

Wayne County Safety Manual

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This manual is intended to ensure the safety of county employees, volunteers, and the public, promote understanding of Wayne County safety policies, and ensure their uniform administration throughout all County Departments and functions.

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Section 1.1: Purpose

A safety program is designed to accomplish one primary purpose: **To Prevent Accidents**. Preventing accidents results in saving lives, eliminating human suffering, increasing efficiency of operations, and saving thousands of dollars for both employees and the general public of our County. A county safety program must provide not only for the safety of the County employees, but also for the safety of the public in regard to operations of the various departments. To be successful, the safety program must have continuous active support of all employees, particularly of those in supervisory positions. The 'push' for an effective safety program must come from the department head to maximize employee support and participation. It should be pointed out that there is nothing new about the common sense and good judgment outlined in this manual because they have always been in effect. ***This manual has been published to provide written policies and procedures for the guidance of our personnel; however, it is not intended to be in derogation of any individual Department policies. Existing policies will take precedence when those policies are more stringent.***

Section 1.2: Elements of an Effective Safety Program

An effective safety program includes, but is not limited to the following functions and responsibilities:

- a) Assigning responsibilities to persons for safety activities
- b) Assigning personnel to jobs for which they are physically qualified to perform safely.
- c) Making equipment, work areas and working methods safe
- d) Searching out hazards and eliminating them immediately
- e) Establishing and maintaining employees' interest in safety
- f) Controlling work habits through adequate and effective supervision
- g) Providing proper protective equipment and making its use mandatory
- h) Educating and training employees as the specific hazards of their jobs
- i) Investigating accidents to determine cause and taking necessary action to prevent reoccurrence.
- j) Preparing and maintaining proper and complete accident records to permit evaluation of the safety program

- k) Adoption and enforcement of safety rules and safety practices

Section 1.3: Safety Policy Statement

It is the policy of the County that accident prevention shall be considered of primary importance in all phases of operation and administration. It is the intention of County Management to provide safe and healthy working conditions and to establish and insist upon safe practices at all times by all employees. The prevention of accidents is an objective affecting all levels of our county and its operations. It is, therefore, a basic requirement that each Department Manager makes the safety of all employees an integral part of his or her regular management function. It is equally the duty of each employee to accept and follow established safety policies and procedures.

Every effort will be made to provide adequate training to employees. However, if an employee is ever in doubt about how to perform a job or task safely, it is his or her duty to ask a qualified person for assistance.

Employees are expected to assist management in accident prevention activities. Unsafe conditions must be reported. Employees that need help should be assisted. The County is sincerely interested in the safety of its employees. It is the employees' responsibility to follow the rules of safety as established for their protection. Personal protection, periodic safety inspections of buildings and grounds, and areas of responsibility, including hazard awareness and risk management, shall be fundamental in our daily operations. Department Managers and Supervisors at all levels will continually promote safety and situational awareness.

All employees of the County will be expected to take care of themselves and others. Under no circumstances should an employee leave their work area without reporting an injury. When someone has an accident, everyone is hurt. Please work safely. Safety is everyone's business.

ARTICLE II: ACCOUNTABILITY FOR SAFETY

Section 2.1: Responsibility for Safety Functions

Safety Manager – The Safety Manager shall be delegated by and answer to the Human Resources Director and shall oversee the safety program for the county.

- a) Ensure that Federal, State, and Local laws, regulations, codes, and ordinances are followed
- b) Develop accident prevention methods, procedures and programs

- c) Conduct investigations of accidents and hazardous conditions and recommend corrective actions. Accident investigation teams will consist of at least three members of the Safety Committee, the Safety Manager, and any other individual that may have specific knowledge in the applicable area.
- d) Conduct inspections of all County facilities
- e) Maintain up-to-date records of employee driving records, background checks, and random drug screenings
- f) Maintain up-to-date records of employees that are considered safety-sensitive and/or essential
- g) Conduct or coordinate safety training
- h) Assist in the formation and activities of safety committees
- i) Assist in the maintenance of records and reports concerning safety issues
- j) Establish and maintain all County safety policies and procedures

Safety Committee – The Safety Committee shall consist of one representative from each department designated by that Department Manager who shall have decision making ability for the department. Appointments and deletions from the committee shall be at the discretion of that Department Manager in conjunction with the Safety Manager.

- a) Create and maintain a high level of interest in and awareness of safety among all employees
- b) Review policies and provide oversight of the safety program for the county
- c) Make or supervise periodic inspection of work areas for the purpose of discovering unsafe conditions or unsafe practices and shall report any noted incident to the Department Manager or Supervisor for corrective action.
- d) Assist departments in planning and conducting safety meetings and safety education courses
- e) Follow-up all accident investigations to ensure that corrective actions has been taken by Department Managers or Supervisors to prevent reoccurrence
- f) Review the Safety Manual annually

Department Managers – Department Managers shall be responsible for establishing a safety program within their department to promote safe and healthy working conditions and practices for employees under their supervision.

- a) Assure that employees are properly instructed regarding safe working methods and that Supervisors fulfill their assigned responsibilities in regard to safety instruction and supervision
- b) Assure that required reports pertaining to injuries, accidents, vehicle accidents, and investigations are promptly prepared and forwarded to the appropriate personnel.
- c) Encourage the reporting by employees of all unsafe acts, conditions,

equipment, etc. and shall take necessary action to correct them

- d) Require all personnel to comply with safety rules, procedures and policies and shall take or recommend appropriate disciplinary action whenever deemed necessary

Supervisors – Supervisors are responsible to their Department Manager for the safety program so as it pertains to personnel and equipment under their supervision. They are the key personnel of the safety program because they are in the best position to observe the work of their employees.

- a) Shall give job instruction to subordinates with special emphasis on the hazards of their work to be performed
- b) Constantly watch for and immediately correct unsafe conditions and unsafe working practices, reporting to the Department Manager those incidents which are beyond the scope of their authority to correct
- c) Promptly inform their Department Manager of all accidents involving personnel or equipment under their supervision and shall take immediate steps to investigate each accident to determine its cause
- d) Enforce safety rules, policies and procedures and shall require the wearing of protective equipment when necessary
- e) Demonstrate by their actions the importance of safety
- f) Inform all their personnel as to the responsibilities of employees as outlined in this section

Employees – Employees are responsible for exercising care and good judgement in preventing accidents.

- a) Responsible for their own safety, the safety of their fellow employees and the safety of the general public with regard to their work
- b) Required to follow safety work practices and to comply with applicable policies and procedures as a condition of employment
- c) Shall wear all issued protective equipment whenever necessary or required
- d) Promptly inform their Department Manager or Supervisor of any injury received while on the job, no matter how minor this injury is or whether medical treatment is required
- e) Promptly inform their Department Manager or Supervisor of any noted items of unsafe equipment, unsafe acts or hazardous conditions
- f) Shall obtain specific instruction from their Department Manager or Supervisor in all cases where conditions are not completely understood

Section 2.2: Enforcement of Safety Standards

The County considers the safety of its employees to be very important. The Department Manager or Supervisor has the responsibility to enforce the Safety

Manual. Failure to adhere to the Safety Manual will result in disciplinary action as outlined within the Wayne County Personnel Policy.

ARTICLE III: SAFETY PROGRAM STRUCTURE

Section 3.1: Safety Committee

The Safety Committee shall consist of one representative from each department designated by that Department Manager who shall have decision-making ability for the department.

Chair – The Safety Manager will serve as the Chair of the Safety Committee.

Secretary – The Secretary of the Safety Committee shall be elected by the members during the meeting in January.

Meetings – Safety Committee meetings shall be held quarterly and will be held on the last Wednesday of the month scheduled.

- a) Regular attendance is strongly encouraged. Committee members may select a designee to attend a meeting in his/her place, with full voting privileges extended to the designee.
- b) The Secretary will send out notices of meetings to members before the scheduled meeting, along with an agenda, minutes of the last meeting, and any supporting material as needed.

