisor to the Human Resources/Safety Risk Management and to the P.W. Safety Coordinator.

The Cameron County Sheriff’s Department, DPS or Munciple Police Case Report is sent to the Human Resources/Safety Risk Management and the P.W. Safety Coordinator.

- \* The center Foremen keeps a copy of the Monthly Building and Warehouse Safety Inspection Checklist, The Texas Association of Counties Loss Notice, Employer’s First Report of Injury or Illness, Daily Vehicle Check, and Mechanic’s Job Order.

- \* See forms section

## SECTION 3 – RECORD KEEPING COMPONENT

2. The system include designated responsibilities as to who will Maintain the records, where they are to be kept, and the length Of time the records are to be kept.
  - \* Traffic Accident Reports are kept by the Safety/Risk Management Office and the Safety Coordinator.
  - \* Employee Injuries Reports, to include, Injury Medical Diagnosis and Treatments follow up on physical prognosis, And Doctor’s Release Certificate or Discharge of Employee To Return to Work are kept with the Human Resources/ Safety/Risk Management Office and the Safety Coordinator.
  - \* Reports are kept in the Human Resources/Safety Risk Management for a period of five years.

### SECTION 3 – RECORD KEEPING COMPONENT

3. Record on policies and or procedures, accidents and accident investigation reports are well documented with dates, names, places, and what they relate to such as vehicles, materials, people, or equipment.

\* See forms section

## SECTION 3 RECORD KEEPING COMPONENT

4. Training records are kept, documenting who attended the training, how long training lasted, who did the training and what the training was on.
  - \* The Safety coordinator maintains all training Records.
  - \* Keep log on training; name, date of class, type of instructions, time.
  - \* Duration of time of training sessions and resources.



### SECTION 3 – RECORD KEEPING COMPONENT

5. Written documentation on safety violations by employees are kept to ensure employee awareness and compliance.
  - \* Public Works Superintendent Office will complete a miscellaneous report on any possible safety violation and submits a copy to Human Resources/ Safety Risk Department.
  - \* A corrective action plan must also be included.
  - \* Reports are kept in the Centers Foremen office and Safety Coordinators office.

## SECTION 4 – SAFETY AND HEALTH EDUCATION AND TRAINING COMPONENTS

1. A detailed training plan is developed as needed in reference to audit investigation by the Safety Coordinator on a monthly basis. The Training schedule includes, at a minimum regular monthly safety meeting for each public works service center, to include Vehicle Maintenance Department.
  - \* Training Calendar Schedule is prepared for monthly safety meeting, indicating date and hour, title or training.
  - \* Training is conducted by the Safety Coordinator.
  - \* Supervisors and employees must attend the meetings.
  - \* Supervisors are responsible that the instructions are followed-up
  - \* An innovative component of the Cameron County employees training program shall include an annual Defensive Driving Training Course by the Safety Coordinator, and an annual Driver Simulator Training Course conducted by Texas Association of Counties.
  - \* Supervisors and employees are require to attend the meetings. (only emergency excuses will be accepted)
  - \*\*\* NOTE: EMERGENCY MEETING ARE ALSO CONDUCTED IN REFERENCE TO NEW EQUIPMENT, ACCIDENT INVESTIGATION, OR WEATHER IN QUESTION. AND ANY OTHER INCIDENTS THE DEPARTMENT SUPERINTENDENT WISHED TO ADDRESS.

## SECTION 4 – SAFETY AND HEALTH EDUCATION AND TRAINING COMPONENT

2. The training plan is mandatory for employees with each Public Works Service Center.

All Supervisors attendance is mandatory.

- \* All supervisors and employees are require to attend all training classes;  
Excused attendance will be only by written authorization from a Doctor/Judge.

## SECTION 4 – SAFETY AND HEALTH EDUCATION AND TRAINING COMPONENT

3. Supervisors will encourage and enforce full participation from each employee with the Public Works Service Center.
  - \* Advanced notice shall be given to all employees.
  - \* As per Cameron County Safety Manual, supervisors and instructed to make sure employees adhere to all the training schedule.

