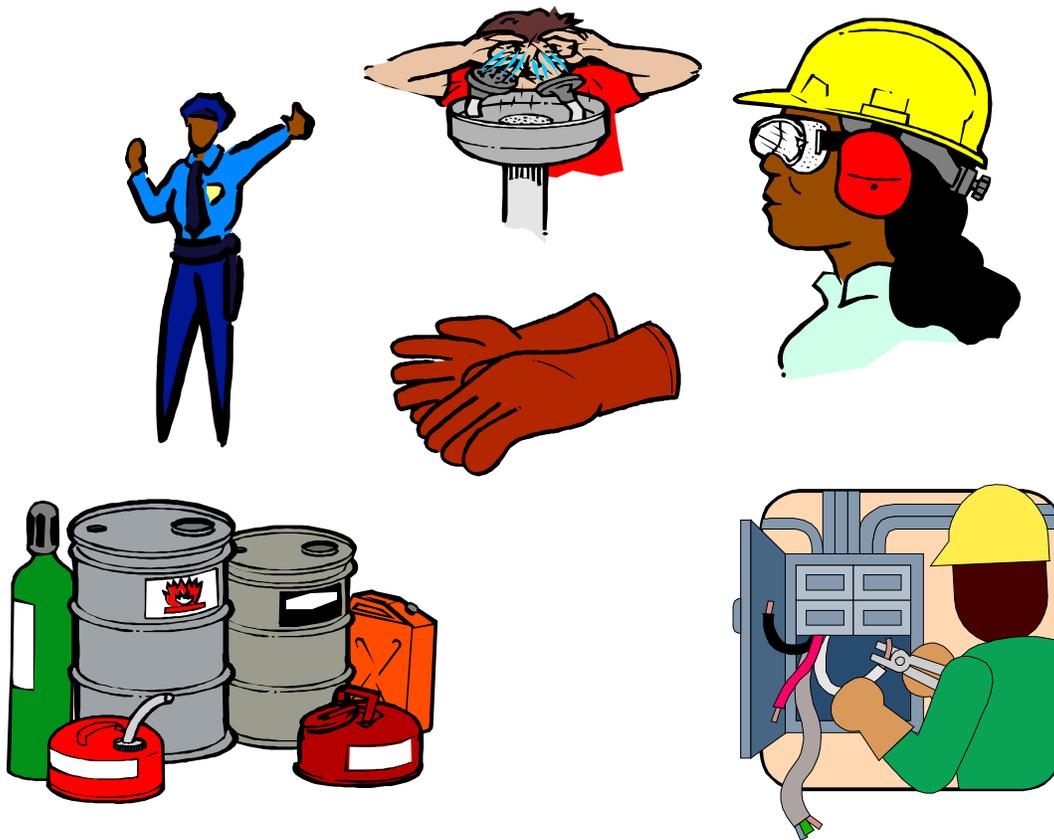


# WEBSTER COUNTY SAFETY MANUAL

Effective January 2009



**Prepared For:**  
**Webster County Employees**

**Prepared By:**  
**Webster County Safety Committee**



## **EMPLOYEE ACKNOWLEDGMENT**

I have received a copy of the Webster County Safety Manual. I understand that all county employees are responsible for promoting accident prevention by observing safety regulations and exercising care and good judgment. I understand the Webster County Safety Manual should not be considered comprehensive or sufficient as training materials for all situations that may be encountered and is intended for use as a reference and resource.

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**Employee's Signature**

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**Date**



The Webster County Board of Supervisors has a sincere concern for the welfare and safety of all employees and the public they serve. With the goal of eliminating suffering and the cost of avoidable personal injury and vehicle accidents, department managers and each employee have been charged with the responsibility of implementing the County Safety Policy.

It is the County's responsibility to provide safe working conditions for all employees, comprehensive instruction covering safe work practices, and special equipment to protect employees against hazards. The County will give safety precedence over the operational expediency of short cuts and will comply with the Occupational Safety and Health Act (OSHA) and other pertinent safety laws.

The Safety Committee is charged with, and all County employees are responsible for, promoting accident prevention by actively supporting the Safety Policy and observing the safety regulations. This policy should not be considered to be comprehensive or sufficient as training materials for all emergency situations that may be encountered. It is intended for use as a quick reference during an emergency situation or when such a situation appears to be imminent. Each department should provide appropriate specific information for their site.

## OBJECTIVES

1. The County will pursue a safety inspection effort involving all County facilities, vehicles and work procedures, to identify and correct all hazardous conditions and practices.
2. The County will actively investigate and review all accidents involving County employees and property to determine the cause of the incident and to outline preventive measures.
3. The County will conduct and document both formal and informal safety training sessions for all employees.
4. The County will establish personal protective equipment guidelines for all employees, furnish the equipment, and require its use by applicable employees.
5. The County will enforce the Safety Policy and discipline employees who violate safety policies and procedures. The Safety Manual will be distributed to all County employees and made available on the County's website. The OSHA Compliance Manual will be available to all County employees in the Emergency Management Office.

In this handbook, there will be reference to the "**Safety Committee**". This group will consist of a representative from the following departments: Engineer/Secondary Roads, Sheriff, Conservation, Supervisors, Buildings & Grounds, Public Health, Emergency Management, and a Courthouse Representative. This "**Safety Committee**" will be responsible for the maintenance of the plan and will conduct an annual review of incidents that involve Webster County facilities or employees.

Individual Departments will have more specific safety training requirements (see *Appendix A – Annual Department Training Record*).

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## **RESPONSIBILITIES OF COUNTY SAFETY COMMITTEE & DEPARTMENTS**

### **A. SAFETY COMMITTEE**

The County Safety Committee shall be appointed by the Webster County Board of Supervisors and consists of employees representing County Departments. Committee members shall serve a 3-year term and may be re-appointed.

#### **RESPONSIBILITIES:**

- i. Create and maintain a high level of interest in and awareness of safety among all employees.
- ii. Develop safety policies and procedures for the County Employee Safety Manual.
- iii. A representative of the committee will assist insurance inspectors conduct periodic inspections of all County facilities.
- iv. Encourage feedback from all employees in every area of the County with regard to problems, ideas and solutions related to safety.
- v. Inform employees about new safety policies, training programs and other safety or safety-related matters.

### **B. DEPARTMENT MANAGERS**

Department Managers shall be responsible for establishing a Safety Program within their department to promote safe and healthful working conditions and practices for employees under their supervision.

