

## SAFETY MANUAL OVERVIEW -

Plan Title	Basic Information
	<b>Regulatory Authority: All plans and programs are based on a mandated requirement from Occupational Safety &amp; Health (OSHA)</b>
Injury and Illness Prevention Plan	The <b>Injury and Illness Prevention Plan</b> explains the County's responsibilities in establishing, implementing and maintaining an effective IIPP. It describes the hazard, accident, and incident assessment, controls and reporting. The IIPP also covers the safety planning, rules and work procedures. Many County departments and divisions have their own supplements to the IIPP that are designed to accompany the IIPP but not to replace it.
Emergency Action Plan	The <b>Emergency Action Plans</b> are designed to cover events that would necessitate evacuations of our workplaces. The Safety Manual outlines these Emergency Action Plans and currently Risk Management has been completing the plans for each department that had not yet completed their plan. In the next year as the Safety Officer completes the annual inspection of your facilities, we will be conducting an Emergency Evacuation Drill if they are not regularly scheduled for your division.
Bloodborne Pathogens Program	The <b>Bloodborne Pathogen Program</b> is designed to eliminate or minimize the occupational exposures. The plan covers the basics of infection control, incident reporting and post exposures. Each division could have it's own specialized program that is elaborate on this program.
Hearing Conservation Plan	The <b>Hearing Conservation Plan</b> is designed to do just that, conserve employees' ability to hear. It is used mostly in Departments and Divisions of General Services and Department of Transportation but could be applied to any location that was going to have 85 or more decibels for an extended period of time.
Fire Prevention Plan	The <b>Fire Prevention Plan</b> is designed to cover fire prevention guidelines for all County occupied facilities. It reviews potential fire hazards, prevention methods and controls. The plan also covers maintaining the fire systems, housekeeping and training requirements.
Lock-out Tag-out Plan	The <b>Lock-out Tag-out Plan</b> is a formal communication that it to safeguard against the accidental use of equipment that has been turned off. For example: An electrician is working on the internal wiring of a building and the main power supply to the building is located on the outside of the building. The power source would need to be locked-out Tagged-out to ensure that someone does not come along and in an attempt to help, switch the power back on while the electrician is working with the wires.
Airport Policy	The <b>Airport Policy</b> provides specific rules and requirements for the County's Airport which is located in Little River. The Airport Policy rules are related to flammables, combustibles and open flames.
Work Place Violence Prevention Plan	The <b>Workplace Violence Prevention Plan</b> provides specific responsibilities for the County to follow to ensure that the employees are safe while here at work. It provides employees protection against, other employees, clients, unknown persons, or family members, acquaintances and former employees. The Workplace Violence Prevention Plan gives specific instructions on how to deal with these types of incidents and what follow up procedures are required. It reviews training.
Ergonomics Plan	The <b>Ergonomics Plan</b> establishes the guidelines for the County to follow related to the employees ergonomic needs. The plan covers the responsibilities and the worksite evaluations along with training and recordkeeping.
Respiratory Protection Plan	The <b>Respiratory Protection Plan</b> has been established to provide protection for employees that could be exposed to airborne hazards. Most employees are not exposed to these hazards but the employees who could be exposed are trained on this plan, should the event arise.
Material Safety Data Sheets	The <b>Material Safety Data Sheets</b> are mandatory for all County operated facilities. The sheets are designed to provide substance identification, hazardous ingredients, physical and chemical data, fire and explosion data, health hazard information, emergency and first aid procedures and the reactivity of the contents.
	Should you have any questions about these plans please call <b>Risk Management</b> at 463-6535