## SECTION 4 – SAFETY AND HALTH EDUCATION AND TRAINING COMPONENT

5. The current training needs will be fully outlined and addressed in the accident prevention plan and to include some of the following topics.

- \* Texas Hazard Communication Program
- \* Initial General Safety Orientation
- \* Back Injury Protection
- \* Supervisor training (train the trainer)
- \* First Aid and Emergency Response
- \* General Housekeeping
- \* Heavy Equipment
- \* Hazard Identification and Reporting
- \* Use of Personal Protective Equipment
- \* Traffic Control
- \* Accident Reporting for Supervisors
- \* Record Keeping for Supervisors
- \* DOT Safety Regulations

\*\*In place for Safety Training.  
(Safety Videos from Texas Association of Counties)

## SECTION 4 – SAFETY AND HEALTH EDUCATION AND TRAINING COMPONENT

5. A Vehicle Daily Check-Off List is in place for all Cameron County employees to prepare on a daily basis before a vehicle is operated on daily work assignments. It is essential that this procedure be followed in order to avoid accidents, injuries or fatalities.

In case that a vehicle is inoperable, it will be brought to the attention of the mechanic in charge of the Public Works zone Group for his evaluation, in order for the vehicle to be shut down for repairs, or if the vehicle needs major repairs, the mechanic will then advise the foreman, so that the foreman will advise the Director of Public Works for final instructions.

\*\*\* This procedure must be followed by all Cameron County employees.

## SECTION 5 – SAFETY AND INSPECTION COMPONENT

1. Cameron County will continue to develop and implement a self-audit inspection program to identify potential problems within each Public Works Service. Public Works Safety Coordinator/Supervisors must conduct audits and inspections to correct and potential hazards. Risk Management Department must review the policy and procedures to comply with industry standards, and any State and Federal regulations. Proper documentation is kept as outlined in the accident prevention plan.
  - \* The Safety Coordinator and supervisors will conduct audits and inspections include personnel, vehicles, equipment and warehouses.
  - \* (SEE ATTACHEMENT) The Safety Inspection Checklist will be used and filed at the P.W. centers and at the Safety Coordinator's office.

## SECTION 6 – ACCIDENT/INJURY/INCIDENT – INVESTIGATIONS COMPONENT

### 1. THE PROCESSES OF INVESTIGATION

#### THE THREE BASIC STEPS OF INVESTIGATION

1<sup>ST</sup> STEP: All Cameron County supervisors/employees involved in an accident/injury/incident must report in ASAP to his immediate supervisor or to the Public Works Zone Division Office/ Safety Risk Coordinator.

2<sup>ND</sup> STOP: The Supervisor must then make sure of the accident/injury/incident; if there is an injured employee he must notify the Safety/Risk Director and the Safety/Risk Coordinator to make sure what course of action must be taken and to determine the cause of the occurrence.

3<sup>RD</sup> STEP: The Safety Coordinator must see the overall workplace environment that must be analyzed. The specific points of vulnerability must be defined. Recommendations must be included and the implementation of the recommendations must be attended to. The required forms must be prepared by the Cameron county Zone aforementioned occurrence. At all times the employee and the division zone supervisor must sign the reports and then given to the Safety/Risk Coordinator to determine if it is compatible with the department of Public Safety and with the Cameron County Sheriff reports and forwarded to upper echelon sources as required.



## SECTION 7 – PERIODIC REVIEW & REVISION

1. In reference to the Safety Audit Review recommended suggestion to identify the enforcement procedure to be adopted by the Public Works Department in enforcing the Accident Prevention Plan as follows:

The Risk Safety Management Manger is presently in the process of introducing a new segment to be incorporated in the new and revised Employees Safety Policy Manual that shall include a component to administer enforcement of the accident Prevention Plan, of which there is none included in the present Cameron County Safety Policy Manual.



