

Clark County Occupational Health & Safety
Work Crew/Temporary Employee
Safety Orientation
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Purpose

This booklet will help familiarize you with the work safety requirements established by Clark County. As a temporary employee your personal safety is of paramount importance.

You are required to review this booklet and sign the enclosed statement of understanding for your supervisor. By signing the statement you are acknowledging that you understand the material and have no questions. However, if you are uncertain about anything in this booklet be sure to discuss it with your supervisor before you start work.

The following items will be reviewed:

- Responsibilities
- Adherence to Safety Regulations
- Reporting Injuries
- First Aid Kits and First Aid Trained Personnel
- Fire Extinguishers
- Personal Protective Equipment—Reflective Vests
- Vehicle Operation, CDL's and Seatbelts
- Forklifts and Scissor Lifts
- Material Safety Data Sheets
- Working on or by Roadways and Traffic Areas
- Discovery of Hazardous Materials or Substances
- Back Safety – Proper Lifting Techniques
- General Safety Considerations
- Trash Compactor
- Refuse Collection and Restrooms (Bodily Fluids)

- Dehydration
- General Safety Considerations
- Working Safely Around Livestock

Responsibilities

You are responsible for your safety, the safety of co-workers and fairground guests. This means you must:

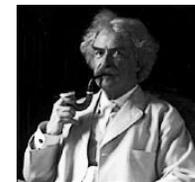
- Abide by all safety regulations – Do not risk your safety
- Use all tools safely – If you are uncertain how to use a tool ask your supervisor
- Use personal protective equipment when required
- No horseplay
- Report all injuries
- Report unsafe working conditions
- Never use defective or broken equipment

Adherence to Safety Regulations

Adherence to safety regulations is of paramount importance. Failure to abide by or follow safety regulations will result in disciplinary action as determined by your supervisor.

Reporting Injuries

Please report all injuries to your supervisor.



“It is better to be careful 100 times than to be killed once!” - Mark Twain

First Aid Kits and First Aid Trained Personnel

- All Facility Management personnel are first aid trained.
- During the fair, local fire departments staff a fire station just west of the Exhibition Center on the Midway.
- Check with your supervisor for the location of First Aid kits.
- You are not to administer First Aid to fellow employees or guests unless trained and your certification is current.

Fire Extinguishers

All county vehicles should be equipped with fire extinguishers. Check to see where fire extinguishers are located in vehicles and buildings you are working in.

You are not required to use a fire extinguisher as part of your job. However, should you decide to use an extinguisher following these operation steps.

It's easy to remember how to use a fire extinguisher if you can remember the acronym **PASS**, which stands for **P**ull, **A**im, **S**queeze, and **S**weep.