#### **RESPONSIBILITIES:**

- i. Establish departmental safety guidelines.
- ii. Ensure that safety procedures pertinent to their department's activities are developed and enforced.
- iii. Will observe safety conditions of the department on a monthly basis.
- iv. Assure appropriate training for employees.
- v. Assure that all supervisors/designees complete an incident report for any and all events covered under this policy and submit to the departmental safety officer.
- vi. Investigates all worker's compensation injuries and near misses.

### **C. FIELD SUPERVISORS**

Due to their constant contact with employees, supervisors must take a primary role in the prevention of accidents and the safety of employees under their supervision.

#### **RESPONSIBILITIES:**

- i. Provide adequate job training and instructions for their employees.
- ii. Provide continuing safety instructions while issuing daily work assignments.
- iii. Observe and evaluate working conditions and procedures for unsafe conditions or practices and report or correct any found.
- iv. Promptly investigate all accidents and complete required reports.
- v. Encourage employees to report all unsafe conditions and practices.
- vi. Check and ensure that tools, equipment and protective devices are in place, properly maintained and used.
- vii. Be familiar with and enforce all safety procedures and practices applicable to

- their work.
- viii. Attend target training for specific employees.
  - ix. Complete an incident report for all events covered by this policy and submit to the departmental safety officer.

#### **D. EMPLOYEES**

All employees are responsible for exercising care and good judgment in preventing accidents. Employees shall adhere to and follow all safety rules and practices as set forth in this manual.

##### **RESPONSIBILITIES:**

- i. Shall become familiar with and observe established safe working procedures and practices for their work activities.
- ii. Where prescribed by Departmental and/or OSHA guidelines, employees will properly wear and/or use all safety equipment.
- iii. Immediately report all work related accidents and injuries to their supervisor.
- iv. Report all unsafe conditions and practices to their supervisors.
- v. May also report to the Safety Committee, either orally or in writing, circumstances where unsafe practices or conditions exist. Confidentiality of all reports is stressed.
- vi. Shall attend target training for specific employees recommended by supervisors.

### **GENERAL SAFETY RULES**

Unsafe conditions and procedures must be identified before they can be corrected. Consequently, every employee shall be responsible for immediately reporting unsafe conditions or procedures. Safety is an individual commitment to incorporate safe work practices into every area of job operations. The following rules are established for all County employees:

- a. Report all job-related injuries, no matter how minor, to your immediate supervisor as soon as possible. Federal and State OSHA laws and Worker's Compensation regulations require prompt reporting of accidents and injuries.
- b. Never do anything that is unsafe in order to get a job done.
- c. Use the handrails on steps and other elevated areas.
- d. Always inspect tools and other equipment before use. Report defects to supervisor and other potential users. Do not use defective equipment or tools.
- e. Obey warning signs and tags. They are posted to point out hazards.
- f. Operate only the equipment and machinery you have been trained and/or authorized to use.
- g. Never operate equipment or machinery with guards missing or broken.
- h. Never remove or disable any safety device
- i. Never reach over moving parts of equipment or machinery.
- j. Report to work in appropriate clothing suitable for the type of work performed.
- k. Maintain good housekeeping practices in all work areas.

- l. Wear all protective equipment as required.
- m. Working under the influence of alcohol or illegal drugs or using them at work is prohibited.
- n. Firearms or explosives are prohibited at work.
- o. Horseplay, running and fighting are prohibited.

*See Appendix B – Safety Rules and Emergency Operations Procedure*

## **HOUSEKEEPING**

Aside from the accident prevention benefits, good housekeeping contributes to efficient performance. When tools, equipment and materials are returned to the proper place after use, they are easier to find and inspect for damage and wear. The following suggestions are offered for good housekeeping.

- a. Keep work areas and storage facilities clean, neat and orderly.
- b. All aisles, stairways, exits and access ways should be kept clear.
- c. Do not place supplies on top of lockers, boxes or other movable containers at a height not visible from the floor.
- d. When piling materials for storage, make sure the base is level and firm.
- e. Lay extension cords and hoses in such a way as to minimize tripping or obstructions to traffic.
- f. Clean up spills immediately to avoid hazards. In the event of clean up delay, the area must be appropriately guarded, posted or roped off.
- g. Sharp or pointed objects should be stored to prevent persons from coming in contact with them.
- h. All packing material should be disposed of immediately.
- i. Wastebaskets should be emptied into approved containers.
- j. Oily or greasy rags should be placed in a metal container designed for that purpose only.
- k. All switches or drives on machinery should be shut down, locked out and properly tagged before cleaning, oiling or repairing.
- l. Electrical panels and fuse boxes should be kept closed at all times and the surrounding area kept clear.

## EMERGENCY EVACUATION

Webster County strives to provide its employees with a safe and healthful work environment. In an effort to do this, the County has put into place the following emergency evacuation procedure. This procedure is such that it may be used in any emergency, which may require the emergency evacuation of a County facility.

- a. If the need to evacuate a building is without question, the person causing the evacuation shall announce audibly the cause for evacuation, such as “Fire – Fire”.
- b. The second step is to dial 9-911 to report the incident or immediately activate the building’s fire alarm system. This will automatically notify the fire department and get help on the way. If you are in a building without an alarm system, dial 911 from a safe location.
- c. If the fire is small enough, only trained personnel may attempt to extinguish it by use of an extinguisher.
- d. Doors and, if possible, windows should be closed as the last person leaves a room or area.
- e. The public in each area must be directed by staff to the proper exits.
- f. Upon evacuation from a building, all staff should proceed to a designated meeting area where head counts can be taken. In case of a missing employee, notify the responding fire personnel that an employee is missing and may be in the building.
- g. **Never** re-enter a building without the permission of the fire department.

## VEHICLE SAFETY

1. County vehicles are easily identified as such and thus constitute a traveling advertisement in the community. By demonstrating safe, courteous and considerate driving habits, we build good public relations. The principles of defensive driving should be practiced at all times. The following vehicle safety procedures shall be established:

- a. All employees are responsible for safety checks of all Webster County vehicles they are assigned to drive. The check shall include:
  - i. lights;
  - ii. horn;
  - iii. turn signals;
  - iv. brakes;
  - v. tires;
  - vi. wipers.
- b. Report any unsafe condition to your supervisor before operating the vehicle.
- c. Position all adjustments for safe driving before putting the vehicle in gear, such as the seats and inside/outside mirrors.
- d. Never take strong medication or other controlled substances before driving a vehicle.
- e. All individuals who DRIVE or RIDE in a County vehicle or a personal vehicle being used on County business shall wear the installed seat belt.