## SAFETY INSPECTION CHECKLIST

For the Month of: \_\_\_\_\_, 19\_\_\_\_ Dept: \_\_\_\_\_

Day of Month: \_\_\_\_\_ Facility: \_\_\_\_\_

Codes: NA – Not Applicable (+) – Fully Satisfactory (0) – Needs Correction (X) – Dangerously Defective

	Code	Remarks
<b>GENERAL HOUSEKEEPING</b>		
Aisles, Stairways, & Floors		
Storage & Piling of Material		
Wash & Licker Rooms		
Yards & Parking Lots		
Tripping Hazards		
<b>ELECTRICAL HAZARDS</b>		
Cords		
Wall Outlets		
Floor Outlets		
<b>FIRE PRETECTION</b>		
Extinguishing Equipment		
Storage of Flammable Materials		
No Smoking Signs		
Other Hazards		
<b>USE OF PERSONNEL PROTECTIVE EQPMT</b>		
Respirators		
Personal Protective Equipment		
Eye, Ear, and Head Protection		
Protective Footwear		
<b>EQUIPMENT</b>		
Guards, Belts, Pulleys, Gears		
Condition of Equipment		
Oiling, Cleaning, Adjustment		
Leakage, Wasteful, or Inefficient Use of:		
Broken, Worn out, or Unsafe condition		
<b>UNSAFE PRACTICES</b>		
Removing Machine or other Guard		
Work on Unguarded or Moving Machinery		
Smoking in Danger Area		
Improper Lifting Horseplay		

<b>FIRST AID</b>		
Supplies, Kit		
Emergency Showers		
<b>All injuries reported in a timely manner</b>		
<b>BULLETIN BOARDS</b>		
Required safety, Health information		
<b>MISCELLANEOUS</b>		
Guarding of Pits, Tanks, etc.		
Ladders, Scaffolds, Slings, etc.		
Signs, Warnings, Mirrors, etc.		
Proper Storage of Chemicals		

Inspected By: \_\_\_\_\_

Accompanied By: \_\_\_\_\_

Send the specified copies to your **Workers' Compensation Insurance Carrier** and the injured employee.  
**\*Employers - Do not send this form to the Texas Workers' Compensation Commission, unless the Commission specifically requests a direct filing.**

TWCC CLAIM # \_\_\_\_\_

CARRIER'S CLAIM # \_\_\_\_\_

## FIRST REPORT OF INJURY

1. Name (Last, First, M.I.) _____		2. Sex _____	
3. Social Security Number _____	4. Home Phone _____	5. Date of Birth (m-d-y) _____	
6. Does the Employee Speak English? If No, Specify Language _____			
7. Race _____		8. Ethnicity _____	
9. Mailing Address Street or P.O. Box _____ City State Zip Code County			
10. Marital Status _____			
11. Number of Dependent Children _____		12. Spouse's Name _____	
13. Doctor's Name _____			
14. Doctor's Mailing Address (Street or P.O.Box) _____ City State Zip Code			
30. Date of Hire (m-d-y) _____	31. Was employee hired or recruited in Texas? <b>YES</b>		32. Length of Service in Current Position Months _____ Years _____
34. Employee Payroll Classification Code _____		35. Occupation of Injured Worker _____	
36. Rate of Pay at this Job \$ _____ Hourly \$ _____ Weekly		37. Full Work Week is: _____ Hours <b>5</b> Days	
38. Last Paycheck was: \$ _____ for _____ Hours or <b>14</b> Days		39. Is employee an Owner, Partner, or Corporate Officer? <b>NO</b>	