Duties and Responsibilities

- a) Develop and recommend employee safety and health programs that may include education, training, incentive programs, etc.
- b) Discuss, formulate and recommend safety policies and procedures.
- c) Strive to have approved safety and health recommendations placed into practice.
- d) Review accident and injury summary reports and offer suggestions and recommendations to prevent their recurrence.
- e) Encourage the participation of all County employees by helping them to understand that safety is the responsibility of everyone, not just a few.

Section 3.2: Accident/Injury Reporting, Policy and Procedure

Property Damage Accidents – All accidents involving damage to a vehicle being operated for County Business shall be reported as soon as reasonably possible to the employee's Department Manager or Supervisor. Any required police reports are the employee's responsibility. Any other accident-causing damage to publicly or privately owned property during official County business shall be reported to the

employee's Department Manager or Supervisor.

Injuries – Employees involved in any type of accident while on duty with no injury, no matter how minor the accident, shall submit the '*Report of Accidents/Incidents/Near Miss Situations*' form to their Department Manager or Supervisor within 8 hours or as soon as possible following the incident. Customers/citizens receiving any type of injury, no matter how minor, shall have the '*Customer Accident Form*' filled out and submitted to the Department Manager or Supervisor immediately upon completion. Employees receiving any type of injury while on duty, no matter how minor, shall report the accident/injury to their Department Manager or Supervisor, who will complete and submit the '*Safety and Workers Compensation Reporting Package*' within 8 hours or as soon as possible following the incident.

Exam – The employee may be required to submit to a physical and/or drug screening following an accident or injury. Refusal to comply with the physical and/or drug screening shall be subject to employee disciplinary action, but the exam shall not waive any objection or rights the employee may have.

Reporting – Any motor vehicle accident involving a county owned vehicle shall be reported to the appropriate investigating agency (NCSHP, Goldsboro PD, Mount Olive PD, etc.). Photographs should be taken of every involved vehicle and any other item(s) damaged because of the accident. Photographs should include front, rear, both sides, and top/bottom (if applicable) of each vehicle involved.

The following reports shall be completed by the designated individual, when applicable and are available at www.waynegov.com.

- a) **Accident/Incident/Near Miss Situations Form** – Shall be completed by the Supervisor, signed by the Department Manager and submitted to the Safety Manager.
- b) **Safety and Workers Compensation Reporting Package** – Shall be completed by the Supervisor or Department Manager and submitted to the Human Resources Department.

Section 3.3: Safety and Health Training

Training is one of the most important elements of any injury and illness prevention program. Such training is designed to enable employees to learn their jobs properly, bring new ideas to the workplace, reinforce existing safety policies, and put the safety program into action. Training is required for both Supervisors and employees alike. The content of each training session may vary, but each session will attempt to teach the following:

- a) The success of the safety program depends on the actions of individual employees as well as a commitment by the Department Managers and

Supervisors.

- b) Each employee's Department Manager and/or Supervisor will review all safe work procedures unique to that employee's job, and how these safe work procedures protect against risk and danger.
- c) Each employee will learn when personal protective equipment is required or necessary, and how to use and maintain the equipment in good condition.
- d) Each employee will learn what to do in case of emergencies occurring in the workplace.

Training videos are available via the Safety Office and should be utilized for all department specific mandatory training as well as any other training that the Department Manager and/or Safety Manager may require.

Section 3.4: Safety Orientation of New Employees

The 'Employee Safety Orientation Checklist' is available at www.waynegov.com. The Supervisor will complete the checklist with the new employee, ensuring the understanding of any possible hazards specific to their job function. The new employee should be checked at frequent intervals, asked about any problems that may have arisen, and be reminded of safe practices. Any tendency to overlook safety procedures should bring a prompt and vigorous warning. The Department Manager or Supervisor is responsible for the documentation of the employees' progress or need for re-training.

Section 3.5: Facility Inspection Program

It is the responsibility of each Department Manager to monitor and complete the Facilities Inspection Checklist. It is available at www.waynegov.com.

This inspection program is designed to identify unsafe conditions within the facility and take necessary steps to correct them to prevent injuries and damage. If properly completed, this inspection program is a very effective tool in managing and maintaining safety within our facilities.

Inspections shall be completed each month and submitted to the Safety Manager. In addition, Department Managers may request an inspection of their facility at any time.

ARTICLE IV: FEDERAL COMPLIANCE

Section 4.1: Hazard Communication Standard (HCS) (29 CFR 1910.120)

The purpose of hazard substance communication is to establish procedures to comply with the OSHA Hazard Communications Standard. This is done by compiling a hazardous chemicals list, using Safety Data Sheets (SDS), ensuring that containers are labeled, and providing employees with training.

This program applies to all work operations where employees may be exposed to

hazardous substances under normal working conditions or during an emergency situation.

Under this program, employees will be informed of the contents of the Hazard Communication Standard, the hazardous properties of chemicals with which they work, safe handling procedures, and measures to take to protect themselves from these chemicals. Employees will also be informed of the hazard associated with non-routine tasks and the hazards associated with chemicals in unlabeled containers.

Department Managers or their designee are responsible for:

- a) Ensuring all hazardous substance containers are labeled.
- b) Requesting a SDS every time a hazardous substance is purchased.
- c) Maintaining a SDS file for all such hazardous substances.
- d) Training all new employees on the Right-to-Know and Hazardous Substances requirements.

List of Hazardous Chemicals – A list of hazardous chemicals used in the facility will be kept and updated as necessary. The list of chemicals identifies all of the chemicals used in the work areas. A separate list is available for each location. Each list shall also identify the corresponding SDS for each chemical.

Safety Material Sheets (SDS) – SDS's provide the specific information concerning the chemicals used. The Department Manager or their designee will maintain a binder with an SDS on every substance on the list of hazardous chemicals. The SDS will be a fully completed OSHA Form 174 or equivalent. The Department Manager or their designee will ensure that each worksite maintains an SDS for hazardous materials at that location. SDS's will be made readily available during all shifts.

Labels and Other Forms of Warning – Labels, as defined in the HCS, are an appropriate group of written, printed, or graphic informational elements concerning a hazardous chemical that are affixed to, printed on, or attached to the immediate container of a hazardous chemical, or the outside packaging. The HCS requires chemical manufacturers, importers, or distributors to ensure that each container of hazardous chemical leaving the workplace is labeled, tagged or marked with the following information:

- a) Product identifier
- b) Signal word
- c) Hazard Statement(s)
- d) Precautionary Statement(s)
- e) Pictograms
- f) Name, Address, Telephone Number of Manufacturer, Importer, or other Responsible Party

If there are a number of stationary containers within a work area that have similar contents and hazards, signs will be posted on them to convey the hazard

information. Written materials (SDS) that correspond with labeled containers will be made readily available to employees during their work shift.

If chemicals are transferred from a labeled container to a portable container that is intended only for immediate use, no labels are required on the portable container. Pipes or piping systems will not be labeled, but their contents will be described in training sessions.

In an employee discovers an unlabeled container they suspect might contain a hazardous substance, they should immediately advise the Department Manager or Supervisor. The Department Manager or Supervisor shall review the container's label and the SDS for that substance. If appropriate, they shall prepare a hazardous substance label for that container.

The Department Manager or their designee will ensure that all hazardous chemicals at the locations are properly labeled and updated as necessary.

Training – Everyone who works with or is potentially exposed to hazardous chemicals will receive training on the Hazardous Communication Standard and the safe use of those hazardous chemicals either by the Department Manager or their designee. Whenever a new hazard is introduced, additional training will be provided.

Contractor Employees – The Department Manager or their designee will advise outside contractors in person of any chemical hazard that may be encountered in the normal course of their work on the premises, the labeling system in use, the protective measures to be taken, and the safe handling procedures to be used. They will also inform these individuals of the location and availability of SDS's. Each contractor bringing in chemicals on site must provide the County with the appropriate hazard information on these substances, including labels used and the precautionary measures to be taken in working with these chemicals.