- Supervisors shall ensure that employees are utilizing seat belts.
- f. Stay within the posted speed limit. When conditions warrant, slow down.
  - g. Signal intentions well in advance, including changes in lanes and actual changes in direction. Avoid sudden braking.
  - h. Maintain an appropriate distance behind other vehicles to prevent tailgating accidents.
  - i. Turn on low beam headlights during dark periods of the day, such as rainstorms and fog. Headlights should be “on” a half hour before sunset and a half hour after sunrise.

The County will provide training for all new employees that operate a county vehicle or that drives his/her own personal vehicle and gets reimbursed mileage from the county, and any qualifying employee that has been involved in a motor vehicle crash or has received a traffic ticket since the last training.

## **VEHICLE ACCIDENTS**

In the event of an accident involving a County vehicle, the following procedures shall apply:

- a. Render first aid, if qualified to do so, and arrange for medical help, if necessary.
- b. Notify law enforcement officials immediately. Unless it is necessary for safety sake, the vehicle should not be moved until authorized by the investigating officer.
- c. Exchange names, driver’s license numbers, vehicle description and tag number with the other person(s) involved. Obtain names and addresses of any witnesses to the accident.
- d. Offer no information regarding the responsibilities for the accident or what should have been done to avoid it.
- e. The driver of the County vehicle is to fill out an Accident Report and forward the report to the Department Head.
- f. The driver of the County vehicle shall report the accident to their supervisor as soon as possible.

In cases where privately owned vehicles being used on County business are involved in an accident, the Department Manager/Designee shall be notified.

## **PROCEDURE FOR REPORTING ON-THE-JOB INCIDENTS/ACCIDENTS**

### **When an on-the-job incident/accident has occurred:**

1. The employee is given a copy of the Workers' Compensation Notice and Instructions to Employers and Employees and a copy of the Webster County Personnel Policy addressing Worker's Compensation.
2. The employee completes the Employee Notice of On-The-Job Injury Form. See (*Appendix C – Employee Notice of on the Job Injury Form*).
3. The supervisor/department manager:
  - A. Completes the Accident Investigation Report and files the accident/injury with the Auditor's Office. See (*Appendix D – Supervisor's Accident Investigation Report*).
  - B. Instructs the employee regarding medical services, if applicable.
- 4.) The Department Manager will review the incident and recommend corrective action. All employees of this business suffering work-related injuries may be entitled to Workers' Compensation benefits from the employer or its insurance carrier, except specifically excluded executive officers.

### **When an injury or accident occurs to a non-employee:**

1. Seek immediate medical assistance, if necessary.
2. Notify Department Manager of the incident.
3. Complete ( *Appendix E - Accident/Injury to Non-employee Report Form*).

## **IMPORTANT THINGS TO DO IN CASE OF INJURY OR OCCUPATIONAL DISEASE –**

The employee should:

1. **Minor injuries** – Call the County Medical Service Provider (COMPANY NURSE – 1-877-740-5017) to determine proper medical treatment.  
**Emergency/Serious injuries** – Call 911 immediately.
2. Immediately give the employer notice in writing of injury or occupational disease. Failure to inform the employer within thirty (30) days after an injury or the development of most occupational diseases, or the refusal to accept medical services provided by the employer, may deprive the employee of the right to compensation.
2. Seek medical attention from the County Medical Provider, or the Emergency Room, if required.

The employer should:

1. Call the County Medical Service Provider (COMPANY NURSE – 1-877-740-5017) to determine proper medical treatment.
2. Provide all necessary medical, surgical, hospital and rehabilitation services reasonably required to effect a cure, give relief and lessen the period of the employee's disability.
3. Keep a record and report to insurance carrier and County Auditor.

3. Pay compensation in accordance with the provisions of the Workers' Compensation Act for disability. Agreements between employer and employee to pay compensation must be submitted to the Industrial Commission for approval.

### **OFFICE SAFETY**

1. Keep desk and file drawers closed when not in use.
2. Do not open file or desk drawers above or behind someone without warning them.
3. Use only step stools and ladders (do not climb on counters or chairs).
4. Push chairs up to desk or under counter when not in use.
5. Do not carry loads, which obstruct your view, which are too heavy or without a prepared place to set them down.
6. Report any injury to your supervisor.
7. Get help to move heavy objects.
8. Maintain good housekeeping at all times. Wipe up spills and pick up all objects that should not be on floor.
9. Do not have an extension cord across walking areas of floor.
10. Approach blind areas cautiously.
11. Report defective furniture or equipment to your supervisor.
12. Know location of emergency exits and keep aisles clear to them.
13. Operate only those pieces of equipment you are authorized to use.
14. Assure all electrical equipment is disconnected before working on it.
15. Use fatigue mats when extensive standing is required.
16. Keep objects that can be used as projectiles inside desk drawers.
17. Assure clearance of at least eighteen (18) inches from any sprinkler.

### **ERGONOMIC ISSUES**

“General Duty Clause. It is recommended that the provisions contained in the following office ergonomics checklist be adhered to in an effort to eliminate and/or reduce the incidence of ergonomic problems:

1. Maintain proper posture, paying careful attention to positioning of head, neck/spine, arms/wrists, hips/thighs and feet.
2. Alternate between different postures on a regular basis.
3. Use minimum force while striking the keys when keyboarding.
4. Keep a neutral position, where the forearms, wrists and hands are in a straight line.
5. Avoid awkward reaching for work tools such as telephone, mouse, and reference materials.
6. Avoid resting elbows, forearms or wrists on hard surfaces or sharp edges.
7. Take frequent mini-breaks throughout the day to give muscles and joints a chance to rest and recover.
8. Alternate between work activities, which use different muscle groups to avoid overuse.
9. Give eyes a break by closing them momentarily, gazing at a distant object, and

- blinking frequently.
10. Proper exercises are a complement to a complete office ergonomics program. Consult with a health care professional to select appropriate exercises.”

