

ROAD AND BRIDGE DEPARTMENT



EMPLOYEE SAFETY MANUAL

Distributed by : MISSOURI ASSOCIATION OF COUNTIES, P.O.BOX 234 JEFFERSON CITY, MO 65102

THINK -- SAFETY FIRST!!!

DATE IMPLEMENTED: September 2015

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I. GENERAL SAFETY AND HEALTH INFORMATION



A. SAFETY FIRST

This manual has been implemented to provide safety and health information to you the road and bridge employee. It should be used as a guideline to perform your job functions in the safest manner possible. Along with education and training, your experience as a road and bridge worker will add to your performance. We feel that SAFETY is our number one priority and it should be yours too.

Please utilize the information in this manual very carefully. Take time to ask yourself, "how does safety work in my job?" Hopefully, you will have answered this question by the end of your work shift.

B. WHAT TO DO WHEN INVOLVED IN AN ACCIDENT

All injuries no matter how minor should be given first aid and a notation made. Accidents should be reported immediately to the department supervisor.

Items needed for report include:

1. Name of injured employee(s).
2. Time/Date.
3. Place
4. Record a description of accident.
5. Nature of injury/illness.
6. Names of witnesses.
7. Phone numbers of witnesses.

All injured employees shall report to the FirstNurse at 1-855-477-2266, program code 01887. If injury is life-threatening designation will be waived. Only work related injuries are compensable

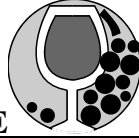
C. INFORMATION

If you should have any questions regarding a work related injury/illness or compensation of an injury, please ask your supervisor.

II. GENERAL SAFETY RULES FOR ALL EMPLOYEES

A. HORSEPLAY AND CARELESSNESS

All acts of horseplay, carelessness, and neglect by an employee will be subject to disciplinary action of the supervisor and department heads.



B. ALCOHOL AND SUBSTANCE ABUSE

The County will not tolerate any drug and alcohol use, which in any manner endangers the health and well-being of its employees or threatens its goals for a safe and healthy workplace. Prescription drugs should only be taken according to physician requirements. Please notify supervisor if you are using prescription or over-the-counter drugs. Any employee abusing such substances will be subject to disciplinary action of the county department heads. Our County is committed to maintaining a safe and healthy workplace free from the influence of alcohol and drugs.

C. MEDICAL SERVICES AND FIRST AID

At each work-site there should be someone who has a valid certification in CPR and first-aid. If the designated physician or medical facility is not accessible in time and distance, this individual should administer first-aid. First aid kits are to be placed in all county vehicles and not to be removed from such vehicle unless there is an emergency. These kits should be properly supplied at all times. Please notify your supervisor when your kit has been used. The availability of AEDs is suggested.

D. SEXUAL HARASSMENT

It is our policy that all employees are responsible for assuring that the workplace is free from sexual harassment. Such abnormal behavior will be subject to disciplinary action of the county department heads.

E. NO SMOKING POLICY

In order to provide a safe and healthy workplace for our employees, we ask for the thoughtfulness and cooperation of both smokers and nonsmokers. We hope that you will observe the county's no smoking policy in county buildings and offices. Also, you should recognize no smoking signs in and around hazardous areas. Please use common sense and courtesy before and during your smoking habits.



F. HOUSEKEEPING

Housekeeping is mandatory at every job-site. We use the term "housekeeping" as a condition of arrangement, cleanliness, orderliness, and efficiency. It is an important element in measuring one's job performance. We recommend that all employees follow these good housekeeping rules:

1. Keep aisles and work places clear. Materials should be neatly secured and stacked so that people passing will not be injured.
2. Waste, oily rags and other flammable materials should be stored in the metal receptacles or trash containers.
3. Report wet or slippery conditions immediately to building janitor. Take time to barricade area to protect others from walking through area.
4. Keep exits clear at all times. Fire doors should never be blocked nor made inoperative. Fire extinguishers should be readily accessible and free of obstructions.
5. Don't store combustibles under stairways.