Additional Information – All employees may obtain further information on the hazard communication standard, applicable SDS's and chemical information lists from their Department Manager or their designee.

Section 4.2: Blood Borne Pathogens (29 CFR 1910.1030)

PURPOSE

Wayne County is committed to providing a safe working environment and to inform employees about health hazards associated with the workplace.

POLICY

This policy is designed to eliminate or minimize employee occupational exposure to blood and certain other body fluids, in accordance with Occupational Safety and Health Administration (OSHA) Bloodborne Pathogens Standard.

DEFINITIONS

1. Bloodborne Pathogens (BBP): Pathogenic microorganisms that are present in human blood that can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV), Hepatitis C virus (HCV) and human immunodeficiency virus (HIV).
2. Engineering Controls means controls (e.g., sharps disposal containers, self-sheathing needles, safer medical devices, such as sharps with engineered sharps injury protections and needleless systems) that isolate or remove the bloodborne pathogens hazard from the workplace.
3. Needleless Systems means a device that does not use needles for:
 - (1) The collection of bodily fluids or withdrawal of body fluids after initial venous or arterial access is established;
 - (2) The administration of medication or fluids; or
 - (3) Any other procedure involving the potential for occupational exposure to bloodborne pathogens due to percutaneous injuries from contaminated sharps.
4. Other Potential Infectious Materials (OPIM): Includes the following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures and any body fluid that is visibly contaminated with blood.
5. Occupational Exposure: Actual or potential parenteral, skin, eye or mucous membrane contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.
6. Sharps with Engineered Sharps Injury Protections means a non-needle sharp or a needle device used for withdrawing body fluids, accessing a vein or artery, or administering medications or other fluids, with a built-in safety feature or mechanism that effectively reduces the risk of an exposure incident.
7. Standard Blood and Body Fluid Precautions: An approach to infection control which requires the employer and employee to assume that all human blood and other potentially infectious materials as described in 2 are infectious for HIV, HBV and other bloodborne pathogens. Where differentiation of types of body fluids is difficult or impossible, all body fluids are to be considered as potentially infectious.

EXPOSURE RISK DETERMINATION

- A. All job classifications shall be assessed for occupational exposure to bloodborne pathogens.

Category I = Tasks that involve potential mucous membrane or skin contact with blood, body fluids, tissues or potential for spills or splashes.

Category II = Tasks that involve **no** exposure to blood, body fluids or tissues but employment may require performing unplanned Category I tasks.

Category III = Tasks that involve **no** exposure to blood, body fluids or tissues

and Category I tasks are **not** a condition of employment.

- B. Below is a list of those jobs identified as including reasonably anticipated risk of exposure and require training:

JOB CLASSIFICATION

JOB CLASSIFICATION

CATEGORY I

Clinical Health Assistant	Physician
Dentist	Physician Extender II
Dental Assistant	Public Health Nurse I
Dental Hygienist	Public Health Nurse II
Environmental Health Specialist	Public Health Nurse III
(Tattoo Parlor Inspector)	Public Health Nursing Director I
Licensed Practical Nurse II	Public Health Nursing Supervisor I
Medical Lab Technician II	Public Health Nursing Supervisor II
Medical Lab Supervisor I	Nutritionists (WIC)
Community Health Assistant	Processing Assistants III & IV(WIC)
Positions that help in Ortho Clinic	

CATEGORY II

Environmental Health Specialists	Health Educators
Social Workers	Dental Processing Assistant III

ENGINEERING AND WORK PRACTICE CONTROLS (Categories I and II)

- A. Follow universal blood and body fluid precautions, as described by Center for Disease Control and Prevention (CDC). Treat all body fluids/materials as if known to be infectious for Human Immunodeficiency Virus (HIV), Hepatitis B Virus (HBV), Hepatitis C virus (HCV) and other bloodborne pathogens.
- B. Use aseptic procedures to obtain fluids for diagnostic or therapeutic purposes.
- C. Wash hands thoroughly with soap after removing gloves and

immediately after contact with blood or other potentially infectious materials. Use a waterless hand washing product if water is not available, according to product instructions. Wash hands with soap and water as soon as possible.

- D. Place all sharps (i.e.: needles, slides, lancets...etc.) in a **nearby** puncture-proof, labeled container after activating the safety devices. Contaminated needles and other contaminated sharps must not be bent, recapped or removed before disposal.
- E. Refrain from all direct patient care, screening and handling patient care equipment if employee has exudative lesions or weeping dermatitis until the condition resolves
- F. Perform all procedures involving blood or other potentially infectious materials in such a manner to minimize splashing, spraying, spattering and generation of droplets of these substances.
- G. Remove all uniforms, lab coats, other fabric items, or non-disposable clothing that become blood-soaked immediately and handle as contaminated laundry.
- H. Place test tubes and other collection receptacles containing specimens of blood or other potentially infectious materials in a biohazard-labeled container that prevents leakage during collection, handling, processing, storage, transport or shipping. Avoid contamination of the outside of the container and of the laboratory form.

NOTE: If the outside of the container becomes contaminated, employees must handle the container with gloves while placing the contaminated container inside a second leak proof, biohazard-labeled container with a secure lid. Contaminated forms should be disposed of with regulated waste.

SUPERVISORS

Solicits input from clinical staff concerning safer needle devices, and implement changes as needed.

Compare and evaluate new safer needles devices, such as safety lancets, safety syringes, and safety needles. Evaluations of safe needle devices must be done annually.

WORKPLACE RESTRICTIONS

Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses shall be allowed only in **designated areas**. Eating, drinking, smoking, applying cosmetics or lip balm and handling contact lenses shall be prohibited in

laboratories, rooms where injections are administered, clinical exam room and any room that has potential exposure to blood and body fluids. Food or drink must not be stored in refrigerators, freezers or cabinets or on shelves or counter tops where blood or other potentially infectious materials are present.

PERSONAL PROTECTIVE EQUIPMENT

Personal protective equipment (PPE) must be used to prevent exposure to blood or other potentially infectious materials. It should not permit blood or other bloodborne pathogens to pass through or reach the employee's work clothes, street clothes, undergarments, skin, eyes, mouth or other mucus membranes under normal conditions of use and for the duration of time which the protective equipment will be used. Task assessment is completed for each category I and II position in order to determine the proper PPE.

All Employees

Wear uniforms or lab coats in clinical work areas.

Wear gloves (disposable) when handling all specimens of blood and other body fluids. A glove which has been used for handling infectious material should not be used for handling equipment, opening doors, answering telephones, or handling reports.

Change gloves between each patient contact.

Discard gloves immediately after use, in appropriate trash containers.

Wear gloves, gowns, masks, masks with face shields, and protective eye wear such as glasses with side shields or goggles or use biohazard shields if mucus membrane contact with blood or other potentially infectious material (which includes splashing, spraying, spattering, and generation of droplets of these substances) can be reasonably anticipated.

Remove PPE and wash hands prior to leaving clinical area.

Agency

Provide PPE at no cost to the employee and will be available from the supply room. PPE must be appropriate for type of exposures reasonably anticipated.

Hold PPE training as needed for new employees (before requiring employee to perform duties that have risk for exposure to Bloodborne Pathogens) or employees whose task requires new PPE, and submit training documentation to personnel office.

Training includes:

Donning and removal of personal protective equipment (validation of skills on checklist) Care of personal protective equipment

Viewing of Bloodborne Pathogens video

HOUSEKEEPING

All Personnel

Spills: Do not pick up broken glassware that may be contaminated directly by hand. Clean up by mechanical means (i.e. dust pan and brush, tongs or forceps).