### **ELECTRICAL SAFETY**

1. Extension cords should:
  - A. be as short as possible.
  - B. never be used in areas where they will be stepped on and tripped over.
  - C. never be used on work benches or floor when liquids are present.
  - D. only be used as temporary wiring unless approved by Buildings and Grounds Department.
2. Never attempt to repair or adjust electrical equipment unless authorized.
3. Do not use faulty or malfunctioning equipment unless the nature of the fault or malfunction is fully understood and is known not to be hazardous.
4. All electrical equipment must have an equipment ground, be double insulated or safety approved. For small appliances (any appliances with a two prong plug), a surge protector must be used.
5. Pull on the plug, not the cord, when unplugging a cord from the power source.
6. Report damaged or frayed cords.
7. Do not use portable electrical equipment if standing on a wet surface or if hands are wet.
8. Do not block access to electrical control panels.
9. Know where the main control panel for your department is located. Learn how to disconnect circuit in case of accident.
10. Report all accidents immediately.
11. Contact your supervisor, if you need a power strip/surge protector.

### **BLOODBORNE PATHOGENS**

All employees should wear latex/nitrile or other appropriate gloves when engaged in activities that may involve contact with body fluids and infectious microorganisms. Hand washing should be a routine practice after removing gloves. Examples of this activity would be when assisting a co-worker or client that has been injured and is bleeding.

#### **EXPOSURE RISK DETERMINATION**

All job classifications should be assessed for occupational exposure to bloodborne pathogens by each department.

**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/or CATEGORY I tasks are **not** a condition of employment.

Employees who are classified as CATEGORY I AND CATEGORY II should receive initial and annual bloodborne pathogen training and receive appropriate Personal Protective Equipment (PPE). All CATEGORY I AND II Employees will be offered the Hepatitis Vaccination at no charge to them. See *Appendix F - Hepatitis Vaccination Form*. It is optional. If the employee decides not to receive the vaccination, then a declination statement needs to be signed by the employee. If the employee decides later he/she would like the vaccine, then he/she can receive it. A Hepatitis Titer will be offered 1-2 months after the last Hepatitis shot is given. Any department with CATEGORY I AND CATEGORY II job classifications should have a Bloodborne Pathogen Exposure Control Policy.

If an employee is exposed to bodily fluids the employee must notify the Department Manager immediately. The Department Manager will complete *Appendix G - "Exposure Incident Reporting Form"* and maintain a copy in the employee's personnel file.

### **HEARING CONSERVATION**

Exposure to loud noises over the course of a career may result in hearing loss/damage. All employees should use appropriate hearing protection when working with loud tools or equipment.

#### **Employee Responsibilities:**

- 1.) Participate in an initial hearing evaluation and annual hearing tests.
- 2.) Wear hearing protection when working around loud noises.

#### **Employer Responsibilities:**

- 1.) Conduct a hearing evaluation upon employment
- 2.) Conduct annual hearing tests (Secondary Roads & Conservation)
- 3.) Provide Personal Protective Equipment (PPE) for all employees that regularly encounter loud noises.
- 4.) Provide proper training on hearing protection.

### **WORKPLACE VIOLENCE**

Webster County is concerned about the increased violence in society, which has also filtered into many workplaces throughout the United States, and has taken steps to help prevent incidents of violence from occurring at County workplaces. The County will not condone any acts or threats of violence against or by County employees or visitors on County premises at any time or while they are engaged in business with or on behalf of the County, on or off County premises. In keeping with the spirit and intent of this policy, and to ensure that the County's objectives in this regard are attained, the County is committed to the following:

1. To provide a safe and healthful work environment, in accordance with the County's safety and health policy.
2. To take prompt remedial actions up to and including immediate termination, against any employee who engages in any threatening behavior, acts of

violence or unsolicited touching of another or who uses any obscene, abusive, threatening language or gestures.

3. To take appropriate action when dealing with citizens, former employees, or visitors to County facilities who engage in such behavior. Such action may include notifying the police or other law enforcement personnel and prosecuting violators of this policy to the maximum extent of the law.
4. To prohibit employees, former employees, contractors, and visitors from bringing unauthorized firearms or other weapons on to County premises or premises occupied by the County.
5. To establish viable security measures to ensure that County facilities are safe and secure to the maximum extent possible and to properly handle access to facilities by the public, off-duty employees, and former employees.

Any employee who displays a tendency to engage in violent, abusive, or threatening behavior, or who otherwise engages in behavior that County, in its sole discretion, deems offensive or inappropriate will be subject to disciplinary action, up to and including discharge.

In furtherance of this policy, employees have a “duty to warn” their supervisors, security personnel, or human resources director of any suspicious workplace activity, situations, or incidents that they observe or that they are aware of, involving other employees, former employees, contractors, or visitors that appear problematic. This includes, for example, threats or acts of violence, aggressive behavior, offensive acts, threatening or offensive comments or remarks, and the like. Employee reports made pursuant to this policy will be held in confidence to the maximum extent possible. The County will not condone any form of retaliation against any employee for making a report under this policy.

## **SERIOUS INJURY OR ILLNESS**

### **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**

1. Call **9+911** (if using County’s phone system) for assistance.
2. Notify a qualified first aid person in the facility, if available.

### **PROCEED WITH STEPS 3 – 9, IF TRAINED IN THESE AREAS.**

3. Get the victim out of any dangerous environment.
4. Treat life-threatening emergencies in order of priority.
5. **IMPAIRED BREATHING** - Work efficiently. The average person will die in six minutes or less if the oxygen supply is cut off. Place victim on back, loosen collar, remove any obstructions to the airway and apply mouth-to-mouth resuscitation using appropriate protective mouthpiece, if available. After the victim is breathing on his/her own, treat for shock.
6. **HEART / CIRCULATORY FAILURE** - Work quickly. If possible, get trained help and work as a team. Apply cardiopulmonary resuscitation (CPR). If this is successful, treat person for shock.

7. SEVERE BLEEDING - Act quickly. A victim may lose consciousness or go into shock when losing one quart of blood or more; continued bleeding will result in death. Apply direct pressure on the wound with your hands, using a clean cloth if one is available. If there are 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.
8. 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 victim is conscious and there is no abdominal injury or nausea. Recommend solution of 1-tsp. salt and 1/2 tsp. baking soda in 1 quart of water, if available.
9. OTHER INJURIES / ILLNESSES - Should be treated in priority with respect to critical need.