1. Pull the pin.

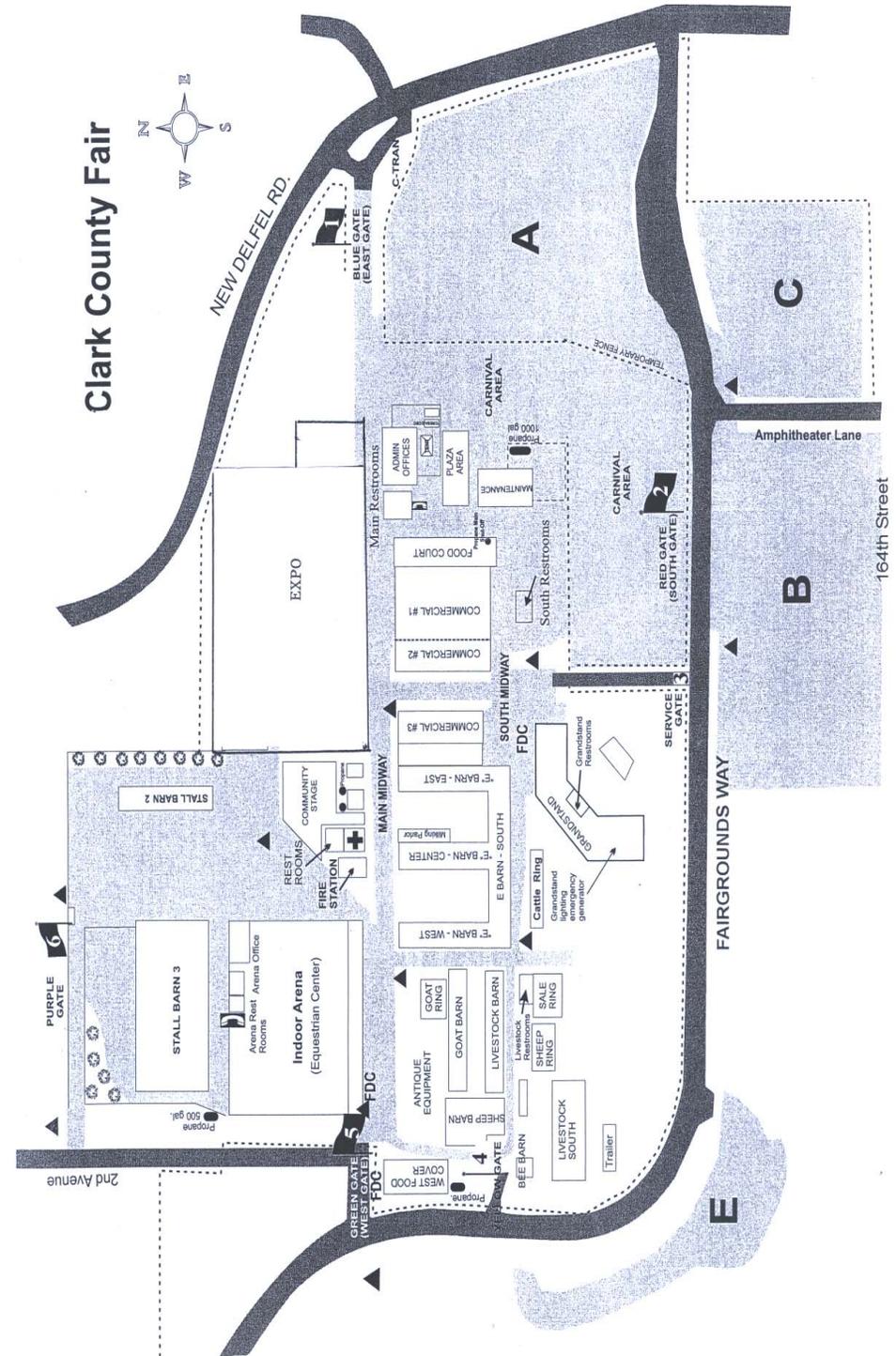
This will allow you to discharge the extinguisher.

2. Aim at the base of the fire.

If you aim at the flames (which is frequently the temptation), the extinguishing agent will fly right through and do no good. You want to hit the fuel. Aim at the base of the flame.

3. Squeeze the top handle or lever.

This depresses a button that releases the pressurized extinguishing agent in the extinguisher.



should be provided to allow handlers to get away from animals in an emergency. If bulls are kept for breeding, serious accidents can be avoided by having sufficient bull-confinement and restraint facilities. Properly designed treatment stalls and appropriate animal-restraint equipment and facilities can reduce accidents or injuries during animal examination, medication, hoof trimming, de-horning and artificial insemination. The risk of child or livestock drownings can be reduced by fencing lagoons and ponds.

To reduce exposure to a livestock accident or illness:

- Understand animal behavior.
- Provide proper and safe facilities.
- Protect against zoonotic diseases.
- Wear personal protective equipment.

SUMMARY

Most animal-related accidents are the result of "people problems." Poor judgment and lack of understanding are major causes of accidents involving animals. Plan ahead to allow plenty of time to move animals, so there is no need to hurry. Do not try to manhandle animals when you are angry. Some handlers may exhibit a feeling of superiority over animals, which is foolish when one considers the size of some farm animals.

Other common problems should also be avoided, such as horseplay (people play), improper lifting of young animals, prodding an animal that has no place to go, tying a person to an animal, attempting a task without enough help, not providing proper and safe facilities, and not wearing personal protective equipment. What can farmers do to increase their level of safety when handling animals? Although there is certainly no magical formula, common sense is a key ingredient.

4. Sweep from side to side ...

... until the fire is completely out. Start using the extinguisher from a safe distance away, then move forward. Once the fire is out, keep an eye on the area in case it reignites.