Clean liquid spills, such as vomitus and urine, (using gloves) by first soaking up the liquid with an absorbent material, then washing the surface with a 1:10 bleach solution or an Environmental Protection Agency (EPA) approved disinfectant such as phenolic or quaternary ammonium germicidal detergent solution.

Maintain a clean and sanitary worksite at all times. Places all gauze pads left in clinic area by clients in waste container using gloves.

Sterilize all metal or heat stable instruments by steam autoclave or chemical vapor.

Disinfect (low-level) non-critical items that do not come in contact with mucous membranes or non-intact skin when contaminated. Items include: stethoscopes, blood pressure cuffs, scales, measuring tapes, flashlights, ultrasound units and other therapy equipment. Examines equipment for contamination, and if contaminated, washes with soap and water and disinfects. Decontaminates by wiping with alcohol or a 1:10 to a 1:100 dilution of bleach or an EPA- approved disinfectant, such as phenolic or quaternary ammonium germicidal detergent solution.

Wear heavy utility gloves during routine, non-contaminated cleaning procedures. Decontaminates these gloves for reuse with a 1:10 to a 1:100 dilution of bleach or an EPA approved disinfectant as long as the integrity of the gloves is not compromised.

Clean and decontaminate all equipment, work and environmental surfaces with a 1:10 to 1:100 dilution of bleach or an EPA approved disinfectant that is antimicrobial with HIV efficacy claims, such as phenolic or quaternary ammonium germicidal detergent solution, at the end of each work shift and after any spill of potentially infectious material.

Work surfaces must be impervious and easily cleanable. Remove any material used to cover equipment and environmental surfaces and replace as soon as possible when they become overtly contaminated or at the end of the work shift if they become contaminated during the shift.

Waste: Fill sharps containers to level recommended in order to secure lid tightly and places in a waste collection area.

SIGNS AND LABELS

Biohazard labels should be on sharps container, and on equipment that cannot be decontaminated before being sent for servicing.

TRAINING PROGRAM

Supervisor

Training is provided at the time of assignment to job classification according to exposure potential. Retrain annually, using a variety of training methods. Tailor training content and materials to the literacy and language of the employee. Initiate disciplinary action when monitoring reveals failure to follow precautions.

All Employees

Adhere to recommended procedures, which shall be monitored regularly.

PRE-EMPLOYMENT HEPATITIS B DOCUMENTATION

Offer Hepatitis B vaccine within 10 days of employment or has employee sign a Declination form releasing the Wayne County Health Department from all responsibility should they contact the disease. Category I and II employees and Wayne County Facilities Services that work in the County Office Building are covered by this plan at no cost to the employees.

See the staff Immunizations policy for follow-up to the vaccine series. Document names of those employees who have received the vaccine as well as those who have refused in the Administrative office.

EXPOSURE PROCEDURE

Employee immediately reports exposure to blood, body fluids, etc. to supervisor immediately after exposure occurs. Do not allow the client to leave the agency prior to submitting to an HIV test.

Supervisor

Complete and give to the employee (if applicable) all forms, as noted, in the "Incident/Accident Report Policy" steps 1-12 and forwards the forms as noted in "Incident/Accident Report Policy" to the Wayne County Personnel Office.

If exposure has caused transmission of blood, body fluids, etc. into employee, then complete the WCHD Employee Exposure to Bloodborne Pathogens Report and place in employee's confidential medical record. Include the following information: date and time of exposure, job duty being performed by employee at time of exposure, brand and type of device involved in the incident, details of exposure, including amount of fluid or material, and severity of exposure (e.g., for a percutaneous exposure, depth of injury and whether fluid was infected; for

skin or mucous-membrane exposure, the extent and duration of the contact and the condition of the skin, e.g., chapped, abraded, intact), description of source of exposure -including, if known, whether the source material contained HIV, HBV, or HCV, details about counseling, post- exposure management and follow- up.

Report any sharps injury to the health department Safety Officer before the end of the workday, who will complete sharps injury log.

Inform the source individual of the incident, and if consent is obtained, tests for serological evidence of HIV infection. (If the source individual refuses testing, the local health director may order testing).

Refer the employee to the appropriate health care provider for counseling and evaluation for the possible initiation of anti-retroviral therapy. Initiate this therapy should be initiated within two hours of the exposure if possible. (See [MMWR Vol. 54/RR9 Recommendations](#)).

Evaluate after occupational exposure, both the exposed employee and the source to determine possible need of employee to receive prophylaxis against Hepatitis B and Hepatitis C. Hepatitis B immune globulin (HBIG) may be indicated, particularly if source client or material is found to be positive for Hepatitis B surface antigen. Test source for Hepatitis B Surface Ag and Hepatitis C antibody. Test employee for Hepatitis B surface Antigen, Hepatitis B antibody and Hepatitis C antibody. (See Tables I and II). The turn around time for the Hepatitis tests are one to four (1- 4) days. The immune globulin should be given within seven (7) days of exposure.

Table I: Managing Hepatitis B Exposure

If...	Then...
the healthcare individual has been successfully vaccinated...	...no further treatment is needed.
the exposed individual has not been vaccinated...	...the source client should be tested for the presence of the hepatitis B surface antigen (HBsAg).
the exposed individual's immune status unknown...	...the source client should be tested for the presence of the hepatitis B surface antigen (HBsAg).
the client tests positive...	...the exposed healthcare individual should receive hepatitis B Immune Globulin (HBIG).
the healthcare professional has not yet received the hepatitis B vaccine...	...the series should be initiated at this time.
the source client tests negative for the HBsAg...	...no preventative medication is required.
the individual is currently undergoing the series of hepatitis B immunizations at the time of the exposure	... consideration may be given to baseline testing to determine if the immunizations have been successful. This may prevent the unnecessary administration of HBIG.
the source of the exposure is unknown...	...the exposure should be treated as if it were from a client who has HBV.

Table II: Managing Hepatitis C Exposure

If...	Then...
the source client tests positive for anti-HCV...	...the healthcare individual should be tested at the time of the exposure for a baseline anti-HCV and again after six months. Monitor for symptoms.
the source client tests negative for anti-HCV...	...the possibility of the healthcare individual contracting the disease is greatly lessened.
the source of exposure is not known...	...the healthcare individual should be tested at the time of the exposure for a baseline anti-HCV and again after six months. Monitor for symptoms.

Test the employee for HIV (baseline) at time of accident. Send the serum for HIV test to the NCSLPH. Tests the employee for a Complete Blood Count (CBC) and Comprehensive Panel and Hepatitis B surface antigen, Hepatitis B surface antibody, Hepatitis C and Hepatitis B core IgM, blood urine nitrogen (BUN) and Creatinine) as a baseline level for initiation of antiretroviral drug therapy if indicated. These tests will be performed at nearby facilities (e.g. Wayne Memorial Hospital). Request a urine pregnancy test to be performed at Wayne County Health Department, if applicable.

Communicable Disease

Provide pre-test and post-test counseling. Directs employee to physician for medical and psychological services if source results are positive, or the source's HIV status is unknown.

Inform the exposed employee of the results of the risk assessment and the HIV tests of the source individual. Inform exposed employee of the need for confidentiality regarding this information. Confidentiality of the source individual should be maintained at all times.

Retest the employee, if seronegative, for Hepatitis B, HIV and Hepatitis C at 6 months. (Hepatitis B testing is not necessary if immunity is shown at the original incident). If employee terminates employment at WCHD, notify the former employee by registered mail of time for follow-up. NOTE: The former employee's cost of continued follow-up is paid for under worker's compensation claim and is the former employee's responsibility to return to WCHD for follow up.

Advise the employee to report and seek medical evaluation for any acute illness (e.g. fever, rash, myalgia, fatigue, malaise, or lymphadenopathy) that occurs during the follow-up period, especially the first six to twelve (6-12) weeks after exposure when most infected persons are expected to seroconvert, exposed employees should follow CDC recommendations for preventing transmission of HIV:

1. Refrain from blood, semen or organ donation.
2. Abstain from or use measures to prevent HIV transmission during sexual intercourse.
3. Do not breastfeed during this period.

