

CALHOUN COUNTY

SAFETY INFORMATION

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Emergency Action Plan

The main goal of the Calhoun County Emergency Action Plan is to lessen the loss potential for life and property by preparing for an emergency. The best way to be prepared for an emergency is to develop an emergency action plan. This plan should be used as a guide for basic actions to be taken during an emergency. Each office will have an Emergency Action Plan manual in their office detailing procedures.

The employees must be able to determine the safest way to deal with the emergency.

Natural hazards such as tornadoes, blizzards, severe thunderstorms or severe weather of any type could affect employees of Calhoun County.

Technological hazards such as fires, explosions, chemical spills or utility disruption could also affect the employees of Calhoun County.

EMERGENCY PHONE NUMBERS

Ambulance	
Fire	911
Police	
Non-Emergency Police/Sheriff Dispatcher	(712) 297-7583
Poison Control Center	(800) 222-1222

The following are included in the Emergency Action Plan:

- Instructions for Reporting Emergencies
- Medical Emergencies
- Confined Space Emergencies
- Fires
- Hazardous Material Emergency
- Tornadoes
- Bomb Threats
- Criminal Acts/Workplace Violence
- Intruder/Hostage & Lock-down Procedures
- Suspicious Substance Procedures
- Evacuation Procedures

Hazard Communication

Calhoun County has a written Hazard Communication Program. The Hazard Communication Program, also known as the Right-to-Know (RTK) program is a separate document available at all county facilities.

All employees that use hazardous chemicals shall be trained by the employer to recognize the potential hazards in the workplace, identify hazards by the use of labels and MSDS, and have a working knowledge of the standard.

The employee shall participate in all RTK training provided by the employer. Training will cover the following areas:

- 1. Scope of the Written Hazard Communication Program**
- 2. Administrative Responsibilities**
- 3. Hazard Determination**
- 4. Inventory of Hazardous Chemicals**
- 5. Hazardous Chemical Container Labels**
- 6. Material Safety Data Sheets.**
- 7. Employee Information and Training**
- 8. Special Considerations**

Follow procedures in Emergency Action Plan.

Chemical / Hazardous Material Spills

It is important to know and understand the various products and materials used in the work place. Calhoun County has established the Hazard Communication Program.

The program provides guidelines for employees to follow for the protection of their health and physical well being while working with different products in the workplace.

Follow procedures in Emergency Action Plan.

In the event of a spill:

1. Identify the product, if possible.
2. Stay away from the product.
3. Check the Material Safety Data Sheet (MSDS) for product information concerning health and spill containment/cleanup.
4. Contact custodian or follow guidelines established in MSDS

Lockout/Tagout

The Lockout / Tagout procedure establishes the minimum requirements for the lockout or tagout of life threatening energy sources.

Those types of energy could include electrical, hydraulic, air & water pressure, chemical, hazardous gas and spring loaded equipment.

Follow procedures in Emergency Action Plan.

The Lockout/Tagout procedure will be used to ensure that any electrical circuit, machine or piece of equipment used is isolated from all potentially hazardous energy.

All employees will be trained in the safety significance of the lockout or tagout procedure.

It should be noted that no temporary employees will perform any tasks for the county, unless they have been properly trained in required safety areas.

It should also be noted that any General Contractor or Sub Contractor working for Calhoun County will be instructed in this procedure or given a copy of the Lockout / Tagout Program.

MOTOR VEHICLE OPERATION POLICY

All motor vehicles must be operated according to all state and local laws which apply.

The following guidelines are to be used for the operation of motor vehicles:

1. **All operators must have a valid and proper license for the vehicle operated.**
2. **Drivers are required to inform the Department Head of any traffic citations, OWI tickets, suspensions or revocations. Continuing to drive a county vehicle while under suspension will result in termination.**
3. All operators must be trained, qualified and approved by supervisor or department head.
4. Any defects or problems with motor vehicle should be noted and reported to supervisor for correction.
5. No smoking while fueling the vehicle and the engine should be turned off. Any maintenance checks should be done if necessary.
6. No unauthorized riders.
7. Drivers are responsible for paying any and all tickets received while driving the vehicle.
8. Report any accident to supervisor immediately.
9. Check behind vehicle before backing up.
10. Drive according to weather conditions.
11. **Seat belt usage is state law.**

MOTOR VEHICLE OPERATORS LICENSE

If the employee's job description requires a valid Iowa drivers license, the employee's Motor Vehicle Report (MVR) will be checked when they are hired by the county. This will insure that the employee has the correct type of license for the vehicles that will be used.

The employee's MVR will be checked annually or more frequently if the employee is under disciplinary probation or suspension.

Employees that are required to have a Commercial Drivers License (CDL) will be checked annually.

A photocopy of the employee's driver's license should be kept on file.

Any accidents, citations for moving violations or Operating While Intoxicated (OWI) must be reported to the Department Head.

PROOF OF INSURANCE

County Vehicle -

Each county vehicle will carry a packet of information that will contain the policy number, agent and phone number to call in case of an accident.

Employee Vehicle-

Employees using their personal vehicle for county business will need to maintain insurance on their vehicle.

The employee will need to provide a photocopy of their insurance card or a declaration sheet before they use their personal vehicle for county business.

This proof of insurance should be given to their Department Head or the designated person to track this information

SEATBELT POLICY

It is the policy of Calhoun County that all employees and occupants of county vehicles, personal vehicles and rental vehicles used on official business wear safety belts and shoulder restraints in any and all seats.

Special Mobile Equipment: It is the policy of Calhoun County to require usage of seat belt/safety harnesses while traveling to and from the work site in special mobile equipment and equipment with rollover protection. Seat belt usage is encouraged but not required while special mobile equipment is operated to blade roads, plow snow, move dirt, or any other road maintenance or construction operation. This would include maintenance activities in parks or in the spray program.

Ambulance: It is the policy of Calhoun County to require usage of seatbelt/harness while traveling in the front compartment at all times. Seat belt usage is encouraged, but not required, during patient care, in the patient compartment. If there is no patient, seat belt usage is required.

Employees are prohibited from riding in or on parts of a vehicle not designed for human occupancy. This includes but is not limited to pickup and truck boxes, fenders, steps and bumpers.

Failure to comply with these rules is a violation of Calhoun County's policy, which is cause for disciplinary action.

Definitions

Iowa Code Section 321.445 Safety belts and safety harnesses - use is required

2. The driver and front seat occupants of a type of motor vehicle which is subject to registration in Iowa, except a motorcycle or a motorized bicycle, shall each wear a properly adjusted and fastened safety belt or safety harness any time the vehicle is in forward motion on a street or highway in this state except that a child under six years of age shall be secured as required under section 321.446

Iowa Code Section 321.18 Vehicles subject to registration - exception.

Every motor vehicle, trailer and semi-trailer when driven or moved upon a highway shall be subject to the registration provision of this chapter except:

4. Special mobile equipment as herein defined.

Iowa Code Section 321.1 Definitions

75. "Special mobile equipment" means every vehicle not designed or used primarily for the transportation of persons or property and incidentally operated or moved over the highways, including road construction or maintenance machinery and ditch-digging apparatus. The description does not exclude other vehicles which are within the general terms of this subsection.

