
Rock Island County

SAFETY MANUAL

July 18, 2007

Rock Island County Safety Manual

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Revised/Reviewed Date February, 2007

The Safety Manual is handled by the Safety Committee and County Board Office.

Rock Island County Safety & Health Philosophy

Section 301

Employees should be free from injury while performing their duties. Rock Island County has a moral, legal, and fiscal obligation to prevent injuries.

Management will visibly demonstrate to their employees and others a personal commitment on the importance of safety, thus gaining credibility with the workforce. They will train and certify all employees in the knowledge required with respect to the work to be performed. They will show a sincere interest in preventing injuries.

A Safety Manual shall be maintained at all facilities to include OSHA requirements for training and prevention of injuries which shall be adhered to by all supervisors and employees. The manual includes policies for: Right to Know Plan; Blood borne Pathogens Exposure Control Plan; Hearing Conservation; Evacuation Policy; Lockout/Tag Out Policy; Boiler Maintenance; Confined Space Entry; Respiratory Police. The Safety Manual shall be made accessible to all employees.

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Rock Island County Candle Policy

Section 302

In an effort to make all County facilities as safe as possible, the Rock Island County Board prohibits the use of candles of any type in all facilities. This prohibition is all inclusive and includes candle warmers. During routine safety inspections, any candles that are on display will be removed from the County facility. Continued abuse of the policy may result in disciplinary action up to and including discharge.

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Rock Island County

Drug Free Work Place Policy

Smoke Free Facilities

Section 303

The Rock Island County Board believes strongly in making the work environment of all employees free of drugs and the accompanying abuses. Further, the Drug Free Workplace Act (30 ILCS 580/2) mandates that State of Illinois contractors and grantees initiate and maintain a drug free workplace for their employees. Accordingly, all employees are informed as follows:

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance, including cannabis, is prohibited in the County's workplace, or while performing any work for the County, and employees found to have engaged in any of the above activities shall be subject to disciplinary action up to and including termination.

Information on controlled substances and rehabilitation is available through the Human Resources Department and the County's Employee Assistance Program.

As a condition of remaining an employee of the County, all employees must:

1. Abide by the terms of this policy.
2. Participate in drug free programs which are sponsored from time to time by the County.
3. Notify the County Board Chairman of any criminal drug statute conviction for a violation , no later than five days after such conviction. The County is required to notify the state contracting agency of such convictions.

Adopted 8/18/92; amended 02/14/06; 04/15/08
Revised/Reviewed Date April, 2008

Rock Island County No Smoking Policy

Section 304

A No Smoking policy for all County facilities, excluding the County nursing home, became effective June 1, 1993. (Exclusion: residents of Oak Glen Home who were admitted prior to October, 2006 are permitted to smoke in monitored areas at designated times.) This No Smoking policy includes all vehicles (cars & trucks) owned by the County. Additionally, as part of the Smoke-Free Illinois Act, smoking is prohibited 15 feet from any door, window that opens or ventilation source. Additionally, no person may smoke in any vehicle that is owned, leased or operated by a government entity.

As part of the requirements of the Act, the County is required to notify all employees of these requirements (completed 12-28-07), to post the required signs and to remove all ashtrays from areas where smoking is prohibited. According to the Act, a person who smokes in a prohibited area shall be fined from \$100 to \$250. Those who control the place of employment that violates the Act shall be fined not less than \$250 for the first violation. While these are the requirements of the Act, other rules of employment may apply should repeat violations occur. Final regulations are being compiled by the State of Illinois Public Health Department.

Rock Island County intends to fully support and enforce the Smoke Free Illinois Act as it relates to our facilities. The Health Department Campus is entirely smoke free and the Courthouse/Justice Center has a 50 foot smoke free requirement.

Rock Island County encourages all employees who smoke to contact their health care provider or other resource to obtain assistance in quitting smoking. Help in quitting smoking is also available at www.smoke-free.illinois.gov.

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Rock Island County Emergency Evacuation Procedures

Section 305

In the rare event of an emergency evacuation of the County Office Building, the following evacuation procedures should be utilized.