## **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 detection of leaks through the distinctive smell. If you smell gas...**ACT FAST!**

### **II. ACTIONS / PROCEDURES**

1. If the gas odor is strong, a gas main may be broken. Employees should evacuate the building, using the building's evacuation procedures.
2. **DO NOT** turn any electrical switches **ON** or **OFF!** Eliminate all open flames.
3. After evacuation, call **9+911** and report the leak. (If using the County's phone system)
4. Open all windows immediately. (Applicable only to those buildings where windows can be opened.)

### **III. BUILDING/DEPARTMENT MANAGER**

1. Ensure that the area assigned to you has been cleared of all personnel.
2. Contact utility company.
3. Report to the command post.

### **IV. GENERAL INFORMATION**

1. **DO NOT** go back into the building until the gas company or the fire department issues an "**All Clear**".
2. The gas company will turn the service back on to the building.

## **FLOOD**

### **I. INTRODUCTION**

Flooding due to water and the potential for flash flooding are usually forecast sufficiently in advance, by the National Weather Service, for appropriate preparation to be taken.

### **II. ACTIONS / PROCEDURES**

**A. Flash Flood Watch**

1. Monitor radio, television or the National Weather Service radio for forecasts and updates.
2. If your building is likely to be flooded, move records, equipment and furniture to upper floors or to higher locations. Electric motors and other sensitive parts of equipment, such as furnace, water heater, washer and dryer, may be removed, placed in plastic bags and elevated even if the equipment itself can not be moved. Also store chemicals where floodwaters cannot reach them and cause contamination.

**B. Flash Flood Warning**

1. If you're in an area threatened and vulnerable to a flash flood (low ground)...**EVACUATE IMMEDIATELY!** Do not hesitate. A minute's delay may cost you your life.
2. Building/floor manager should contact Emergency Manager.
3. Evacuate the area by a route that is safe. Take valuables and necessities with you that may be needed.

**C. Evacuation Procedures**

1. Follow official instructions from Emergency Manager.
2. Drive slowly. If road is flooded, watch for washouts. Abandon vehicle immediately if it stalls in water.
3. If on foot, do not cross-flooded areas if water is above ankles.

## **Hazard Communications Program**

**Purpose:**

This Webster County Hazard Communication Program meets the requirements of OSHA Standard 29 C.F.R. Part 1910 and Part 1926, which ensures the necessary information to safely use, handle, and store hazardous chemicals. All new employees must be trained on hazardous materials on the first day of employment, before they begin work. All other employees must be trained annually or before a new job starts.

**Fundamentals:**

The basic chemical safety and health fundamentals used by the company to be communicated to all employees includes:

- Chemical Inventory
- Material Safety Data Sheets
- Container Labeling
- Employee Training
- Emergency Response

**Chemical Inventory:**

1. The Supervisor must maintain a complete chemical inventory list of all chemicals used or stored on their jobsite, including subcontractors.

**Material Safety Data Sheets ( MSDS ):**

1. Each chemical listed on the inventory must have a MSDS. These can be obtained from the chemical supplier, or from the Department Manager.

2. M.S.D.S.'s will be made available on site to anyone who has a need to know.
3. The Department Manager for all qualifying departments will maintain a master copy of all chemical M.S.D.S.'s used by Webster County personnel.

### **Container Labeling:**

1. All chemicals on jobsites will be stored in original or "approved" containers with a proper label attached.
2. A proper label shall include: Identity of the chemical, appropriate hazard warning (i.e. flammable, toxic, etc.), and name and address of the chemical manufacturer.
3. Containers not labeled will be relabeled or not used.
4. Employees may dispense chemicals from original containers only in small quantities intended for immediate use.

### **Employee Training:**

All employees must be trained in this Webster County program if they are exposed to hazardous chemicals in the workplace. Training must be provided at the time an employee is first assigned to an area/job or when a new potentially hazardous chemical is introduced into the work area.

Training will include:

1. Requirements of the Hazardous Communication Standard.
2. The work area chemical inventory list.
3. Potential hazards with these chemicals, as listed in the MSDS.
4. Location of the Material Safety Data Sheets in the work area.

### **Personal Protective Equipment ( PPE ):**

Required personal PPE is made available by Webster County. Any employee found in violation of PPE requirements will be subject to disciplinary actions per the Webster County's Disciplinary Policy.

### **Emergency Response:**

1. Any accident of exposure to or spill of hazardous chemical/substance must be immediately reported to the appropriate department manager.
2. The supervisor will be responsible for ensuring proper emergency action is taken per the MSDS.

### **Hazards of non-routine tasks:**

1. Supervisors will inform employees of any special tasks that may arise which would involve exposure to hazardous chemicals.
2. Review of safe work procedures and use of required PPE will be conducted prior to the start of each task.

### **Subcontractors, Suppliers, other Employers:**

1. All other employers working on Webster County property will be informed of hazardous chemicals, which may expose their employees and appropriate control measures to be taken.
2. Each subcontractor or other employer working on Webster County property premises will be advised they must comply with OSHA's Hazard

Communication Standard and must furnish Webster County with a copy of their program and MSDS's.

## **HAZARDOUS MATERIALS**

### **I. 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 Right to Know Law and the OSHA Hazcom Rules, employees have a right to know this. There should be a copy of the MSDS manual (Material Safety Data Sheets) in each area.

### **II. HAZARDOUS MATERIALS IN THE BUILDING**

- A. Safety training will be provided by the County for the appropriate employees.
- B. Qualifying departments are responsible for maintaining a departmental MSDS manual and assuring each employee knows its location.

### **III. HAZARDOUS MATERIALS ACCIDENTS**

- A. 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 may have different characteristics, reactions, levels of toxicity and other effects on human health. Hazardous materials accidents could occur in these areas:
  - A. Industrial Plants
  - B. Webster County Facilities
  - C. Transportation (railroad and highway accidents are of concern in Webster County)
  - D. Ruptured Pipelines

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

#### **B. ACTIONS / PROCEDURES**

1. Evacuate the area immediately! All personnel will cooperate with management and evacuate the building or area as soon as possible.
2. Observe wind direction and evacuate crosswind or upwind to the assembly site or alternate site.
3. **DO NOT** turn any electrical switches **ON** or **OFF**. Eliminate all open flames.
4. Call **9+911** and Emergency Manager to report the accident.
5. **DO NOT** rescue persons overcome by fumes, unless you have proper respiratory protection.
6. If contact has been made with hazardous chemicals, flush skin with water, unless otherwise advised by warning labels, if available. Consult a physician as soon as possible.
7. Re-entry into the area should not be attempted until the authorities have advised that it is safe to do so.