Personal Protective Equipment

Personal protective equipment, or PPE, is an item or items used to protect the eyes, face, head, body, arms, hands and feet such as goggles, helmets, reflective vests, safety shoes, protective shields, etc. During your work you may need to use personal protective equipment. This is part of your safety responsibilities.

Your supervisor will show you how to wear and care for personal protective equipment. If you are uncertain how to use PPE tell your supervisor. Also, do not wear PPE if it is broken or defective.

The following chart lists the type of personal protective equipment or PPE that should be worn when using certain

Barn and Stall Cleaning	Utility gloves, reflective vests, and dust, fume mist respirators if needed.
(Always be careful when using pitch forks. Know where other people are before you swing a pitch fork.)	
Garbage Collection	Nitrile gloves, goggles. For restroom collection dust, fume mist respirators are also recommended.
Trash Compactor	Utility gloves, goggles, hard hat.
Material Handling/Stage Crew	Utility gloves, hard hats during installation of lighting and sound equipment

Parking Lot/Traffic Control and Roadway Work	Reflective vests, hard hat/soft cap.
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Reflective Vests - High-visibility Garments

During daylight hours, when employees' duties are performed in close proximity to moving vehicles, employers must make sure that employees wear a high-visibility safety vest, shirt, or jacket that is fluorescent yellow-green, fluorescent orange-red, or fluorescent red in color. This garment must always be worn as an outer garment.

Definition:

For the purpose of this rule, **hours of darkness** means from one-half hour before sunset to one-half hour after sunrise.

During hours of darkness, when employees' duties are performed in close proximity to moving vehicles, the employer must make sure that employees wear, at a minimum, a high-visibility safety vest, shirt, or jacket:

- Designed according to ANSI/ISEA 107-1999 Class 2 specifications;
- Worn as an outer garment;
- and**
- Worn to provide 360 degrees of visibility around the employee.

Note: A high-visibility garment meets Class 2 specifications if the garment:

- Has an ANSI "Class 2" label;
- or**
- Has at least 775 square inches of background material and 201 square inches of retroreflective material that encircles the torso and is placed to provide 360 degrees of visibility around the employee.

shoes or boots, shin guards and a hard hat, depending on the activity and type of livestock being handled.

Handlers should also be concerned with zoonotic diseases, which are illnesses that can be transmitted between humans and animals. Leptospirosis, rabies, brucellosis, salmonellosis and ringworm are especially important. A livestock producer can contract zoonotic illnesses by being bitten by the animal, handling an infected animal or disposing of infected tissues. To reduce exposure to disease, use basic hygiene and sanitation practices, which include prompt treating or disposal of infected animals, adequate disposal of infected tissues, proper cleaning of contaminated sites, and proper use of personal protective equipment.

Facilities can play a major role in preventing accidents. Good facilities provide a means of controlling animals while allowing easy access for routine chores : all in a safe environment. To help prevent accidents, keep walk and work surfaces properly lighted and clear of debris and obstructions. To reduce the risk of falls, provide slip-resistant footing for workers and livestock with roughened concrete ramp and floor surfaces.

To avoid exposure to electric shocks:

- Use a ground fault circuit interrupter with water heaters, power tools and other equipment.
- Use moisture-proof fuse boxes, switches and electrical outlets in wet or damp areas.
- Never use homemade electric fence controllers. Use only those approved by a recognized testing agency such as Underwriter Laboratory.

Electric shocks are always a risk when working in wet or damp areas of barns or milking parlors. Use splash guards in elevated milking parlors. Because leptospira organisms can enter the body through eyes and open wounds, use eye protection and gloves if splash guards are unavailable. All pens, chutes, gates, fences and loading ramps should be strong and work properly. Man-passes

when animals are moved away from feed, separated from the herd or approached by an unfamiliar person.

Animals are extremely sensitive to noise and are easily frightened or spooked. In their attempts to move away from the direction or source of the noise, they may crash into or through objects, including people, because of their colorblindness and poor depth perception. Be cautious around animals that are blind or deaf on one side. They favor that side and can suddenly swing around to investigate disturbances. If standing too close, a person could easily be knocked down and trampled.

