

Safety Policy and Procedure Manual
Updates by Category

October 2018

		In original	Drafted	
Title		manual		
1	County Board Safety Policy Statement	x	as is	
2	OSHA Recordkeeping and Reporting		x	
3	General Safety Guidelines	x	x	
4	Safety Committee	x	x	
5	Employee Orientation and Training	x	x	
6	Active Shooter/Workplace Violence		x	
7	Accident Reporting and Investigation	sort of	x	
8	Emergency Action Plan		x	
9	Fire Prevention Plan	x	x	
10	Communicable Disease Guideline		x	
11	Bloodborne Pathogen Exposure Control Plan	x	x	expanded
12	Motor Vehicle Safety	x	x	expanded
13	Personal Protective Equipment Policy		x	
14	Job Hazard Analysis		x	
15	Unsafe/Hazardous Conditions Reporting	under inspections	x	
16	Safety Inspection	x	x	
17	Hazard Communication Plan	x	x	expanded
18	Forklift Operator Safety Program		x	
19	Electrical Safety Plan		x	
20	Lockout/Tagout		x	
21	Confined Space Policy		x	
22	Voluntary Use of a Dust Mask		x	
23	Respiratory Protection		x	
24	Contractor Safety Guidelines		x	

		In original	Drafted	
Forms (Appendix) - MUST BE ON AN ODD # PAGE		manual		
A	New Hire Checklist	x	x	
B	Accident Investigation Report		x	
c	Fire Event Log		x	
D	Hepatitis B Vaccine Declination		x	
E	Bloodborne Pathogens Exposure Control Incident Form		x	
F	Driving Violation and Review Record	x	x	
G	Annual Personal Protective Equipment (PPE) Hazard Assessment		x	
H	Job Hazard Analysis Worksheet		x	
I	Unsafe/Hazardous Conditions Report	x	x	
J	Safety Inspection Checklist	x	x	
K	Inventory of Hazardous Chemical & Index of SDS		x	
L	Forklift Checklist		x	
M	Confined Space Evaluation Worksheet		x	
N	Confines Space Entry Permit		x	
O	Confined Space Reclassification Form		x	

P	Voluntary Use of Dust Mask		x	
Q	Respiratory Medical Evaluation Questionnaire		x	

CHANGES

- ☞ Accident Reporting & Investigation - DH responsible for conducting investigation of all incidents & accidents
- ☞ Accident Reporting & Investigation - employees are no longer permitted to drive co-workers for medical services
- ☞ Emergency Action Plan - clear cut guidelines on power strips & extension cords

- ☞ Communicable Diseases Guidelines - Ability to exclude employees with communicable disease from the workplace based on medical determination
- ☞ BBP Exposure Control Plan - added training component, offerin Heb shot series, decliantion form, and clean-up procedures
- ☞ Motor Vehicle Safety - added clear but authorized and unauthorized use
- ☞ PPE Policy - DH is to ensure employees have PPE necessary for assigned job tasks and employees are trained in appropriate use
- ☞ Job Hazard Analysis - DH is to complete annually and review with employees
- ☞ ForkLift Operator Safety Program - applies mostly to maintenance - added training compenent and inspections

- ☞ Electrical Safety Plan - all work must be consistent with regulations, if work is beyond scope, training and certification of employee it must be contracted out - defines qualified and unqualified persons
- ☞ Confined Space - employees prohibited from entering and contracted out - if a contractor cannot comply with guidelines they cannot work
- ☞ Respiratory Protection - if a department cannot comply, they cannot use