# FIRE

## I. INTRODUCTION

A fire in the workplace can happen at anytime and can be in conjunction with another emergency (i.e. Thunderstorms). Once detected, a quick reaction and remaining calm will make all the difference. Due to nature of work, the following departments have site specific fire plans: Courthouse; Health; Sheriff's Office/Jail; and Social Services.

## II. ACTIONS / PROCEDURES

The person(s) discovering the fire will:

1. Evacuate the area of the fire. **DO NOT** use elevators.
2. Activate the fire alarm.
3. Call **9+911** to report the fire location.
4. If the fire is small, only trained personnel may attempt to put it out using the fire extinguisher located in the building.
5. Close doors and windows to confine the fire.
6. If smoke is present, keep low to the floor while exiting the building.
7. Prior to opening a door to a room where fire is suspected, you can place the back of your hand against the door to check for heat. If door is hot, **DO NOT** open.
8. 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 / DEPARTMENT MANAGER

1. Determine the evacuation status of the threatened area. **DO NOT** allow re-entry.
2. Responsible for evacuation of any visitors in their department/building.
3. Notify Buildings and Grounds Department as soon as possible after evacuation.
4. If toxic or hazardous materials are involved in the fire, cease all firefighting and security activity and evacuate immediately.
5. Prevent return of personnel to affected area until re-entry is authorized by the fire department.
6. Designate personnel to go the nearest main intersection(s) to direct fire department vehicles to the scene.
7. Ensure that access routes are kept open for fire department personnel and equipment.
8. Upon arrival of fire department, establish contact with senior fire department officials and coordinate subsequent activities with them.
9. Designate appropriate personnel to monitor staff and visitor accountability. Senior Department Manager or Assigned Designee must notify fire department of any staff members or visitors that are unaccounted for.
10. Designate teams of personnel to secure valuable or irreplaceable items and information, if feasible.

# BOMB THREAT

## I. INTRODUCTION

A bomb threat may be received by various means, but usually by phone. If a bomb threat is received, proceed as follows. ALL BOMB THREATS MUST BE TREATED SERIOUSLY.

## II. ACTIONS / PROCEDURES

- A. The person receiving the call should remain calm and attempt to obtain as much information as possible from the caller, record that information (exact words, if possible) and other data about the call. Document statements made by caller, including any unusual remarks-

**\*\*There should be no use of any electronic devices, such as cell phones, wireless computers, or two-way radios, during a bomb threat.\*\***

### B. PROCEDURES

1. Call 9+911 and report bomb threat.
2. Notify Supervisor and Building/Department Manager.
3. Contact Emergency Manager.

## III. BUILDING / DEPARTMENT MANAGER

### A. EVACUATION PROCEDURE

1. Evacuate the building if recommended by public safety officials, and on the basis of planned detonation time and time required for evacuation of all occupants.
2. Occupants from a building should be a minimum of 300 feet from the suspect building.
3. Check to ensure all personnel are evacuating building.
4. Ensure valuable items and/or toxic materials are secured.
5. Ensure windows and doors are left open to minimize blast damage.
6. Look around the area for any suspicious object(s). If suspicious object(s) exists, **DO NOT** attempt to move or touch object(s).
7. Ensure all personnel are assembling at the pre-designated area and all are accounted for. If anyone is missing, advise law enforcement.
8. Advise law enforcement personnel of volunteers available to assist in search for missing persons.
9. Ensure personnel have returned to the building only after it is declared safe by the control group.

**NOTE: Packages that are suspicious in nature should NOT be opened. If you receive a package through the mail, you do not know who sent it or it has no return address, DO NOT open it. Report it to your supervisor.**

# WINTER STORM

## I. INTRODUCTION

Winter storms vary widely in intensity, from brief snow flurries to blizzards. Severe winter storms are usually forecast far enough in advance to allow for preparation. In most instances, the National Weather Service will broadcast one of the following warnings. You should be aware of the meaning of each weather warning and be prepared to take the appropriate actions.

- A. Winter Storm Warning - means high winds, low temperatures, snow and/or sleet may occur in a matter of hours or are occurring at the time.
- B. Ice Storm Warning - means freezing rain or drizzle is expected or is occurring, with an expected accumulation of a significant thickness of ice on roads, wires, trees and other exposed surfaces.
- C. Heavy Snow Warning - means snowfall of at least 4 inches in a 12-hour period, or 6 inches in a 24-hour period, is expected.
- D. Blizzard Warning - indicates heavy falling snow and/or blowing snow and winds of at least 35 miles per hour are expected to last for several hours.
- E. Severe Blizzard Warning - is issued when heavy snow, winds of at least 45 miles per hour, and temperatures of 10 degrees Fahrenheit or lower, are expected to last for several hours.
- F. Travelers Advisories - are issued when ice and/or snow accumulations may hamper travel, but not seriously enough to require warnings.

**The Webster County Board of Supervisors will determine all cancellations of county work schedules or delays in work schedules. See Appendix H – Webster County Policy for Inclement Weather.**

## II. ACTIONS / PROCEDURES

### A. Winter Storm **Watch**

The following precautions should be taken:

- 1. Review policies and procedures for closing or reducing operations as well as the necessity for designated personnel to assist in protecting facilities and equipment.
- 2. Check need and availability of emergency supplies such as flashlights and battery powered radios and batteries, first aid supplies and food for employees who may be stranded, etc.
- 3. Ensure emergency heating equipment is operable and equipment and vehicle fuel supplies are adequate.
- 4. Advise employees to be prepared for several days of isolation at home.
- 5. Ensure adequate food supplies are available at home. Check on neighbors who are unable to drive.

### B. Winter Storm **Warning**

When any type of winter storm warning is issued, the following actions should be taken:

- 1. Implement policies for release of employees and curtailment of operations, if approved by the Board of Supervisors.
- 2. If at night or on weekend, issue announcements through news media, as approved by the Board of Supervisors.

3. Continue to monitor weather conditions and forecasts, and keep employees advised on status of operations plans.
4. Cease all business travel except in emergencies.

## **SEVERE THUNDERSTORMS & TORNADOS**

### **I. INTRODUCTION**

Thunderstorms can occur at any time of the year in Webster 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 rain.

A tornado is a possibility whenever a severe thunderstorm occurs. Tornadoes may strike with little or no warning, leaving a path of almost total destruction from 100 yards to one mile wide and 5 to 50 or more miles long. A tornado may move along its damage path at a speed of 30 to 75 miles per hour.