Young farm animals can form relationships simultaneously with other animals and with human handlers. Animals respond to the way they are treated and draw upon past experiences when reacting to a situation. For example, a newborn raised on a bottle or bucket may develop a very strong affection for the person feeding it and feel comfortable around people. However, animals that are chased, slapped, kicked, hit or frightened when young will naturally fear being approached.

Animals are often said to be "stubborn" because they balk or refuse to enter an area. Once this has happened, the animal is likely to refuse the next several times as well and may become a little more excited and dangerous with each refusal. It is important to take the time to prepare for moving animals. Many farmers are tempted to move animals without the necessary planning and often end up in a battle with the animal that could lead to an injury. In addition to unique vision characteristics, sensitivity to noise and a strong territorial instinct, animals have physical and mental sensations similar to those of humans that can cause them to react fiercely to handlers. Animals experience hunger, thirst, fear, sickness, injury and strong maternal instincts. They also develop individual behavior patterns such as kicking or biting. The handler should be aware of these behaviors and take necessary precautions. Safety precautions include using personal protective equipment such as safety glasses, gloves, long trousers, steel-toed

Vehicle Operation, CDL's and Seatbelts

- All traffic laws will be followed anytime a motor vehicle is operated.
- Seat belts will be worn at all times a vehicle is in operation.
- Vehicles operated on the Midway or any area where there are pedestrians will be driven with utmost care and caution.
- Passengers will not be allowed on any vehicle except on vehicles purposely designated for the transportation of guests.
- Maximum vehicle speed within the Fairgrounds complex is 10 MPH.
- Four-way flashers will be activated any time a vehicle is operated on the Fairgrounds complex.
- A spotter will be used anytime a vehicle is backing up. The spotter must have clear view of the driver at all times.
- Only employees with a current commercial driver's license and medical card will be allowed to operate vehicles where a CDL is required.
- Only employees who have received training in the operation of heavy equipment (Bobcats, tractors, front end loaders, etc) will be allowed to operate these vehicles.
- Seatbelts shall be used pursuant to Washington law.

Forklifts and Scissor Lifts

- Forklifts may only be operated by employees who have a current forklift operators card and are familiar with the type of forklift to be operated.
- Employees must receive training in the operation of scissor lifts prior to use.

Material Safety Data Sheets (MSDS)

All employees must know where and how to access the MSDS file for the Fairgrounds. Do not use any chemical that you are unfamiliar with and have not reviewed the MSDS

The MSDS sheets provide vital information regarding:

- Health hazards,
- First aid procedures in the event of an exposure,
- Type of personal protective equipment to be worn prior to using or being in contact with certain chemicals or substances.

Working on Roadways and Parking Lots

- Review safety procedures with supervisor or crew chief.
- Always wear a hard hat and reflective vest on public roadway and reflective vests in parking lot.
- Be aware of traffic flow (Blind corners, shoulders).
- Be aware of the location of the roadway.
- Watch for slippery or uneven street or ground surfaces.
- Be careful climbing roadside embankments. Watch for holes, thick brush, uneven surfaces.
- Absolutely no horseplay or clowning around.
- Be very careful working during bad weather conditions.

Cattle, horses and mules have a panoramic field of vision, which means they can see everything around them except what is immediately behind their hindquarters (see Figure 1). Therefore, approaching from the side or front can be less startling to these animals than approaching from behind.

Horses and mules commonly kick toward their hindquarters, while cows kick forward and out to the side (see Figure 2). Cows also have a tendency to kick toward a side with pain from inflammation or injuries. For example, if a dairy cow is suffering from mastitis in one quarter, consider approaching her from the side of the non-affected udder.

Livestock with young exhibit a maternal instinct. They are usually more defensive and difficult to handle. When possible, let the young stay as close to the adult as possible when handling.



Most animals have a strong territorial instinct and develop a sense of "homeland" in their pens, corrals and pastures. They develop a very distinctive, comfortable attachment to these areas. An example of the homeland instinct is the well-worn paths created in most pastures and between pastures and buildings, water troughs and feed bunks. Forcible removal from a homeland area can cause animals to react unexpectedly.