G. FIRE PREVENTION

Fire can destroy your life, assets, and your job. Don't let it take away your paycheck. Fire prevention is another way of providing safety and security. It is your duty to report all possible fire hazards to your supervisor. Fire extinguishers are provided in hallways on each floor and in hazardous areas. These should be used only to fight small fires. Before a fire gets out of hand have someone call the nearest fire department for assistance. Then evacuate yourself and others that are in the building. **Remember, machines and buildings can be replaced -- you cannot.**

III. Employee Health

A. EMPLOYEE RECORDS

Each employee should be given orientation as to the hazards involved in his or her job and record kept in the employees personnel file at the County Clerk's Office. The personnel file should also include accident history, and notices of disciplinary actions. Every employee should also have a medical file that contains medical records, with access limited to those persons who have an actual need to know. The medical file and personnel file should be kept separate.

B. PHYSICAL FITNESS

Employee physical fitness is as important to the job as it is at home. We ask that you take care of your mind and body so you can lead a happy and healthy life. We feel that your proper health will lead to a more productive lifestyle and more output on the job. Please eat right and exercise your body and mind.

C. INJURED EMPLOYEE - RETURN TO WORK

As soon as an injured employee has written permission from the physician that they can return to work or perform light-duty work, they should immediately notify their supervisor. This will help the County get you back to work and on the payroll as soon as possible.

D. EMPLOYEES WITH DISABILITIES

It is the policy of the County to provide a workplace free of recognizable hazards and to accommodate the workplace for those employees that have disabilities. If you feel that there is a dangerous situation or if you have a complaint, please notify your immediate supervisor.

E. EATING AND DRINKING IN THE WORKPLACE

Food and beverages should not be consumed around fuels, oils, solvents, and other chemicals. Eating and drinking should only be done in designated areas. Water fountains are provided for your convenience.

IV. PERSONAL PROTECTIVE EQUIPMENT

A. GENERAL

- **CLOTHING**

As an employee of the road and bridge department, you may be responsible for furnishing your own clothing. When selecting clothing you should consider the hazards of your job and the elements of weather that you must face. Wear clothing that provides appropriate protection for the job duties. If exposed to poison ivy, wear long pants and long sleeves with head, eye and hand protection. If subjected to cuts and abrasions on arms and legs, wear long pants and long sleeves. A uniform service is available and may be elected for payroll deduction.

The department will provide safety equipment to employees that perform hazardous operations. This equipment is your responsibility. If it becomes lost or stolen, it is your responsibility to replace it. Routinely inspect it and if it becomes over-worn or deformed in-any manner, notify your supervisor and the department will replace the equipment.

B. MANDATORY PERSONAL PROTECTIVE EQUIPMENT

It is the responsibility of the supervisor to evaluate the job and determine the need of proper personal protective equipment. It is required that you the employee follow these rules to protect yourself and others from hazards of the job. Failure to use mandatory personal protective equipment may result in immediate termination from employment.

1. HARD HATS

Where there is possible danger of head injury from impact, or from falling or flying objects, or from electrical shock or bumps.

Hard hats will meet specifications according to ANSI Z89. and will be worn at least during these operations:

1. Loading and unloading gravel.
2. Around crane operations.
3. Under bridges.
4. While trimming trees and brush.
5. While directing traffic.
6. Working around electricity.
7. While working in trenching operations.
8. When doing any activity where employee may fall backwards and sustain head injury.

2. EYE GLASSES/FACE SHIELD/GOGGLES

Where there is potential eye or face injury from physical, chemical, or radiation agents.

Eye and face protection will meet specifications according to ANSI Z87 and will be worn at least during these operations:

1. Drilling.
2. Grinding, chiseling, and scraping.
3. Crushing rock (jackhammer).
4. Welding, cutting, and brazing.
5. Using air hoses.
6. Spray painting.
7. Chainsaw operations.
8. Under vehicles or bridges.
9. While mowing or cutting brush, trees, and grass.
10. At any other time a danger exists or requested by the supervisor.

3. RESPIRATORS

Respirators will be used in areas where the atmosphere has a potential of becoming contaminated with gases, fumes, or vapors.

Respirators will meet specifications of MSHA and NIOSH. And will be worn at least during these operations:

1. Spray painting.
2. Spraying of pesticides and insecticides.
3. When performing welding, cutting, or brazing in confined spaces without proper ventilation.
4. Working with insulation or any material that may contain asbestos materials.
5. Removal of lead paint.