During all phases of follow-up, confidentiality of the employee will be protected.

Contract Physician

Decide the appropriate follow-up, if the source individual cannot be identified, based on factors such as whether potential sources are likely to include a person at risk for HIV infection. Provide or refer appropriate psychological counseling if indicated.

RECORD KEEPING

Maintain records accurately and keeps up to date and keep for the duration of employment plus thirty (30) years and include documentation of Hepatitis B vaccine status, circumstances surrounding exposure follow up.

Establish and maintain a sharps injury log for the recording of percutaneous injuries from contaminated sharps. The information in the sharps injury log shall be recorded and maintained in such a manner as to protect the confidentiality of the injured employee. The sharps injury log shall contain, at a minimum: The type and brand of device involved in the incident, the department or work area where the exposure incident occurred, and an explanation of how the incident occurred. The sharps injury log shall be maintained for the period required by 29 CFR 1904.6.

Keep training records for three (3) years which must contain the name(s) and qualifications of the person conducting the training, a summary of the training, data provided and the names and job titles of those attending.

Section 4.3: Personal Protective Equipment (PPE) (29 CFR 1910.132)

The objective of this section is to protect employees from the risk of injury by creating a barrier against workplace hazards. Personal protective equipment is not a good substitute for good engineering or administrative controls or good work practices but should be used in conjunction with these controls to ensure the safety and health of employees. Personal protective equipment will be provided, used and maintained when it has been determined that its use is required and that such use will lessen the likelihood of occupational injury and/or illness.

When it is impractical or impossible to place a guard over the source of the hazard, then it becomes necessary to place the guard over the employee. This is done by wearing approved personal protective apparel such as hard hats, safety belts, safety goggles, face shields, gloves, aprons, toe guards, respirators, etc. Department Managers and/or Supervisors shall ensure that all employees are properly protected. Local dress codes may be established within a particular department, or work area, and each employee is expected to know and follow these codes where applicable.

Every possible effort will be made to select protective clothing and equipment that is acceptable for comfort, appearance and utility and still afford the desired protection. Once appropriate safety equipment has been issued to an employee, that employee is responsible for having the equipment during work hours. Any person reporting to work without the required safety equipment will not be permitted to work until such equipment is obtained.

The following are recommended used for personal protective equipment per OSHA General Industry Standards and is not an all-inclusive list of recommended PPE:

- a) **Hard Hats** – When working in areas where there is a potential for injury to the head from falling objects.
- b) **Safety Vests or High Visibility Clothing** – High visibility is one of the most prominent needs for employees who must perform tasks near moving vehicles or equipment.
- c) **Protective Footwear** – When working in areas where there is a danger of foot injuries due to falling or rolling objects piercing the sole, and where such employees' feet are exposed to electrical hazards.
- d) **Hand Protection** – To use appropriate hand protection when employees' hands are exposed to hazards such as those from skin absorption of harmful substances; severe cuts or lacerations; severe abrasions; punctures; chemical burns; thermal burns; and harmful temperature extremes.
- e) **Eye and Face Protection** – Use of appropriate eye or face protection when exposed to eye or face hazards from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, or potentially injurious light radiation.
- f) **Hearing Protection** – Protection against the effects of noise exposure shall be provided when employees are exposed to extended noise levels.

Employees should wear clothing suitable for the job to be performed. Suitable clothing means clothing that will minimize the possibility of damage from moving machinery, hot or injurious substances, weather conditions, or harmful agents.

The personal protective equipment selected should meet applicable standards, such as those of Occupational Safety and Health Administration (OSHA), the Mine Safety and Health Administration (MSHA), National Institute for the Occupational Safety and Health (NIOSH), American National Standards Institute (ANSI), or the National Fire Protection Association (NFPA).

ARTICLE V: FLEET SAFETY

Section 5.1: Overview

County vehicles are provided to authorized employees to support official County business. Authorized drivers are granted certain privileges and assume responsibility for operating County vehicles safely, lawfully, and in compliance with all applicable County policies and procedures. Drivers must obey all motor vehicle laws and exercise due care at all times.

Section 5.2: Vehicle Fleet Purpose

County vehicles are provided solely to support County business operations and are not considered part of an employee's compensation or an inducement for employment. Vehicles may not be used for the business activities of other organizations. All County vehicles must be operated in compliance with applicable motor vehicle laws and with due regard for safety, care, and cost-effective use.

Section 5.3: Driver Licensing

Any employee authorized to operate a County vehicle must possess a valid North Carolina driver's license of the appropriate class for the vehicle being operated. Obtaining and maintaining a valid driver's license is the personal responsibility and expense of the employee.

Section 5.4: Driver Qualifications

To be eligible to operate a County vehicle, an employee must:

- Be an authorized County employee.
- Have at least one (1) year of experience operating the class of vehicle assigned.
- Meet all applicable licensing requirements.
- Except as otherwise permitted under Sub-Section 5-A, not have experienced any of the following within the past thirty-six (36) months:
 - Felony conviction.
 - Drug-related conviction.
 - Automobile insurance cancellation or non-renewal.
 - Alcohol- or drug-related driving offense.
 - License suspension or revocation.
 - Three (3) or more speeding violations or one (1) or more serious violations.
 - Two (2) or more chargeable accidents.

Section 5.5: Review of Motor Vehicle Records (MVR)

Motor Vehicle Records (MVRs) will be obtained prior to assignment of driving duties and reviewed at least annually. Driving privileges may be suspended or revoked if standards are not met, and disciplinary action may be taken. See Subsection 5-A.

Section 5.6: Personal Use of County Vehicles

County vehicles may not be used for personal purposes except for limited de minimis use. De minimis use is defined as brief, incidental use that is unavoidable and directly

related to authorized County business, such as short stops made while commuting or traveling between work locations, and does not include detours for personal errands. Certain vehicles are classified as qualified non-personal use vehicles and are restricted to commuting only.

Qualified non-personal use vehicles include clearly marked police, fire, and public safety vehicles; unmarked law enforcement vehicles when officially authorized; specialized utility repair trucks; ambulances; heavy cargo vehicles; buses; construction equipment; school buses; and special-purpose farm vehicles.

Section 5.7: Vehicle Maintenance

Drivers are responsible for maintaining vehicles in safe operating condition. Preventive maintenance must follow manufacturer guidelines and be performed at County-authorized facilities. Emergency repairs must be reported as soon as practicable.

Section 5.8: Personal Vehicles Used on County Business

Employees who use personal vehicles for County business must maintain minimum automobile liability insurance of \$100,000/\$300,000/\$100,000 or a combined single limit of not less than \$250,000. The County assumes no liability for damages arising from the use of personal vehicles. Employees must be able to provide proof of insurance upon request. Any person using their personal vehicle for company business must meet the criteria in Section 5.3 and 5.4.

Section 5.9: Traffic Violations

Traffic violations are the responsibility of the driver and must be reported to the employee's Department Head within twenty-four (24) hours.

Section 5.10: Accidents Involving County Vehicles

Drivers must notify law enforcement and their immediate supervisor as soon as practicable and safe following an accident. Employees must not admit fault.

Drivers should take photographs of all vehicles involved and any damaged property. A minimum of four (4) photographs per vehicle should be taken; 1 photo of each side of affected vehicles to include the license plate.

All required accident and near-miss reports must be completed by the end of the workday in which the accident occurred, unless injury or other circumstances prevent timely completion.

IF YOU ARE INVOLVED IN AN INCIDENT:

1. Stop at once. Check for personal injuries and send for an ambulance, if needed. Do not leave the scene but ask for the assistance of bystanders.
2. If fire or smoke is present, evacuate vehicle occupants to a safe location. If stalled on a railroad track, evacuate occupants to a safe location away and at a right angle from the tracks.
3. If fire, smoke or spilled fuel is present, send for the fire department. Do

not leave the scene; ask a bystander to call the fire department. If possible, use a spill kit to absorb the spill.