15. Date of Injury (m-d-y) _____	16. Time of Injury _____	17. Date Lost Time Began (m-d-y) _____	
18. Nature of Injury*		19. Part of Body Injured or Exposed*	
20. How and Why Injury/Illness Occurred*			
21. Was employee doing his regular job? _____		22. Worksite Location of Injury (stairs, dock, etc.)* _____	
23. Address Where Injury or Exposure Occurred Name of business if incident occurred on a business site _____ City State Zip Code County			
24. Cause of Injury(fall, tool, machine, etc.)* _____			
25. List Witnesses _____			
26. Return to work date/or expected (m-d-y) <b>N/A</b>	27. Did employee die? _____	28. Supervisor's Name _____	29. Date Reported (m-d-y) _____
32. Length of Service in Current Position Months _____ Years _____		33. Length of Service in Occupation Months _____ Years <b>0</b>	

40. Name and Title of Person Completing Form <b>(Supervisor)</b>		41. Name of Business <b>CAMERON COUNTY GOVERNMENT</b>	
42. Business Mailing Address and Telephone Number Street or P.O. Box Telephone (956) _____ City State Zip Code		43. Business Location (If different from mailing address) Number and Street _____ City State Zip Code	
44. Federal Tax Identification Number <b>74-6000420</b>	45. Primary Standard Industrial Classification (SIC) Code* (4 digit) <b>9131</b>	46. Specific SIC Code* (4 digit)	47. Texas Comptroller Taxpayer No. <b>69-0740003</b>
48. Workers' Compensation Insurance Company <b>TEXAS ASSOCIATION OF COUNTIES/BROADSPIRE</b>		49. Policy Number <b>0310</b>	

50. Did you request accident prevention services in past 12 months?  
 YES  NO  If yes, did you receive them? YES  NO

51. Signature and Title  
**X SUPERVISOR:** \_\_\_\_\_ **Date:** \_\_\_\_\_ Page 84 of 93

# Employee Incident Report

To Be Completed By Employee On Day Of Incident And Signed By Foreman/Team Leader!

Employee Name: \_\_\_\_\_

Job Classification: \_\_\_\_\_

Work Location/Department: \_\_\_\_\_ Date and Time of Incident: \_\_\_\_\_

Incident Description: \_\_\_\_\_

\_\_\_\_\_

What were you doing? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What objects, substances or other people were involved? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What happened: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of witnesses: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Employee Name (Please Print)

\_\_\_\_\_  
Foreman's/Team Leaders Signature

# Claims Investigation

Cameron County  
Human Resources/Safety Risk  
964 E. Harrison  
Brownsville, Texas 78520  
(956) 544-0827 Office  
(956) 550-1373 Fax

1. Injured Employee's Name (Last, First, M.I.) \_\_\_\_\_

2. Date of Claimed Injury (DOI) \_\_\_\_\_

3. Department Name \_\_\_\_\_

4. Department Location \_\_\_\_\_

5. Describe in detail the tasks, activities, and conditions leading up to the injury/illness. (*SEMMA Panel, Inj Det-Statements EE State*) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Describe in detail how the injury/illness occurred. (*Inj Det-Statements ER State*) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe in detail the injury or illness. (*Inj Det-Description*) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Complete causal factor analysis on page 2 before proceeding to questions 9-12.

8. Identify all hazardous conditions, such as defective equipment, excessive noise, natural, or traffic hazards that may have contributed to this injury/illness. (*Consequent Actions-Correct/Prevent*) \_\_\_\_\_ Primary Hazard Condit Code: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Identify all unsafe acts such as failure to use safety equipment, improper use of equipment, or unsafe posture that may have contributed to this injury/illness. (*Inj Det-Details*) \_\_\_\_\_ Primary Unsafe Act Code: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Please describe immediate corrective actions you have taken to prevent additional injuries/illness. (*Consequent Actions-Corrective*) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. Please describe all preventative actions you are taking to reduce or eliminate similar hazards in the future. (*Consequent Action-Preventative*) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. Do you believe that the injury/illness is due to State employment? (*Inj Det-FRI/OSHA/Wage*)