6. While working with dry cement dust.

4. FALL PROTECTION

Fall protection must be worn when:

1. Working anytime in a bucket truck, platform truck, manlift, or in an under-bridge inspection unit (fall protection must be attached to a manufacturer's designated anchorage point on the boom or basket.)
2. Working from suspended scaffolding 10 feet above the ground or other level.
3. Walking or working adjacent to an unprotected side or edge 6 feet above a lower level.

If such equipment shows wear, notify the supervisor immediately.

5. HEARING PROTECTION

Earplugs and earmuffs will be provided to those workers that work around operations with high noise levels. If you think your job could cause a noise induced hearing loss notify your supervisor about the problem. He will issue you with hearing protection equipment.

Hearing protection equipment will be worn during these operations:

1. Jackhammers.
2. Grinding and cutting.
3. Chainsaws.
4. Stationary heavy equipment.

6. HAND PROTECTION

Wear gloves where danger of cuts and abrasions exist.

7. LEG PROTECTION

Wear protective chaps when performing operations with chainsaws, torches, grinders and other equipment that danger of slips and leg cuts

8. FOOT PROTECTION

If there is a hazard of rolling an ankle because of running or walking on uneven surfaces, or a risk of foot injuries due to falling or rolling objects piercing the shoe upper or sole, then the footwear should:

1. Provide good ankle support with a 6 inch minimum lace-up or pull-on boot with sturdy leather upper.
2. Have sturdy soles that are oil and skid (slip) resistant.
3. Have defined heels no higher than 1 1/2 inches
4. Have steel toes

The employer shall assess the workplace to determine if additional protection, such as waterproof, metatarsal, electrical shock resistant, puncture resistant, etc., should be required.

Thongs, flip-flops, canvas shoes, open-toed shoes or sandals are not allowed.

9. SEATBELTS

Seatbelts are required to be worn in all motor vehicles including trucks, tractors, dozers, graders, and backhoes. Seatbelts can save your life if your vehicle happens to roll over on a ledge. Failure to use seatbelts may result in immediate termination from employment.

We request that you ask visitors riding in vehicles to wear their seatbelt too.

10. TRAFFIC SAFETY VESTS

Safety vest will be worn when working on roadways that are heavily traveled by traffic. All safety personal protective equipment should be kept in good condition, cleaned, and returned to its original container.

V. MATERIALS HANDLING

A. LIFTING

Materials handling is the movement and storage of equipment used by people. It is essential that you evaluate each material handling job and perform the task SAFELY and efficiently. In order to do this you must recognize yours and the machines limits for lifting.

- **HUMANS**

It's not what you lift but how you lift it. This applies to the lifting, lowering, or moving of heavy equipment, or loads.

1. Back injuries. Sometimes the safe way to lift is the easiest way to lift.
2. Incorrect lifting methods require unnecessary effort and often cause injury.

Remember and utilize these lifting techniques:

1. Check the area and image a safe path to move the material.
2. Size up the load. If it's too heavy, ask someone for help.
3. Then, get a secure footing.
4. Bend at the knees to grasp the object.
5. Keep your back straight and as nearly upright as possible.
Get a firm hold.
6. Keep the load as close as possible to your body. If the load is large and cannot be placed between your knees as they are bent, bend at the hips and waist with your knees relaxed. It is more important to keep the load close than it is to bend your knees.
7. Lift gradually by straightening the legs; keep back as straight as possible.
8. Avoid twisting and turning while carrying or putting the load down.
9. Use same procedure to unload material.

- **MACHINES**

Use proper equipment for moving or lifting the load. Make sure that such equipment as, hooks, ropes, slings, chains, and levers are free of defects.

1. Always lookout for the other guy.
2. Make sure the load is stable and secure. Don't overload your equipment.

B. STORAGE

The proper storage of equipment is crucial to protecting yourself and the stored materials. When piling materials, you should always check the base to see if it is firm. Always cross tier materials and make sure they are level. Check to see if the material is still secured after movement.

1. Store flammable materials away from heat sources.
2. Store explosives in approved containers.
3. All hazardous chemicals are marked and labeled.
4. All compress gas cylinders are stored in upright position and securely chained to wall, cart, or vehicles.
5. Tools are put away in cabinets and sharp instruments are stored with blades faced down or covered.
6. Do not store combustible materials under stairways.