Considering these animal traits, it is easy to understand why animals often hesitate when going through unfamiliar gates, barn doors, and handling and loading chutes. In addition, shadows, yelling and rapid changes in lighting can further excite animals and make their behavior unpredictable. Similar problems occur

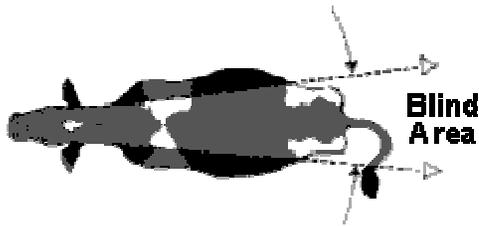
Working Safety Around Livestock

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Many farmers have never stopped to consider why animals behave as they do and, more importantly, what this behavior may mean to their personal safety. Animal-handling practices are often inherited from watching others and from our own experiences growing up on the farm. Too often, this results in unsafe animal handling and restraint practices.

Although most animal accidents are not fatal, many men, women and children are needlessly injured each year because of a lack of safety awareness. Broken bones, crushed and mashed limbs, missed days of work and unnecessary medical expenses are some of the results of animal-related accidents. Individuals may work carefully around animals most of the time, but then are injured in an animal accident because of pre-occupation, haste, impatience or anger. It is during these moments that a livestock handler really needs to understand animal behavior.



Beef, swine and dairy cattle are generally colorblind and have poor depth perception. This results in an extreme sensitivity to contrasts, which may cause an animal to balk at shadows or rapid changes from light to dark. Sheep are also considered colorblind, but do have good depth perception. Instead, sheep have difficulty picking out small details, such as the open space created by a partially opened gate.

Discovery of Hazardous Materials or Substances

You may come in contact with suspicious materials or hazardous substances that have been discarded along the roadway or in other locations. For example, often illicit drug manufacturers may discard chemicals, containers, by-products and lab materials. Never touch or move an item unless you know what it is. If you are ever in doubt don't touch it. Contact your supervisor. Advise fellow workers to stay away.

Do not handle or remove any discarded needles. Keep pedestrians away from the needle and contact your supervisor. Regular Facilities Management staff will recover and discard needles located on the Fairgrounds complex.

Back Safety – Proper Lifting Techniques

1. Take a balanced stance with your feet about a shoulder-width apart. One foot can be behind the object and the other next to it.
2. Squat down to lift the object, but keep your heels off the floor. Get as close to the object as you can.
3. Use your palms (not just your fingers) to get a secure grip on the load.
4. Make sure you'll be able to maintain a hold on the object without switching your grip later.
5. Lift gradually (without jerking) using your leg, abdominal and buttock muscles and keeping the load as close to you as possible. Keep your chin tucked in so as to keep a relatively straight back and neck line.
6. Once you're standing, change directions by pointing your feet in the direction you want to go.

Trash Compactor

1. See Personal Protective Equipment section for items to be worn during operation of trash compactor.
2. Operation authority—and have received training in the operation of the trash compactor will be allowed to use this machine.
 - Only personnel who are at least 18 years of age may operate the compactor.
 - Operators must receive training prior to operating the trash compactor.

Refuse Collection and Restroom Maintenance

1. See Personal Protective Equipment section for items to be worn during garbage collection.
2. Never use your hands or feet to crush or compress garbage in any bag.
3. Do not allow garbage bags to bounce against or contact your body. Hold bags away from your body.
4. Wash your hands when garbage collection job is complete.

Bodily Fluid Clean-Up

1. Do not clean areas contaminated with known or suspected bodily fluids unless you have received Blood borne Pathogens Training, are familiar with proper decontamination techniques and have been offered the Hepatitis B Vaccination series.
2. Keep pedestrians away from an area contaminated with bodily fluids
3. Contact your supervisor if an area needs to be cleaned of bodily fluids.

Dehydration

Working during the Fair in August can be hot work. Always keep your body hydrated.

- Drink plenty of water (not pop—High sodium content)
- Wear ball caps to shield yourself from the sun.
- If needed, wear sun screen on exposed body areas.

General Safety Considerations

- Always be aware of uneven or slippery work surfaces.
- Be aware of slip, trip and fall hazards. Take a moment to examine the area you are to work in before entering.
- Never use a tool for a function it was not designed for.
- Always wear your reflective vest
- Wear hard hat when required
- Do not wear loose or torn clothing. Ensure your clothing does not become entangled with any moving part of machinery, vehicles or tools.
- Do not use ladders until you receive proper instruction.