Yes       No       Unknown at this time

Comments: \_\_\_\_\_

13. Name, title and phone number of individual completing this form. (*Inj Det-Role/Address*)

Name \_\_\_\_\_ Phone \_\_\_\_\_

Title \_\_\_\_\_ Date of Investigation \_\_\_\_\_

14. Agency management review

Name \_\_\_\_\_ Title \_\_\_\_\_

**Incident Causal Factor Analysis** Employee Name \_\_\_\_\_ DOI \_\_\_\_\_

Step 1. Review and check all hazardous conditions that may have contributed to the incident. (Circle primary hazardous condition to be used for reporting purposes and record code on line 9, page 1.) NEC-Not Elsewhere Classified UNS-Unspecified

- |   |   |   |
|---|---|---|
| <p><b>Possible Hazardous condition</b></p> <ul style="list-style-type: none"> <li>* Defect, Unsuitable materials 001</li> <li>* Defect, dull 002</li> <li>* Defect, improper construction 003</li> <li>* Defect, improper design 004</li> <li>* Defect, rough 005</li> <li>* Defect, sharp 006</li> <li>* Defect, slippery 007</li> <li>* Defect, worn, cracked, broken 008</li> <li>* Defect, other, NEC 009</li> <li>* Wet, slippery, spills 020</li> <li>* Dress/apparel hazard, UNS 100</li> <li>* Lack of personal protection eqpt 110</li> <li>* improper/inadequate clothing 113</li> <li>* Dress/apparel hazard, NEC 119</li> <li>* Environmental hazard, UNS 200</li> <li>* Excessive noise 205</li> <li>* Failure to place warning signs 208</li> <li>* Inadequate aisle, exists, etc. 210</li> <li>* Inadequate clearance 220</li> <li>* Inadequate traffic control 230</li> </ul> | <p>(Three digit number is for coding purposes)</p> <ul style="list-style-type: none"> <li>* Inadequate ventilation 240</li> <li>* Insufficient Work space 250</li> <li>* Improper illumination 260</li> <li>* Environmental hazard, NEC 299</li> <li>* Hazardous methods/pro, UNC 300</li> <li>* Inherently haz.material/eqpt 310</li> <li>* Inherently haz. Method/proce 320</li> <li>* Inadequate/improper tools/eqpt 330</li> <li>* Inadequate help with lifting 340</li> <li>* improper assign of personnel 350</li> <li>* Hazardous method/proc, NEC 399</li> <li>* Placement haz, mat/eqpt, UNC 400</li> <li>* Improperly piled 410</li> <li>* Improperly placed 420</li> <li>* inadequately secured 430</li> <li>* Inadequately guarded, UNC 500</li> <li>* Unguarded 510</li> <li>* Inadequately guarded 520</li> <li>* Lack of shoring 530</li> <li>* Ungrounded (electrical) 540</li> </ul> | <ul style="list-style-type: none"> <li>* Uninsulated (electrical) 550</li> <li>* Uncovered connections (electrical) 560</li> <li>* Unshielded (radiation) 570</li> <li>* Inadequate shield (radiation) 580</li> <li>* Unlabeled/inadequate label 590</li> <li>* Inadequate guarding, NEC 599</li> <li>* Outside work hazard, UNS 600</li> <li>* Defective premises 610</li> <li>* Defective matereial/eqpt, other 620</li> <li>* Other property hazard 630</li> <li>* Natural hazard 640</li> <li>* Public hazards, UNS 700</li> <li>* Public transportation hazards 710</li> <li>* Traffic hazard 720</li> <li>* Other public hazard 780</li> <li>* Hazard not listed 980 _____</li> <li>* Hazard not listed _____</li> <li>* Hazard not listed _____</li> <li>* Hazard not listed _____</li> <li>* Hazard not listed _____</li> </ul> |
|---|---|---|

Step 2. Review and check all unsafe acts that may have contributed to the incident. (Circle primary unsafe act to be used for reporting purposes and record code on line 10, page 1.)