- A. A severe thunderstorm "watch" or a tornado "watch" means atmospheric conditions are favorable for the formation of one or more severe thunderstorms or tornadoes.
- B. A severe thunderstorm "warning" or a tornado "warning" means a severe thunderstorm or a tornado has actually been sighted or indicated by weather radar.
- B. When a thunderstorm occurs, don't panic. Although lightning kills more people each year than any other weather hazard, your chances of being hit by lightning are approximately one in a million. To minimize your chance of being struck by lightning, stay indoors during the storm.

### **II. ACTIONS / PROCEDURES**

- A. If you are outside, get into a building or vehicle as soon as possible.
- B. If in an open area, head for low ground or crouch down, but avoid narrow valleys or ravines, which may be channels for flash floods. If you feel your hair stand on end, drop to your knees where you are and bend forward immediately, putting your hands on your knees. **DO NOT** lie flat on the ground as this will maximize your contact with the current-flow area.
- C. Avoid tall trees, poles, hills, overhead wires, clotheslines, metal pipes and other objects and water. The worse place to be during a thunderstorm is under a tall tree on a hilltop.
- D. **DO NOT** use the telephone except in an emergency.

### **III. SPECIFIC LEVELS OF ACTIONS / PROCEDURES**

- A. Severe Thunderstorm **Watch**
  1. Monitor radio, television or National Weather Service for updates.
  2. Advise all personnel of the weather conditions.
  3. Modify outdoor activities to ensure that relatively quick access to shelter is available.

4. Monitor sky conditions. If you see a revolving funnel-shaped cloud, seek shelter immediately. If possible, call 911 immediately and report it.
5. Frequently save your work on computers. Sudden power disruptions may cause your computer to lose important data and information.

**B. Severe Thunderstorm Warning**

1. Advise all personnel of the weather condition.
2. Monitor radio, television or National Weather Service for updates.
3. Terminate routine outdoor activities; seek shelter.
4. Tie down or otherwise secure outdoor objects that could blow away and cause damage or injury.
5. Monitor sky conditions. If you see a revolving funnel-shaped cloud, seek shelter immediately. If possible, call 911 immediately and report it.

**C. Tornado Watch**

When issued, in addition to the actions to be taken under a Severe Thunderstorm Watch, you should:

1. Cease any outdoor activities that would unduly delay the seeking of shelter.
2. Monitor sky conditions. If you see a revolving funnel-shaped cloud, seek shelter immediately. If possible, call 911 immediately and report it.
3. Monitor radio, television or the National Weather Service continuously.

**D. Tornado Warning**

When issued, or if you sight a tornado without any warning, you should take the following actions.

1. Move all personnel to best available tornado shelter.
2. Move to the center of a basement or lowest level of well-constructed building, interior hallway, closet or bathroom, away from windows, doors and outside walls.
3. Monitor radio, television or the National Weather Service continuously.
4. Turn all utilities **OFF** to minimize the possibility of fire.
5. Monitor sky conditions continuously. If you see a revolving funnel-shaped cloud, seek shelter immediately. If possible, call 911 immediately and report it.
6. Evacuate all automobiles, mobile homes or buildings with wide span roof, if time permits.
7. Get out and seek other shelter immediately.
8. Get under sturdy furniture or stairs.
9. If outside, move at right angles to the tornado's path.
10. If you can't escape the tornado, lie flat on the ground, preferably in a low spot that is not flooded or subject to flash flooding. Protect your head from flying debris.

#### **IV. TORNADO / SEVERE THUNDERSTORM RECOVERY**

- A. Check for injuries and provide first aid.
- B. Check facility for damages.
- C. Report any utility outages or other damage to Department Manager.
- D. Stay away from disaster areas, except to assist in rescue and recovery efforts.

# **APPENDICES**

*APPENDIX A – Safety Training Worksheet*

*APPENDIX B – Safety Rules & Emergency Operations Procedure*

*APPENDIX C – Employee Notice of On-the-Job Injury*

*APPENDIX D – Supervisors Accident Investigation Report*

*APPENDIX E - Non-employee Injury/Accident Report Form*

*APPENDIX F – Hepatitis B Vaccination Form*

*APPENDIX G – Exposure Incident Reporting Form*

*APPENDIX H – Inclement Weather Policy*



***APPENDIX B***  
**Safety Rules**  
**and**  
**Emergency Operation Procedures**

**Emergency Operation Procedures**

In the event of an emergency, steps shall be taken immediately to protect life and property. The telephone numbers shall be posted in the shop and office for the following:

**EMERGENCY: 911**

**SHERIFF: 911**

**FIRE DEPARTMENT: 911 or (515) 573-2871**

**HOSPITAL: (515) 573-3101**

**SHERIFF / NON-EMERGENCY: (515) 573-1410**

**POISON CONTROL CENTER: 1-800-222-1222**

**HAZ-MAT: 1-800-424-8802**

**General Procedures**

- 1) All employees shall be provided with a shop orientation to learn the location of the following:
  - Telephone and phone book in case of emergency
  - Emergency phone numbers posted by each phone
  - First aid kit locations
  - Fire extinguisher locations
  - Safety equipment locations
  
- 2) ALL EMPLOYEES WILL BE PROVIDED SAFETY EQUIPMENT AT ALL JOBS
  
- 3) Use of shop tools or equipment
  - Goggles or safety glasses shall be worn when operating all power equipment and power tools.
  - Safety devices, such as shields and guards, shall be in place at all times when using and operating power tools and equipment.
  - Safety blocks shall be used when machinery or vehicles are raised by jacks or other mechanical means and work is being performed under such equipment or vehicles.
  - Defective / damaged equipment shall be reported to the supervisor.

### Storage of tools

- All tools with sharp surfaces will be stored away safely.
- All shop tools shall be cleaned and returned to their proper storage area after use.
- Good housekeeping rules apply at all times.

### 5) Hazardous Materials

- All hazardous materials, such as used oil, used antifreeze, old paints, etc, shall be disposed of properly and not placed into regular garbage dispensers.
- Oily rags or paint rags shall be placed in a combustible proof container.
- Gasoline or diesel fuel shall be placed in properly marked containers approved for such use by the federal government.

### 6) Mowing Equipment

- Every precaution shall be taken when using mowing equipment near people.
- All safety switches, shields and guards shall be in place and operating properly when mowing equipment is in use.
- Mowing equipment shall be shut down and engine off when servicing or refueling.