1. Immediately leave the building via the nearest exit, avoiding use of the elevators and proceed to the rear parking lot beyond the first bank of reserved parking spaces. Office doors should be closed but not locked. Employees are to report in to their supervisor. A head count will be taken by a designated individual.
2. NO ONE; except the maintenance staff when necessary, will be allowed to re-enter the building until emergency personnel have cleared the building. The first individual to exit the building shall remain at the entrance/exit until authorized staff or emergency personnel assume control of the building.
3. The Human Resource Director is assigned to ensure safety of all employees. The Director will assist in obtaining necessary medical and emergency attention. This to include directing employees to "safe" zones, identifying medically trained personnel who can render assistance and other duties as the County Board Chairman may designate.
4. Safety Coordinators will be assigned to each floor to ensure that all restrooms are clear of employees and visitors prior to their leaving the building. Once the Safety Coordinators are out of the building, they are to report to the designated check in area before proceeding to their individual department's meeting place.
5. The Safety Coordinators will be responsible for evacuation of the building; and ascertaining that all employees are accounted for. The County Board Chairman or his designee shall have direct contact with emergency personnel in charge of the situation. The County Board Office will also contact the Rock Island County Sheriff's Office to

take control of the building and ensure that no visitors or employees enter the facility until the building is cleared.

6. Unless and until the County Board Chairman or his designee advises Department Heads and Elected Officials to send their employees home, the policy shall be the same as that included in the Inclement Weather Policy. (Utilizing proper Chain of Command protocols: In the absence of the Chairman of the Board, the chain of command is Vice-Chairman of the Board, Finance Committee Chairperson, Human Resources Committee Chairperson, Public Works Committee Chairperson, Administration Committee Chairperson, Health & Human Services Committee Chairperson and then the Governmental Affairs Committee Chairperson. Should additional Command personnel be necessary, the remaining County Board Members shall be called to service in a manner of Vice-Chairpersons of Committee's then length of service. If the event warrants that yet additional personnel are needed in a Command position, the County Board Chairman will designate Elected Officials. The County Board Chairman or the appropriated designated individual may request the assistance of various Elected Officials or Department Heads in the course of action. It is highly unlikely that the Chain of Command would digress in such a manner as to require a Department Head to take the Command position. *(In the event of an emergency situation; determination of closure shall be made by the appropriate Department Head or Elected Official with concurrence of the County Board Chairman and/or Sheriff of Rock Island County. All facilities may not be closed during an emergency situation; depending on the severity. An emergency situation is defined as no electricity; no water; or other catastrophic incident. Employees of Rock Island County; whether covered under a Bargaining Agreement or not; will receive regular compensation during any closure of facilities as if they had been on the job. Employees who were scheduled off for vacation; comp time; sick time; workers compensation, etc., or not scheduled to work will not receive compensation for the time the facilities were closed. Employees who are required to work (such as Correctional Officers; Zoo Employees; Deputies; Public Works Employees and Oak Glen Home Staff) due to twenty-four hour coverage necessities; public safety; or care of residents, animals or*

facilities; shall be compensated according to hours worked with no additional compensation.)

On a routine basis, Department Heads and Elected Officials should take additional procedures for their individual offices to ensure that vital information (back up tapes, software, etc.) leaves the facility with employees or is protected from potential damage. Random “drills” will be conducted on the evacuation procedure.

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Rock Island County National Incident Management System (NIMS)

Section 306

In 2004, Homeland Security Presidential Directive (HSPD) #5 and #8 were issued in relation to National Incident Management Systems (NIMS). Each government entity was required to adopt the NIMS policies, complete required initial training, and certify preparedness activities.

Rock Island County has taken the lead for all government agencies throughout the County. Our Emergency Services & Disaster Agency and County Board have worked in tandem to ensure that all municipalities, emergency response agencies, hospitals and community service organizations are up to date on the every changing, mandatory training and compliance issues.

Rock Island County has determined that all employees shall take the basic incident management course referred to as ICS-700. The Human Resource Department has been charged with incorporating this on-line test into the orientation program. Copies of all certificates must be sent to the ESDA office.

The complete, up to date NIMS compliance activities and certifications are on file with ESDA. As this program is evolving, the Federal Government continues to offer training and mandatory compliance activities each year.

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Rock Island County State Compliance Activities/Policies

Section 307

Rock Island County has many agencies that fall under the purview of State agencies. These agencies have voluminous policy manuals which will not be reprinted here. Rock Island County hereby states that we have and always will follow all guidelines adopted by all State agencies as they apply to functions of Rock Island County.

List of State Agencies

Illinois Department of Corrections
Illinois Department of Transportation
Illinois Department of Nuclear Safety
Illinois Department of Public Health
Illinois Emergency Management Agency

List of Departments

Rock Island County Emergency Services & Disaster Agency
Rock Island County Health Department
Rock Island County Jail
Rock Island County Nursing Home

Many of these documents are considered confidential in nature and cannot be released to unauthorized persons.

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Rock Island County Emergency Operations Plan (EOP)

Section 308

As the responsible party to request assistance from State and Federal agencies, Rock Island County Emergency Services & Disaster Agency has created an Emergency Operations Plan (EOP). This EOP has repeatedly met all Illinois Emergency Management Agency (IEMA) standards and is updated as need be.