- |   |  |   |
|---|--|---|
| <p><b>Possible Unsafe Act</b></p> <ul style="list-style-type: none"> <li>* Caulking,packing under pressure 05</li> <li>* Clean, oil, adjust moving eqpt 052</li> <li>* Weld, repair without clearance 056</li> <li>* Work on energized equipment 057</li> <li>* Unsupervised actions, NEC 059</li> <li>* No personal protection eqpt used 100</li> <li>* Unsafe personal attire 150</li> <li>* Failure to secure warn, UNC 200</li> <li>* Fail to lock/block 201</li> <li>* Fail to shut of equipment 202</li> <li>* Fail to place warning signs 203</li> <li>* Star/stop equipment without warning 207</li> <li>* Fail to warn, NEC 209</li> <li>* Horseplay 250</li> <li>* Improper use of equipment, UNC 300</li> <li>* Equipment use improper manner 301</li> <li>* Overloading equipment 305</li> <li>* Improper use of equipment, NEC 309</li> <li>* Improper use of body parts, UNC 350</li> <li>* Insecure grip 353</li> <li>* Improper hold of object 355</li> </ul> | <p>(Three digit number is for coding purposes)</p> <ul style="list-style-type: none"> <li>* Use of hand instead of tool 356</li> <li>* Improper use of equipment, NEC 359</li> <li>* Inattention to footing/surroundings 400</li> <li>* Makes safety device inoperative 450</li> <li>* Block, plug, tie safety device 452</li> <li>* Disconnect/removes safety device 453</li> <li>* Misadjust safety device 454</li> <li>* Improper replacement of device 456</li> <li>* Inoperative safety device, NEC 459</li> <li>* Working at unsafe speed, UNC 500</li> <li>* Feed/supply to rapidly 502</li> <li>* Jump from elevation 503</li> <li>* Operate vehicle unsafe speed 505</li> <li>* Running 506</li> <li>* Throwing materials 508</li> <li>* Unsafe speed, NEC 509</li> <li>* Unsafe posture/position, UNC 550</li> <li>* Confined space violations 552</li> <li>* Ride in unsafe position 555</li> <li>* Exposure to suspended load 556</li> <li>* Exposure to swing load 557</li> </ul> | <ul style="list-style-type: none"> <li>* Exposure to moving material 558</li> <li>* Unsafe posture/position, NEC 559</li> <li>* Driving errors, public road, UNS 600</li> <li>* Too fast/slow 601</li> <li>* Enter/leave on vehicle traffic side 602</li> <li>* Failure to signal turn, stop, backup 603</li> <li>* Failure to yield right -of-way 604</li> <li>* Following to closely 606</li> <li>* Improper passing 607</li> <li>* Turn from wrong lane 608</li> <li>* Driving errors, public road, NEC 609</li> <li>* Unsafe placing mix, combine, UNC 650</li> <li>* Combining resulting in fire/exp. 653</li> <li>* Unsafe placing of vehicle/equipment 655</li> <li>* Unsafe placing of tools, scrap 657</li> <li>* Unsafe placement, NEC 659</li> <li>* Use of unsafe equipment, UNS 750</li> <li>* Unsafe act not listed 900 _____</li> <li>* Unsafe act not listed _____</li> <li>* Unsafe act not listed _____</li> <li>* Unsafe act not listed _____</li> </ul> |
|---|--|---|

Step 3. Check all other contributing factors that may have contributed to the incident.

- |  |   |   |
|--|---|---|
| <p><b>Other Contributing Factors</b></p> <ul style="list-style-type: none"> <li>* Lack of policy/procedures</li> <li>* Safety rules not enforced</li> <li>* Hazards not identified</li> <li>* PPE unavailable</li> <li>* Insufficient ee training</li> </ul> | <ul style="list-style-type: none"> <li>* Insufficient sup training</li> <li>* Improper maintenance</li> <li>* Inadequate supervision</li> <li>* Inadequate job planning</li> <li>* Inadequate hiring</li> </ul> | <ul style="list-style-type: none"> <li>* Inadequate workplace inspect</li> <li>* Inadequate equipment</li> <li>* Unsafe design/construction</li> <li>* Unrealistic schedule</li> <li>* Poor process design</li> </ul> |
|--|---|---|

Step 4. Based on info. above, consider possible corrective actions or measures to control immediate hazard.