### 7) Operation of Tractors and Vehicles

- While operating tractors on steep banks or in/or near road ditches and/or around and under trees, use slow speed and extreme caution.
- Use extreme caution when operating tractors with mower equipment around or near the public.
- All safety shields and guards shall be in place when operating tractors.
- All tractors and vehicles will be parked and engine turned off when refueling.
- Smoking will not be permitted when operating tractors or vehicles.
- All local, state, and federal laws will be followed when operating tractors or vehicles on any public roads or highways.

### 8) Felling and working trees

- Two or more persons shall be present at all times while working at felling or sawing up trees. All safety rules apply when using power chain saws or hand tools on trees.
- Chainsaws will be operated only when all kickback and shields are in place.
- Safety chaps, eye protection, and helmets shall be worn at all times when operating chainsaws.

**APPENDIX C**  
**EMPLOYEE NOTICE OF ON-THE-JOB INJURY**

Please note: It is the responsibility of the employee to complete, sign, and forward this form to the immediate Supervisor or Department Manager.

Name:

\_\_\_\_\_

Date of Injury: \_\_\_\_\_ Time: \_\_\_\_\_

Name of Supervisor/Department Manager Notified of Injury:

\_\_\_\_\_

Witnesses (Names, addresses, telephone numbers)?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List all injuries with specific body parts involved (i.e. twisted left ankle)

\_\_\_\_\_

In your own words please describe what happened, location of accident/incident, what injuries you may have incurred, what you feel may have contributed to or caused the injury, and whether medical attention is needed (continue on back if additional space is needed):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is the injury(s) listed above all that is relevant to this claim? \_\_\_\_\_

Employee Signature: \_\_\_\_\_

***APPENDIX D***  
**SUPERVISOR'S ACCIDENT INVESTIGATION REPORT**

I. Background Information:

A. Where and when did the accident occur?

---

B. Who and what were involved?

---

C. Other witnesses?

---

II. Account of the Accident:

A. Sequence of events –

---

B. Extent of damage –

---

C. Accident type (Hazardous materials, auto, etc.) -

---

III. Analysis of the Accident:

A. Direct causes (energy sources, hazardous materials, etc.):

---

B. Indirect causes (unsafe acts and conditions):

---

C. Basic causes (management policies, personal or environmental factors):

---

IV. Recommendations to remedy or prevent a recurrence:

---

Investigator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Review by Safety Committee:

---

*APPENDIX E*

**ACCIDENT or INCIDENT INVESTIGATION FORM**

PERSON(S) PROVIDING INFORMATION: \_\_\_\_\_

PERSON(S) INVOLVED IN THE ACCIDENT or INCIDENT: \_\_\_\_\_

\_\_\_\_\_

LOCATION: \_\_\_\_\_

DATE: \_\_\_\_\_ DAY OF WEEK \_\_\_\_\_ TIME: \_\_\_\_\_ am/pm

WEATHER CONDITIONS: \_\_\_\_\_

DESCRIPTION OF ACCIDENT or INCIDENT: \_\_\_\_\_

\_\_\_\_\_

DESCRIPTION OF INJURY AND/OR MATERIAL DAMAGE: \_\_\_\_\_

\_\_\_\_\_

LIST ALL CAUSES (PRIMARY AND SECONDARY CAUSES) OF THE ACCIDENT or INCIDENT: \_\_\_\_\_

ACTION TAKEN: \_\_\_\_\_

\_\_\_\_\_

INVESTIGATED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

REVIEWED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

FOLLOW-UP BY: \_\_\_\_\_ DATE: \_\_\_\_\_

*APPENDIX F*

# WEBSTER COUNTY

## BLOODBORNE PATHOGENS

### *HEPATITIS B VACCINE DECLINATION FORM*

I \_\_\_\_\_ understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me.

Date Signed: \_\_\_\_\_.

Witnessed By: \_\_\_\_\_.

*APPENDIX G*

# WEBSTER COUNTY

## BLOODBORNE PATHOGENS

### *EXPOSURE INCIDENT REPORTING FORM*

EMPLOYEE NAME: \_\_\_\_\_ INCIDENT DATE: \_\_\_\_\_

LOCATION OF INCIDENT: \_\_\_\_\_

ROUTE OF EXPOSURE: \_\_\_\_\_

HOW DID IT OCCUR: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SOURCE OF CONTAMINANT: \_\_\_\_\_

\_\_\_\_\_

EMPLOYEE SENT TO DOCTOR: ( ) YES ( ) NO

PERSONAL PROTECTIVE EQUIPMENT USED: \_\_\_\_\_

\_\_\_\_\_

SUPERVISOR: \_\_\_\_\_ DATE: \_\_\_\_\_

## ***APPENDIX H***

### **Webster County's Policy for Inclement Weather**

Webster County serves the citizens of the county. The Webster County offices will always remain open. However, in case of a severe snowstorm (blizzard conditions as determined by the National Weather Service) the following policy will be in effect:

1. If an employee is unable to get to work, he/she will be allowed to charge such an absence to vacation, compensatory time, or personal time provided he/she has the time accumulated. If no paid time is available, the employee may choose to take the time off without pay.
1. In the event a severe storm should occur the day before or on the day after one of the observed holidays, holiday pay would be paid to all eligible employees whether or not they worked the day before or the day after the holiday.
1. An employee may request to leave work early because of blizzard conditions. If the request is approved, the employee may use accumulated comp time, vacation, personal time. If no paid time is available, the employee may choose to take the time off without pay.
1. Benefit accumulation and eligibility will not be affected if an employee chooses to take the time off without pay.
1. Employees in departments that serve the public during severe weather (including departments that provide snow removal, resident care, and law enforcement services) are expected to report to work during severe weather conditions.
1. In extreme circumstances, the Board of Supervisors may determine that it is necessary to close the courthouse or other county offices/facilities. In this case the employee will be paid. If possible, weather related announcements will be made by the Board of Supervisors over radio station KWMT and KVFD so citizens and employees can be notified. Employees who must work (in the critical areas noted in 5 above) will be paid at one and one half of their normal rate for the hours the courthouse is closed.

Webster County Board of Supervisors:

S/Jill Kirkberg, Chairman

S/Floyd Magnusson

S/Dennis O'Farrell

S/Eddie Peterson

S/ Phil Condon