VI. MOTOR VEHICLES

A. GENERAL

You are responsible for reporting mechanical failures of your County vehicle. Such mechanical failure will need immediate repair. A tag will be attached to any vehicle in need of repair. Any operator that discovers a maintenance need is required to give the supervisor the equipment's keys.

Any accident involving county owned vehicles should be reported immediately to your supervisor.

B. DRIVER'S QUALIFICATIONS

All operators of department vehicles shall comply with the following:

1. All operators shall carry their valid Missouri Drivers License with them at all times. Any change of status of the license must be reported to your supervisor before operation of equipment.
2. The use of county owned vehicles must be authorized by the department head.
3. Any operator under the influence of alcohol, drugs, or prescription drugs will not be allowed to operate a vehicle.

4. All operators are required to wear their seatbelts and prescription glasses or contacts at all times.

C. DRIVER RESPONSIBILITIES

Pay attention to driving the vehicle and avoid all distractions.

1. Always wear your seat belt. Failure to do so may result in termination from employment.
2. The driver must abide by the current motor vehicle laws and department rules and regulations concerning safe driving practices.
3. A pre-trip inspection should be done before operating vehicle. Check tires, fluids, windshield, and be sure it's clear to move the vehicle.
4. Drivers are responsible for the cleanliness of their vehicle and a borrowed vehicle
5. Report all accidents and promptly fill out an Accident Investigation Make sure cargo is securely attached to vehicle.
6. Check that gravel is properly tarped (if applicable) and covered before leaving quarry or county garage.
7. Drivers should not allow passenger to ride on bumpers, tailgates, handles, running boards, hood, or to allow passengers to jump out of vehicle before it comes to a complete stop.
8. The use of cell phones is prohibited when operating vehicles. Please refer to the County's Cell Phone Policy.

D. SAFE DRIVING PRACTICES

1. Be aware of the traffic situations far ahead on both sides and to the rear of the vehicle.
2. Always signal mechanically or physically before turning or coming to a complete stop.
3. Check clearance on both sides of vehicle before backing out of garage, taking turns, and loading and unloading vehicle.
4. When parking the vehicle, make sure to turn wheels against the curb and to put the parking brake on. Other means of parking can be done by blocking the wheels or lowering the blade or bucket.
5. Check road conditions and be aware of the weather at all times.
6. Be courteous to other drivers if you are driving below the speed limit.

E. HEAVY EQUIPMENT SAFETY PRECAUTIONS

1. NEVER

1. Repair, adjust, or oil machinery when it is in motion.
2. Operate machinery for purposes it was not designed to perform.
3. Let anyone ride on equipment unless they are a mechanic or inspector.
4. Let anyone stand on brackets, hitches, etc., of trucks when in motion.
5. Attempt to direct traffic while your equipment is still in motion.
6. Smoke while refueling motor vehicle.

7. Leave your motor running while refueling motor vehicle.
8. Leave your motor vehicle running while unattended.
9. Depend entirely on jacks when making repairs. Use jack stands to reinforce the jack.

2. ALWAYS

1. When parked on side of roadways, vehicles should be facing the way traffic is moving.
2. Be cautious when working on the edge of roadways and bridges.
3. Continually guard against overturning your vehicle on slopes.
4. Designate only one person to be your signaler.
5. Operate equipment at safe consistent speeds.
6. Have operators that are competent with the vehicle they drive.
7. Lower the blade or bucket to the ground when leaving your backhoe, loader, grader, hi-lift, etc., and make sure the brake is on.
8. Inspect equipment "tie downs" before using for transporting equipment. Insure that they are of proper strength and that hooks match the chain link size

VII. TOOLS - SAFE USE

GENERAL SAFETY

All hand and power tools and similar equipment, furnished by county or owned by the employee shall be maintained in safe condition. When power operated tools are designed to accommodate guards, they shall be equipped with such guards when in use. We will not issue the use of unsafe hand or power tools. Notify your supervisor if equipment is in unsafe condition.

A. HAND TOOLS

1. Wrenches shall not be used with sprung jaws.
2. Impact tools such as pins, chisels, and wedges shall not be used when their heads have mushroomed.
3. The wooden handles of tools shall be kept free of splinters or cracks and shall fit tight into attachment.
4. Use properly designed breaker bars and not "cheater bars". Pre-plan and have a safe place to land if a wrench slips while you're tightening a bolt and wear hard hat.