4. Protect the scene. Set emergency warning devices to prevent further injury or damage. Secure your vehicle and its contents from theft.
5. Secure assistance of the police whenever possible. Record names and badge numbers.
6. Record names, addresses and phone numbers of all witnesses, injured and driver(s) and their passengers. Record vehicle license numbers.
7. Do not argue. Make no statement except to the proper authorities. Sign only official police reports. Do not make statements regarding the operating condition of your vehicle and do not make statements regarding responsibility for the accident.
8. Report the incident to your dispatcher/supervisor immediately after first aid has been given, authorities have been notified, the scene has been protected, and you are able to do so.
9. Drivers should take photographs of all vehicles involved and any damaged property. A minimum of four (4) photographs per vehicle should be taken; one photo of each side of affected vehicles to include the license plate.
10. Complete the incident report at the scene as thoroughly as possible. Exchange insurance information only with other involved driver(s).
11. If you strike an unattended vehicle and cannot locate the owner, leave a note with your name and the county's address and phone number, get the vehicle description, VIN number and license plate number.
12. Complete all near miss, workers comp, injury, or notification reports as soon as possible.

Section 5.11: Theft of County Vehicles

The theft of a County vehicle must be reported immediately to law enforcement and supervisory personnel.

Section 5.12: Driver Responsibilities

Drivers must obey all traffic laws, wear seat belts, refrain from texting while driving, restrict vehicle use to authorized drivers only, and promptly report accidents, traffic violations, and vehicle thefts.

Section 5.13: Preventable Accidents

A preventable accident is any incident in which the driver failed to exercise reasonable care. A determination that an accident is preventable may be considered when evaluating corrective action, training requirements, or continued eligibility to operate

County vehicles.

SUB-SECTION 5-A – MOTOR VEHICLE RECORD (MVR) POLICY

Sub-Section 5-A.1: Policy Statement

Compliance with Motor Vehicle Record standards is a condition of employment for all positions that require driving.

Sub-Section 5-A.2: MVR Standards

Drivers must maintain an acceptable or clear Motor Vehicle Record. Exceptions may be granted only with written approval from county management and in consultation with the County's insurance carrier or risk pool.

1. Motor Vehicle Grading Criteria (last three years)

Number of Minor Violations	Number of at-fault accidents			
	0	1	2	3
0	Clear	Acceptable	Borderline	Poor
1	Acceptable	Acceptable	Borderline	Poor
2	Acceptable	Borderline	Poor	Poor
3	Borderline	Poor	Poor	Poor
4	Poor	Poor	Poor	Poor
Any major violation	Poor	Poor	Poor	Poor
Minor Violation: Any minor violation other than a major except:		Major Violations		
<ul style="list-style-type: none"> Motor vehicle equipment, load or size requirement Improper/failure to display license plates Failure to sign or display registration Failure to have driver's license in possession (if valid license exists) 		<ul style="list-style-type: none"> Driving under influence of alcohol/drugs Failure to stop/report an accident Reckless driving/speeding contest Driving while impaired Making a false accident report Homicide, manslaughter or assault arising out of the use of a vehicle Driving while license is suspended/revoked Careless driving Attempting to elude a police officer 		

ARTICLE VI: GENERAL SAFE WORK PRACTICES

Section 6.1: General Safety Rules

The following guidelines are general in nature and should help employees carry out responsibilities safely. It is not a complete list and could be amended by need or suggestion as well as specific to the department.

- a) Report and take care of injuries at once. Small cuts and scratches can become infected unless care was immediate.
- b) Work at a safe, sane pace.
- c) Do not attempt to first aid to an injured person unless trained to do so. Do not move a seriously injured person unless absolutely necessary. Call 911 immediately.
- d) Obey all warning tags and signs on equipment. Read instruction manuals or seek instruction before operating any machine or equipment.
- e) Do not horseplay on the job. Workers' Compensation coverage benefits could be negated for horseplay related injuries.
- f) The use or possession of intoxicating beverages or narcotics on the job is prohibited.
- g) Correct all unsafe conditions or report them to your Department Manager or Supervisor.
- h) Keep work areas clean and orderly at all times. Good housekeeping can help prevent accidents.
- i) Use the correct tools and equipment for the job.
- j) Wear proper safety equipment such as eye and ear protection and hard hats as specified by policy.
- k) Be considerate and concerned at all times for the safety of fellow employees and the general public.
- l) Obey safety rules and practices and take an active part in the safety of co-workers. Remind co-workers if they are working unsafely.

Section 6.2: Protection of the General Public – Visitors

Protection of the general public and public property is the duty of every employee. It is the responsibility of every employee to recognize the types of risks affecting each operation and to take proper action to prevent property damage and/or the loss of life.

- a) Keep work areas compact with adequate protection from employees.
- b) Make every effort to protect and minimize inconvenience to the public while executing County responsibilities.
- c) Arrange tools and equipment neatly within work areas.
Promptly clear away excess materials and equipment.

- d) Ensure work area present no unmarked hazards or inconveniences to the public.
- e) Account for all tools and equipment used at the work area at the end of the work shift.

ARTICLE VII: EMERGENCY ACTION PLANS

Introduction

Wayne County is dedicated to maintaining a safe working environment for all employees and citizens occupying any County building. This is achieved by taking appropriate actions to mitigate, prepare for, respond to, and recover from all natural, technological, and human caused hazards that may affect Wayne County buildings, personnel and property therein.

The purpose of this section is to prescribe actions to take during emergency situations that may affect the area within or immediately surrounding County departments. It is written for the protection of life and property and to provide information on operations associated with most emergency situations.

These Emergency Action Plans should not be considered to be comprehensive or sufficient as training materials for all emergency situations that may be encountered. They are intended for use as a quick reference during and emergency situation or when such a situation appears to be imminent. Department Managers and Supervisors must include specific emergency action plans for their area of responsibility as part of their safety plan. All employees are charged with the knowledge of how to respond appropriately in an emergency.

The Department Manager shall assign a Building Manager (individual Floor Managers if a multi- story building) that will oversee the execution of the Emergency Action Plan and be the point of contact during an emergency activation.

Section 7.1: Gas Leak

I. Introduction

If natural gas or liquefied petroleum is allowed to escape into the atmosphere, there is an immediate danger of fire, explosion or asphyxiation. For this reason, natural gas or liquefied petroleum, which is normally odorless, is given an odor to aid in the detection of leaks through a distinctive smell. If you smell gas, ACT FAST!

II. Actions/Procedures

- a) If the gas odor is strong, a gas main may be broken. Employees should evacuate the building, using the building's evacuation procedures.
- b) DO NOT turn any electrical switches on or off. Eliminate all open flames.
- c) After evacuation, call 911 and report the leak.

- d) If possible, turn the gas main off. The shut-off valve is usually next to the meter. Using a wrench, give the valve a one-quarter turn in either direction to stop the flow of gas in the pipe. The shut-off valve for liquefied petroleum gas is located on top of the tank, under the protective dome.
 - e) Check all gas taps and turn them off.
 - f) Open all windows immediately (applicable only to those buildings where windows can be opened).
- III. Building/Floor Manager
- a) Ensure that the area assigned to you has been cleared of all personnel.
 - b) Report to the evacuation point or command post.
- IV. General Information
- a) Do not go back into the building until the gas company or the Fire Department issues an 'All Clear'.
 - b) The gas company will turn the service back on to the building.
 - c) **Gas main is located:**
 - d) **Shut-off valve is located:**
 - e) **Gas Company is:**

Section 7.2: Serious Illness or Injury

- I. Introduction
- In the event of a serious injury or illness to an employee, the immediate concern is to aid the injured or ill person. Proceed according to the following plan.
- II. Actions/Procedures
- a) Treat life-threatening emergencies in order of priority.
 - b) Get the victim out of any dangerous environment.
 - c) Call 911 for assistance.
 - d) Notify a qualified first aid person in the facility.