- |  |   |  |
|--|---|--|
| <p><b>Corrective Actions</b></p> <ul style="list-style-type: none"> <li>* Fix or repair</li> <li>* Employee communication</li> </ul> | <ul style="list-style-type: none"> <li>* Warning signs</li> <li>* Utilize safety equipment</li> </ul> | <ul style="list-style-type: none"> <li>* Install protective barriers</li> <li>* Other _____</li> </ul> |
|--|---|--|

Step 5. Based on info above, consider possible preventative actions to eliminate or permanently control hazards so injuries do not reoccur.

- |  |  |  |
|--|--|--|
| <p><b>Preventative Actions</b></p> <ul style="list-style-type: none"> <li>* Fix or repair</li> <li>* Employee communication</li> <li>* Institute safety procedures</li> <li>* Modify process/procedures</li> </ul> | <ul style="list-style-type: none"> <li>* Warning signs</li> <li>* Utilize safety equipment</li> <li>* Safety training</li> <li>* Engineering controls</li> </ul> | <ul style="list-style-type: none"> <li>* Install protective barriers</li> <li>* Conduct inspections</li> <li>* Other _____</li> <li>* Other _____</li> </ul> |
|--|--|--|

Step 6. Complete questions 9-12 on page 1. Multiple corrective and preventative actions may be necessary to ensure control of the hazard(s) and to prevent future injuries.

## Reporting Information

This form is to be completed by the employee's immediate supervisor, the agency's investigator or designee and submitted in conjunction with the First Report of Injury. Complete this form in its entirety. All reported information shall remain confidential. The County Claims Investigation form will assist your department in identifying the causal factors of workplace injuries/illness and the implementation of corrective actions while also helping the Human Resources/Safety Risk Department Workers' Compensation program in determining the condensability of the reported work-related injury or illness and in identifying possible subrogation sources.

Please type or print legibly. If you need additional space when responding to any of the questions, you may add additional pages.

## Form Instructions

Items 1 through 4 Same information as reported in the First Report of Injury Form.

Item 5 Describe in detail the task the employee was performing that lead to the injury/illness. This will assist you in identifying the causal factors of the injury/illness.

Item 6 Based on your investigation, how did the injury/illness occur? Your description should include details of the circumstances and events that caused the injury/illness.

Item 7 Describe in detail the employee's injury or illness. Your description should include all body parts (I.e., neck, check, bone, left toe) affected and the extent of injury or illness (i.e., congestion, laceration, puncture or combination thereof).

Item 8 through 11 Describe action(s) taken or to be taken to prevent this occurrence from happening Again. See page 2, Incident Causal Factor Analysis, to complete these question.

Item 12 Please check the appropriate box. This response, as well as all responses on this form, Will be kept strictly confidential.

Item 13 Name, title and phone number of the person conduction the investigation of the employee's claimed injury or illness and the date of the investigation.

Item 14 The completed investigation should be reviewed and signed by agency management (such as the area, program, divisional manager of the employee injured).

Item 15 Distribution – Submit this form to your agency's workers' compensation coordinator With completed FRI. A copy of this form can be retained in the agency's workers' Compensation file. DO NOT give the employee a copy of this form.



## **SAFETY VIOLATIONS/WARNING**

\_\_\_\_\_, you were observed at \_\_\_\_\_ on  
\_\_\_\_\_ violating the following safety practices. This is only  
an informal warning, and your supervisor will be notified. Please take steps to insure  
this violation is not repeated.