B. POWER TOOLS

1. All power-operated tools shall be grounded. Use a GFCI if working in moist conditions.
2. Use Battery operated equipment in moist conditions if possible.
3. The removal of guards shall be prohibited.

4. The use of appropriate personal protective equipment shall be the responsibility of the user.
5. Never use a tool for an operation that it was not intended to perform. Example: A wrench as a hammer, a screwdriver as a chisel, or tools electrical cord as a rope for lifting.
6. Do not stand directly in the path of the blade or grinding wheel when operating a table saw or bench grinder.

VIII. LADDERS

A. GENERAL SAFETY

1. The use of ladders with broken or missing rungs or steps, broken or split side rails, or other faulty or defective construction is prohibited. Such ladders should be withdrawn from service and destroyed.
2. Ladders should be placed at a lean ratio of 4:1 only if the ladder is not fixed or attached and should extend 3 feet beyond.
3. Ladders shall not be placed in doorways, passageways, or driveways unless there is adequate barricading and guarding

B. CONSTRUCTION OF LADDERS

1. Job-made ladders shall be constructed for intended use. If a ladder is to provide the only means of access or exit from a working area for more than 25 employees, or simultaneous two-way traffic is expected, a double cleat ladder shall be installed.
2. Single cleat ladders shall not exceed 30 feet from base to landing.
3. All ladders are to be inspected prior to its intended use for defects, cracks, breaks, etc.

IX. EXCAVATION, TRENCHING AND SHORING OPERATIONS

A. GENERAL SAFETY

1. Walkways, runways, and sidewalks shall be kept clear of excavated materials or other obstructions.
2. All employees shall be protected with personal protective equipment for the protection of the head, eyes, respiratory organs, hand, feet, and other parts of the body as needed.
3. No employees shall be allowed under loads handled by power shovels, derricks, or hoists.
4. Daily inspection of excavated site shall be made by the supervisor to determine possible hazards, such as cave-ins or slides.
5. Where a competent person finds evidence of a situation that could result in a possible cave-in, indications of failure of protective systems, hazardous atmospheres, or other hazardous conditions, exposed employees shall be removed

from the hazardous area until the necessary precautions have been taken to ensure their safety. The competent person shall determine the proper sloping and benching of trenches as outlined in OSHA. 29 CFR 1926.652, Appendix B – 1, Maximum Allowable Slopes contained therein.

B. EXCAVATIONS

1. Prior to excavation, effort shall be made to determine whether underground utilities exist around worksite.
2. When employees are required to enter excavated site, materials shall be stored and retained at least 2 feet or more from the edge of the excavation.
3. Soil types shall be determined to calculate the degree of slopes, sides, and faces.
4. Support systems shall be planned by and designed by a qualified person when excavation is in excess of 20 feet in depth, near structures, or subject to vibrations.
5. Water shall not be allowed to accumulate in an excavation.

C. TRENCHING

1. Banks more than 5 feet high shall be shored, laid back to a stable slope.
2. Sides of trenches in unstable or soft material, 5 feet or more in depth, shall be shored, sheeted, braced, or sloped to protect employees working within.
3. When employees are required to enter a trench 4 feet or more in depth, there should be some means of an exit, such as a ladder or steps located within 25 feet of the workers.

X. TREE CLIMBING, TRIMMING OR CUTTING

A. GENERAL SAFETY

See FALL PROTECTION in section IV of this manual.

1. Proper traffic control shall be used when felling a tree in close proximity to a roadway.
2. Utility companies shall be contacted before removing or pruning trees in close (within 10 feet) proximity of overhead wires. All necessary safety precautions shall be taken.
3. It is advisable in some instances, to use a bucket truck or contractual services to reach limbs that are difficult or unsafe to reach by other means.
4. All preliminary cuts on limbs, before the final cut, should include an undercut to prevent stripping and possible injury to the saw operator.
5. Any limb which cannot be controlled by hand shall have a line of adequate size attached to it to permit safe lowering.
6. When felling a tree in a critical location, always post an employee to observe and warn the saw operator if tree begins to rock or fall. Always leave enough

wood on your felling cut to hinge tree in direction desired. Do not cut off completely, otherwise control cannot be exercised. Block trunk sections before cutting to prevent any side rolling. Side rolling will endanger the saw operator and damage equipment. Also avoid standing on fallen trunks.