Impaired Breathing – work efficiently. The average person will die in six minutes or less if the oxygen supply is cut off. Place the victim on their back and loosen their collar. Remove any obstruction to the airway and apply mouth-to-mouth resuscitation. After the victim is breathing on his/her own, treat for shock.

Heart/Circulatory Failure – Work quickly. If possible, get trained help and work as a team. Begin Cardiopulmonary Resuscitation (CPR) and send someone to get the AED. While continuing CPR, apply the AED and follow the instructions. If successful, treat for shock.

Severe Bleeding – Act quickly. A victim may lose consciousness or go into

shock when losing blood, continued bleeding will result in death. Apply direct pressure on the wound, using a clean cloth if one is available. If there is no fractures, elevate the wound. If bleeding is a pumping action, apply the pressure to the appropriate arterial pressure point. Never use a tourniquet except as a last resort.

Shock – If there is no head or chest injury, keep head lower than the rest of the body. Loosen clothing and cover victim with blankets. Encourage fluids if the victim is conscious and there is no abdominal injury or nausea.

Other injuries/illnesses – Should be treated in priority with respect to critical needs.

Section 7.3: Floods

I. Introduction

Flooding due to water and the potential for flash flooding are usually forecast sufficiently in advance for appropriate preparation to be affected.

II. Actions/Procedures

Flood Watches

- a) Monitor radio, television or the weather radio for forecasts and updates
- b) If your building is likely to be flooded, move records, equipment and furniture to upper floors or to higher locations. Also, store chemicals where flood waters cannot reach them and cause contamination.
- c) Check conditions of batteries in flashlights and radios. Replace batteries if weak.
- d) Prepare vehicles for the possibility of evacuation. Check fuel, tires, etc.
- e) Check supplies of water and non-perishable food in the event evacuation becomes necessary.
- f) Remember that electricity may not be available for some time. Check money on hand as ATM machines may be inoperable.

Flood Warnings

- a) If you are in an area threatened and vulnerable to a flash flood (low ground), evacuate immediately.
- b) Building/Floor Managers should contact their Department Managers for further instructions.
- c) Evacuate the area by a route that is safe. Take valuables and necessities with you that may be needed.
- d) Disconnect any electrical appliances that cannot be moved, unless you are already wet or standing in water.

III. Evacuation Procedures

- a) Follow official county instructions
- b) Leave early enough to avoid being marooned by flooded roads
- c) Turn electricity and gas off.
- d) Lock doors
- e) Listen to radio, television or weather radio for recommended routes of evacuation.
- f) Drive slowly and do not drive through flood waters.
- g) If on foot, do not cross flooded areas.

Section 7.4: Hazardous Materials Accident

I. Introduction

Hazardous materials accidents may occur in a variety of ways and can involve an almost infinite number of different toxic or hazardous materials, each of which have different characteristics, reactions, levels of toxicity, and other effects on human health.

The variety of potential accidents and materials makes it impossible to present comprehensive procedures on this subject. Nevertheless, some basic procedures are generally applicable.

II. Actions/Procedures

- a) Evacuate the area immediately. All personnel will cooperate with management and evacuate the building or area as soon as possible.
- b) Observe wind direction and evacuate crosswind or upwind to the assembly site or alternate site.
- c) Do not turn any electrical switches on or off. Eliminate all open flames.
- d) Call 911 and report the accident.
- e) DO NOT rescue persons overcome by fumes unless you have the proper respiratory protection to do so.
- f) If contact has been made with hazardous materials, flush skin with water, unless otherwise advised by warning labels, if available. Consult a physician as soon as possible.
- g) Re-entry into the area should not be attempted until the authorities have advised that it is safe to do so.

III. Transportation Accidents

- a) Observe wind direction and move to a crosswind or upwind location
- b) Call 911 immediately and report the accident.
- c) Return to a crosswind or upwind location close enough to the accident to warn others that may approach the scene.

- d) Upon arrival of the Fire Department, withdraw as instructed.

IV. Hazardous Materials in the Workplace

Employees should be aware of the location of all hazardous materials in the building where they work. Additionally, they should be aware of the health hazards of these materials. Under the NC Community Right to Know Law and the OSHA Hazcom Rules, employees have a right to know this information.

Section 7.5: Fire

I. Introduction

In the event a fire is detected within any part of the workplace, the following actions should be taken.

II. Actions/Procedures

- a) Evacuate the area of the fire. DO NOT use elevators.
- b) Activate the fire alarm.
- c) Call 911 and report the fire and its location.
- d) If the fire is small, an attempt can be made to put it out using a fire extinguisher located in the building.
- e) Close doors and windows to confine the fire.
- f) If smoke is present, you should keep low to the floor while exiting the building.
- g) Prior to opening a door to a room where the fire is suspected, you can place the back of your hand against the door to check for heat. If the door is hot, do not open.
- h) All personnel will cooperate with management and evacuate the building as soon as possible, using the evacuation procedures as prepared by the building/floor manager.

III. Building/Floor Manager

- a) Determine the evacuation status of the threatened area. Do not allow re-entry.
- b) Check to be sure the elevators are empty. Turn lock controls to OFF.
- c) If toxic or hazardous materials are involved in the fire, cease all firefighting and security activities and evacuate immediately.
- d) Prevent the return of personnel to affected areas until re-entry is authorized by the Fire Department.
- e) Designate personnel to go to the nearest main intersection(s) to direct fire department vehicles to the scene.
- f) Upon arrival of the fire department, establish contact with the senior fire department officials and coordinate subsequent activities with them.

- g) Designate teams of personnel to secure valuable or irreplaceable item and information, if feasible.

Section 7.6: Bomb Threat

I. Introduction

Bomb threats and actual bombings have increased in recent years and have created a need for practical procedures to be followed. The majority of bomb threats are actually the work of pranksters, the mentally disturbed or those who harbor ill feelings toward a person or institution. The seriousness of the threat must never be underestimated.

The first concern must always be for the safety of employees and for the public. A secondary, but important aspect is the effect on employees' morale and the disruption of productivity. Advance planning reduces the potential for panic and injury and is the best assurance that proper action will be taken.

II. Actions/Procedures

- a) The employee receiving the threat shall notify the Department Manager or Supervisor immediately following receipt of the call and provide the documentation (bomb threat checklist) of all information received. Do not create panic by informing everyone in the department that you have received a threat.
- b) If a bomb threat is received by handwritten/typed note: Minimal handling of the note is essential. Notify your Supervisor immediately.
- c) If a bomb threat is received by e-mail: Do not delete the message and notify your Supervisor immediately.
- d) If while evacuating, personal belongings, such as purses and briefcases are located in close proximity to employees and can be readily retrieved, employees should take these items with them as they leave the building. These items can pose a problem to search crews. However, if these items are not readily available, they should not be retrieved and the employees are to exit the building immediately. **Safety comes first.**

III. Building/Floor Managers

- a) The decision to evacuate a facility is based on either the assumption that a bomb has been placed in the facility, there is a credible threat of terrorism, or the fact that an unknown device has been discovered in the building.
- b) Words and phrases such as BOMB, EXPLOSION, BLOW-UP, etc. can produce panic. To clear people from the building, use more acceptable phrases such as, "Please clear the building immediately, we have an emergency." Repeat as often as necessary.
- c) Ensure that all personnel are assembling at the pre-designated area

and all are accounted for. If anyone is missing, advise the Department Manager or Supervisor.

- d) During evacuation activities, look around for any suspicious objects or items not usually present.
- e) If a suspicious object or item is located, **DO NOT TOUCH IT; DO NOT MOVE IT; DO NOT USE CELL PHONES OR RADIOS!** In all instances when a suspected object or item is located, the area in close proximity to the suspicious package is to be cleared of personnel and the public immediately. Advise Command and await instructions.
- f) If a device or other hazardous object or item has not been found after a thorough search and a reasonable time has passed, the decision to allow evacuated personnel back into the building will be left to the official in charge of the facility, after consultation with the Incident Commander.