This voluminous document is considered confidential in it's entirety. Authorized individuals may view this document or sections thereof, at ESDA.

“5 ILCS 140/7(1) The following shall be exempt from inspection and copying:

(ll) Vulnerability assessments, security measures, and response policies or plans that are designed to identify, prevent, or respond to potential attacks up on a community's population or systems, facilities, or installations, the destruction or contamination of which would constitute a clear and present danger to the health or safety of the community, but only to the extent that disclosure could reasonably be expected to jeopardize the effectiveness of the measures or the safety of the personnel who implement them or the public. Information exempt under this item may include such things as details pertaining to the mobilization or deployment of personnel or equipment, to the operation of communication systems or protocols, or to tactical operations.”

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Rock Island County Knox Box Compliance

Section 309

Rock Island County fully participates in the Knox Box Program. All Rock Island County facilities are to be protected with the proper Knox Box for their community.

The Knox Box program provides emergency responders access to the facility in the event of an emergency without a keyholder being present. This ensures quick and secure access. The County Board Office is responsible for ordering the correct Knox Box for each facility. Each facility will be responsible for the cost of the Knox Box and any maintenance that may be required.

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Rock Island County Exit Sign Maintenance

Section 310

Rock Island County is committed to the safety of our employees and citizens doing business in our buildings. As such, all maintenance supervisors are directed to conduct an exit sign audit monthly and to complete any required sign maintenance as may be necessary.

Documentation of such audit should be maintained within each office.

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Rock Island County

Handling/Disposing of Used Needles Policy

Section 311

In order to provide guidelines for the safe handling and disposal of used needles, Rock Island County uses protective barriers such as proper handwashing, gloves, red bags, gowns, mask, and goggles/face shields when nursing staff are using needles. The following policy is verbatim from the Nursing Home Nursing Manual.

Objective

To prevent needlestick injuries as well as the expose the the AIDS (HIV) and hepatitis B (HBV) viruses or other bloodborne infections through contact with blood, body fluids, or other potentially infectious materials.

Equipment and Supplies

1. Sharps container
2. Recapping device (if a sharps container is not available)
3. Gloves (as indicated)
4. Other as necessary or appropriate

Safety Precautions

1. After use, if the sharps container is directly available, discard the needle without recapping.
2. If recapping is absolutely indicated, and the sharps container is **not** readily available, the cap should be reapplied using one of the following methods **before** leaving the point of use:
 - a. Use a needle-recapping device (e.g. stationary cap-holding device, Kelly clamp-type device, etc.) or
 - b. Place the cap on a horizontal surface and use the one-hand scoop method to slide the needle into the cap.
3. Used needles must be placed in the sharps container. **Do not bend, break, or cut needles.** When the sharps container is 75% to 80% filled, the container must be stored until incinerated or picked up by a licensed vendor for proper disposal.
4. Needles, used or unused, may not be discarded into trash receptacles.
5. **In the event of a needlestick injury, the employee should:**

- a. **Immediately** wash the wound with soap and running water;
- b. Cause the injured site to bleed;
- c. If desired, apply alcohol or hydrogen peroxide to the wound; and
- d. Notify the infection control coordinator of the incident as soon as practical.

Procedure Guidelines

- 1. Remove the cap carefully from the needle. If a recapping device is to be used to resheath the needle, place the cap, open end up, into the holding dive. **Do not recap the needle by hand.**
- 2. If a sharps container is not available and the recapping device is being used, carefully without holding the device with the other hand, slide the used needle into the cap. Apply pressure to assure that the cap is snug.
- 3. Place capped needle on the tray. Carry the needle to the sharps container and discard.
- 4. If the sharps container is readily available, place the uncapped needle directly into the container.
- 5. If a one-hand scoop method is necessary for recapping a needle, it must be performed in a safe manner. One-hand recapping may only be used when recapping at the site is necessary and no alternative is available.

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Rock Island County Space Heater Policy

Section 312

Space heaters may be used in County Buildings provided all of the following criteria are met:

1. Only electric or ceramic space heaters are allowed (no fueled heaters).
2. Space heaters must be placed on the floor (not on or under desks).
3. The space heaters must be of the type that shuts off automatically if tipped over.
4. No combustible or flammable materials shall be within a 3-foot radius of each heater.
5. Space heaters must be shut off when no one is present in the area.
6. Space heaters must be unplugged at the end of the work day.

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Rock Island County Safety Inspection Policy

Section 313

In an effort to ensure the safety of all facilities, representatives have been designated in each facility to conduct a safety inspection. Prescribed forms has been developed as a checklist and report. The completed report is due in the County Board Office the first week of each month.

Employees are encouraged to report safety issues to their supervisor for attention.

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