B. PRECAUTIONS TO BE OBSERVED WHEN OPERATING A CHAIN SAW

1. Wear personal protective equipment such as hardhat, safety goggles, chainsaw chaps, hearing protection and anti-vibration gloves and a safety vest. Avoid hearing loose fitting clothing.
2. Always start the saw on the ground, not on your knee or in the air.
3. When carrying the saw any distance, carry it by the handle with the motor off and guide bar to rear so you can throw it clear in case you fall.
4. When operating a chain saw, always stand to the side of the cutting path.
5. Never cut limbs or small brush with the nose of the bar.
6. Don't operate chainsaws at or above shoulder height.
7. Shut off motor and let it cool before refueling. Wipe gasoline spills from motor.
8. Check manuals of other specialized cutting equipment and follow the manufacturer's safety instructions. Specialized equipment includes: Power pruners, gas powered pruning saws, limb cutters, etc.

XI CONFINED SPACES

A. GENERAL SAFETY

In confined spaces, employees risk exposure to such hazards as toxic and explosive atmospheres, oxygen deficient atmospheres, electric and mechanical energy, inwardly sloping walls and immersion in flowing material.

Examples of confined spaces for road and bridge employees would be:

1. Enclosed bridge structures, concrete or steel box girder bridges, abutments. Pier towers, etc.
2. Box culverts when equipment with combustible engine is operating within twenty (20) feet or in the structure.
3. Long culverts that extend past the entrant's line of sight.

XII HAZARD COMMUNICATION

Hazard: Failure to recognize the hazards associated with chemicals can cause chemical burns, respiratory problems, fires and explosions.

Solutions:

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1. Maintain a Material Safety Data Sheet (MSDS) for each chemical in the facility.
2. Make this information accessible to employees at all times in a language or formats that are clearly understood by all affected personnel.
3. Train employees on how to read and use the MSDS.
4. Follow manufacturer's MSDS instructions for handling hazardous chemicals.
5. Train employees about the risks of each hazardous chemical being used.
6. Provide spill clean-up kits in areas where chemicals are stored.
7. Train employees to clean up spills, protect themselves and properly dispose of used materials.
8. Provide proper personal protective equipment and enforce its use.
9. Store chemicals safely and securely.



IMPORTANT PHONE NUMBERS:

LOSS PREVENTION

COORDINATOR:

Stanley D. Whitehurst, County Clerk.....468-2223

COUNTY COMMISSION.....859-4250

Paul Ipock, Presiding Commissioner
Ward Jones, Northern Associate Commissioner
Denzil Young, Southern Associate Commissioner

DEPARTMENT HEADS:

Mike Sturdefant, Road Supervisor.....859-4544
Wayne Turner, Special Projects.....738-2339

FIRE DEPARTMENTS:

Marshfield.....859-0884
Logan-Rogersville.....753-4265
Southern Webster County.....767-2184
Niangua.....689-7679
Elkland.....468-2222

POLICE / SHERIFF.....468-2222

PERSONNEL RECORDS:

Missy Pickel.....468-2223

EMPLOYEE STATEMENT OF RECOGNITION

To be reviewed annually, signed by employee and kept on file in employees personnel file.

I have read and fully understand what is required of me in the area of safety in the workplace. I fully recognize that performing a job the safe way is the most practical way.

I will willingly accept constructive criticism in the area of safety from my peers and supervisors.

I will actively participate in safety training and identification and development of methods to create a safer workplace.

I will fulfill my obligation to protect myself, fellow workers, guests, property, and the general public from harm while performing my duties.

It is my task to follow these safety rules and if I do not comply with such rules, I am fully responsible in accepting disciplinary action as outlined in the Personnel Policies Handbook.

Supervisors Signature _____

Employees Signature _____

Date _____

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SOURCES:

Missouri Association of Counties
Self-Insurance Workers Compensation and Insurance Fund.

OSHA General Industry Standards. Title 29, Code of Federal Regulations, Part 1910.

OSHA Construction Standards. Title 29, Code of Federal Regulations, Part 1926.

“Public Employee Safety & Health Management.” National Safety Council