Section 7.7: Inclement Weather

I. Introduction

Wayne County can and does experience a variety of weather events, from small rain showers to severe thunderstorms to winter storms. When the weather is severe, all efforts will be made to listen for weather reports regarding the changing weather conditions in our area. The first step to preparedness is to be aware of the terminology of severe weather key terms.

Weather ‘Watch’ – A watch is used when the risk of a hazardous weather or hydrologic event has increased significantly, but its occurrence, location, and/or timing is still uncertain. It is intended to provide enough lead time so that those who need to set their plans in motion can do so.

Weather “Warning” – A warning is issued when a hazardous weather or hydrologic event is occurring, is imminent, or has a very high probability of occurring. A warning is used for conditions posing a threat to life or property

Weather “Advisory” – Highlights special weather conditions that are less serious than a warning. They are for events that may cause significant inconvenience, and if caution is not exercised, it could lead to situations that may threaten life and/or property.

II. Actions/Procedures

Winter Storm – Winter storms vary widely in intensity, from brief snow flurries to blizzards lasting many days. Severe winter storms are usually forecast far enough in advance to allow for preparation.

Winter Storm Warning

- a) Issuance of a winter storm warning indicates some form of frozen precipitation (snow, sleet, freezing rain, etc.) is occurring, or will soon occur within Wayne County which will provide significant accumulation of frozen precipitation.
- b) Remain indoors. County administration will make a decision in regards to closing.

Severe Thunderstorms – Thunderstorms can occur at any time of the year in Wayne County. They are most frequent in spring and summer and least frequent in winter. Any thunderstorm may have gusty winds and a possibility of dangerous lightning strikes, damaging winds, large hail, and heavy rains. When a thunderstorm occurs, do not panic.

Severe Thunderstorm Warning

- a) If outside, return to the building for protection and shelter.
- b) If inside, stay away from windows in case high gusty winds occur with the storm, which may cause windows to break.

Tornadoes – Tornadoes are a possibility whenever a severe thunderstorm occurs. Tornadoes may strike with little to no warning, leaving a path of almost destruction, moving at a speed from 30 to 75 miles per hour.

Tornado Warning

- a) Proceed to the designated safe area within your building
- b) If outside, return to the building and proceed to the safe area.
- c) If you are outside and no shelter is available, find the lowest ground point, such as a ditch, and lie prone with hands over your head.
- d) Stay away from windows and skylights.
- e) Use “head tuck” position when appropriate to protect yourself from flying objects.
- f) Remain in the designated safe area until cleared by the Department Manager.

Hurricanes- Wayne County can and does experience hurricanes. Please sign up for local alerts and warnings and monitor local news and weather reports. The first step to preparedness is to be aware of the terminology of severe weather key terms.

A. Watches and Warnings

- a) Tropical Storm or Hurricane Advisory – The NWS issues an Advisory when it expects conditions to cause significant inconveniences that may be hazardous. If caution is used, these situations should not be life-threatening.
- b) Tropical Storm or Hurricane Watch – The NWS issues a watch when a tropical storm or hurricane is possible within 48 hours. Tune in to NOAA Weather Radio All Hazards, local radio, TV, or other news sources for more information. Monitor alerts, check your emergency supplies, and gather any items you may need if you lose power.
- c) Tropical Storm or Hurricane Warning – The NWS issues a Warning when it expects a tropical storm or hurricane within 36 hours. During a Warning, complete your storm preparations, and immediately leave the threatened area if directed to do so by local officials.

I. Plan for Evacuation

- a) Evacuation Routes: Check with the North Carolina Department of Transportation or Office of Emergency Management website to find routes near you.
- b) Emergency Shelter Location: To find a shelter near you, download the FEMA app at **fema.goc/mobile-app**.

II. Emergency Supplies

- a) Emergency Communication – Make sure you have everything you'll need to get in touch with your family either through cellular phones or email.
- b) Medical Needs – Be equipped to tend to any current or unexpected medical conditions your family may have.
- c) Critical Documents – Place any important documents in a waterproof container to help keep them dry and easily accessible.
- d) Tools and Safety Items – Small items like matches, flashlights, a multi-purpose tool, and a whistle can make a huge difference for your family while weathering a storm.
- e) Food and Supplies – Have at least a three-day supply of non-perishable food and water for your family. Remember to pack anything specific to your family's needs.
- f) Hygiene and Sanitation – Practicing good hygiene can stop the spread of bacteria and infectious diseases.
- g) Protective Gear – Protect yourself by packing warm clothes and blankets to prevent hypothermia. Don't forget protective footwear and gloves too.
- h) Comfort and Priceless Items – You may be away from your home for an extended period and your property may be damaged. Grab any items that

are irreplaceable or may provide comfort to your family, especially your children.

Section 7.8: Active Shooter

I. Introduction

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearm(s) and there is no pattern or method to their selection of victims. Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.

Because active shooter situations are over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

II. Actions/Procedures

In the event of a threat of violence, employees who believe that a situation exists which may jeopardize the safety or security of anyone within the building should immediately call 911 or contact their Supervisor. The employee should give a description of the person(s), and if possible, describe the nature of the threat or give a description of any weapons if known.

If an active shooter is in your area, remember to follow these steps to safely exit – **RUN, HIDE, FIGHT.**

RUN – If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- a) Have an escape route and plan in mind
- b) Evacuate regardless of whether others agree to follow
- c) Leave your belongings behind
- d) Help others, if possible
- e) Prevent others from entering an area where the active shooter may be
- f) Keep your hands visible
- g) Follow the instructions of any law enforcement officer
- h) Do not attempt to move wounded people
- i) Call 911 when you are safe

HIDE – If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

- a) Your hiding place should be out of the active shooters' view and provide protection if shots are fired in your direction.
- b) To prevent an active shooter from entering your hiding place, lock and blockade the door with heavy furniture.
- c) In the active shooter is nearby, silence your cellphone and turn off any sources of noise. Hide behind large items and remain quiet.

FIGHT – As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter.

- a) You must commit to fighting for your life and act as aggressively as possible against him/her.
- b) Use anything that you can to disable, disarm or disorient the shooter. DO this by yelling and screaming, throwing items and improvising weapons.

The first officers to arrive on the scene will not stop to help injured persons. Expect rescue teams of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

The officers may not know the location of the shooter, so do not let them mistake you for the shooter.

- a) Remain calm and follow the officers' instructions.
- b) Put down any item in your hand and immediately raise your hands and spread your fingers.
- c) Avoid making quick movements towards the officers as well as avoid pointing, screaming and/or yelling.

Once you have reached a safe location or assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.

ARTICLE VIII: EMPLOYEE DISSEMINATION / ACKNOWLEDGEMENT

Each Department Manager or their designee shall be responsible for reviewing the Safety Manual with each employee. Each employee must sign an acknowledgement form indicating the employee has received a copy of the Safety Manual. This acknowledgement form shall be kept in the employee's personnel file. All new hires will receive the instructions on the Safety Manual as part of his/her orientation.

Employee Safety Manual Acknowledgement Form

I, as an employee of Wayne County, hereby acknowledge the receipt of the Wayne County Safety Manual.

Also, I acknowledge that it is my responsibility as an employee of Wayne County to read and follow the guidelines outlined in the Wayne County Safety Manual. I understand that safety is a condition of my employment and that failure to observe the guidelines of the Safety Manual may result in possible disciplinary action or termination.

Print Name: _____

Signed _____ Date _____

Witness _____ Date _____

Two copies should be made of this form. The original should be kept in the employee's file, one copy should stay with the Department Manager, and the remaining copy should be returned to the employee to be kept in this manual.