No safety helmet worn

No back belt (or improper use)

No reflective vest / straps

No seat belt while driving cart / vehicle / other machinery

No safety goggles / earplugs

Improper uniform or use of uniform

Improper work shoes

Unsafe driving practices

Other \_\_\_\_\_

Remember, always **THINK SAFETY!**

By \_\_\_\_\_

## DAILY VEHICLE CHECK – CIRCLE OF SAFETY

Did you circle this vehicle and check the following before starting? If not, do it NOW!

- |                          |                     |                          |                  |
|--------------------------|---------------------|--------------------------|------------------|
| <input type="checkbox"/> | 1. Engine Oil       | <input type="checkbox"/> | 10. Lights –     |
| <input type="checkbox"/> | 2. Radiator         |                          | Head Lights      |
| <input type="checkbox"/> | 3. Hood Latch       |                          | Tail Lights      |
| <input type="checkbox"/> | 4. First Aid Kit    |                          | Turn signals     |
| <input type="checkbox"/> | 5. Tires            |                          | Brake Lights     |
| <input type="checkbox"/> | 6. Back up Alarms   |                          | Revolving        |
| <input type="checkbox"/> | 7. Brakes – Foot &  |                          | Lights           |
|                          | Emergency           | <input type="checkbox"/> | 11. Fuel Supply  |
| <input type="checkbox"/> | 8. Wipers and       | <input type="checkbox"/> | 12. Horn         |
|                          | Washers             | <input type="checkbox"/> | 13. Door Latches |
| <input type="checkbox"/> | 9. Glass, including | <input type="checkbox"/> | 14. Seat Belts   |
|                          | Mirrors             |                          |                  |

These items are to be checked daily by each operator of this vehicle. Report defects to your superior and arrange for the necessary repairs.

**BEFORE BACKING, CHECK THE AREA TO THE  
REAR!**



DEPARTMENT OF PUBLIC WORKS

RE: SAFETY EQUIPMENT ISSUE

EMPLOYEE NAME: \_\_\_\_\_

ITEMS:	QUANTITY:	DATE:
Hard Hat		
Suspensions		
Ear Plugs		
Ear Muffs		
Safety Glasses		
Protective Eyewear/Prescription		
Goggles		
Respirator		
Rain Suit		
Rain Boots		
Traffic Safety Vest		
Gloves, Leather		
Back Support		
Safety Cones		
Safety Flags		
Safety Signs (Stop/Slow)		
Face Shield		
Flashlight		
Special Chemical boots		
Special Chemical Gloves		
Other		
Other		

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Issued By \_\_\_\_\_

Joe Paredes, Public Works Safety Coordinator

**TEXAS ASSOCIATION OF COUNTIES  
AUDIOVISUAL LOAN REQUEST FORM**

This form must be completed and in the TAC file before an audiovisual loan can be made.

Please Print

County/Entity Name	Phone Number
Requester's name	Street Address, City, Zip

List of Procedures

1. TAC Safety Resource is a non-commercial audiovisual library to loan videos and training programs for use in your safety training program.
2. Video and training program loans are made **only** after this form is completed and on file at the TAC office.
2. You may call, mail or fax your request for video or training programs. Items will be shipped upon availability. There is a limit of 3 videos per order and a limit of 1 training program per order.
3. After use, please rewind the video. Make sure that video and/or training program is in the correct case. Please note any damage to the video or training program so that it can be repaired before being sent out again.
4. there is a two week return policy on all videos and training programs unless additional days have been requested. The videos and training programs **must** be insured for \$400 each when returned in case lost or damaged during transit.
5. Copyright regulations prohibit any duplication or tampering of the videos. Anyone violating the regulations may face a misdemeanor charge. This signed policy is your agreement not to copy or videotape the program.

I have read and agree to the above stated procedures, and I understand my entity is liable for loss of tape or training program.

\_\_\_\_\_  
Signature of Requester

You may mail or fax signed policy to:

Texas Association of Counties  
1204 San Antonio  
Austin, Texas 78701  
Phone: 1-800-456-5974  
Fax: 512-476-6231