

BONNEVILLE COUNTY EMPLOYEES' SAFETY POLICY STATEMENT

The policy of Bonneville County is to protect the safety and health of our employees. Since personal injuries and property loss through accidents are needless, costly, and preventable, our goal is the elimination of all accidents and health hazards through establishing and following an aggressive safety and health program.

DEPARTMENT HEADS: Management's basic responsibility is the prevention of accidents. Department heads must therefore support all safety procedures, training, and hazard elimination practices. The incentive to make the program work in your department must come from you. Managers must keep fully informed on all health and safety issues within their departments, and consistently review the effectiveness of current safety and health programs. Only by doing this will management continue to have the total confidence of its employees in providing for their safety and health.

SUPERVISORS: Supervisors are directly responsible for instruction of all employees under their jurisdiction in proper procedures and safety methods to be used in performing work duties, for taking immediate corrective measures to eliminate hazardous conditions and practices, and for the prevention of all accidents; whether personal injury or property damage. The supervisor must, at all times, enforce the safety program. Supervisors will not permit safety to be sacrificed for any reason. If the job can't be done safely, don't do it until all safety issues have been resolved.

EMPLOYEES: Each employee, regardless of position, must cooperate in every respect with the safety program. Some of the major points of the program require that:

- All injuries and accidents must be reported immediately to your supervisor. Additionally, all "close-calls," as well as unsafe conditions or practices must be reported promptly.
- All employees, where required, must wear personal protection equipment.
- Machine guards will be used and maintained in good condition. Machine without adequate guards will not be used.
- Hazardous conditions and other safety concerns must be reported immediately to your supervisor.
- Personnel in the office or the shop will never perform unsafe tasks.

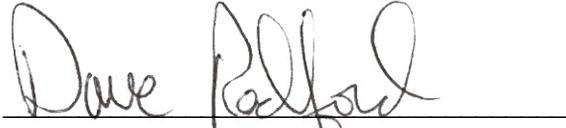
BONNEVILLE COUNTY SAFETY MANUAL

We are each responsible for our own safety, as well as the safety of fellow employees. Only by becoming aware of the hazards associated with the job and taking aggressive action to eliminate unsafe conditions can we achieve the safe working conditions all our employees deserve.

Signed this 27th day of October, 2005



Roger S. Christensen, Chairman
Bonneville County Board of Commissioners



Dave Radford, Member
Bonneville County Board of Commissioners



Lee Staker, Member
Bonneville County Board of Commissioners

Bonneville County Employees' Safety Coordinator

A **safety coordinator**, appointed by the commissioners, will under their direction, develop and administer an occupational safety program for county employees. The safety coordinator will function as the Chairmen of the Bonneville County Employees' Safety Committee and will:

- Coordinate inspections of county operations and provide necessary instructions and guidance to develop and update an effective occupational health and safety program.
- Maintain comprehensive records of accidents and related costs; perform statistical analysis to determine trends, problem areas, and overall safety performance; and maintain and evaluate all safety statistics.
- Ensure that commissioners and department heads are aware of the status of matters affecting the county safety program and the relative performance of departments and offices throughout the organization.
- Coordinate training of supervisors in safety supervision, as well as the safety training of all employees.
- Coordinate follow-up investigations of accidents and injuries to determine causes and develop preventive measures. This will only be necessary when department efforts have not been successful in accident prevention.

Bonneville County Employees' Safety Committee

The **Safety Committee** will be chaired by the safety coordinator and will be composed of a safety representative from each department. The Safety Committee will function as an advisory body to develop and recommend matters of policy and procedures affecting administration of the county safety program. The Committee will meet at a mutually convenient time, at the request of a member of the Committee, but not less frequently than once every two months. Minutes of committee meetings will be published no later than ten (10) working days after the meeting. They will be distributed to the safety coordinator, committee members, department heads, and the board of commissioners. The Committee will:

- Conduct a hazards analysis of all work activities - identifying all recognizable hazards and at-risk behavior that could result in accidents - and update the analysis, at least annually, and disseminate it to all departments.
- Publish a follow-up report to document how hazards and at-risk behavior have been or will be corrected, resolved, or removed.
- Review statistical data, records, and reports of safety matters to determine the effectiveness of accident prevention efforts and to develop recommendations for improvement.
- Review and analyze accident investigation reports for::

- Accuracy and completeness (recommending follow-up investigations if necessary).
- Provide recommendations for corrective action and provide continuity and consistency throughout the county safety program.
- Identify trends in accidents and near misses (events which create the likelihood of bodily injury, although no injury occurs).
- Review safety inspection reports, job safety analyses, supervisor's safety observation reports, and employees' suggestions for:
 - Proposed changes in work practices or procedures.
 - Changes in safety procedures.
 - Protective devices or equipment.
 - Training.
- Plan and administer a safety-training program.
- Plan and administer safety promotional activities.
- Develop practical safety inspection procedures and assist in conducting inspections when requested by the safety coordinator.
- Keep the department heads informed of the progress of each department's safety program and comparative safety records of work crews and other segments of the department.
- Assist in developing records and statistical data necessary to provide an accurate picture of department safety problems and successes.
- Assist departmental safety representatives, as requested, in their efforts to develop and implement departmental safety programs.
- Formulate and administer a safety suggestion program.
- Develop realistic measurable accident prevention goals and publish the results.
- Develop a Hazard Alerting procedure to expeditiously inform county employees of dangerous situations or safety issues that apply to the general employee population.

Departmental Safety Program

Department heads will coordinate the department's safety program and appoint department safety representative(s) to serve on the County Safety Committee. The departmental safety representative will be responsible to the head of the department for the operation of the safety program.

- **Departmental Safety Committee.** The formation and structure of the departmental safety committee will depend upon the needs of the individual departments and the desires of the department heads. A departmental safety committee can be an effective tool to assist the department head to analyze and solve the accident problems common to his/her department. The department head should be a member of the safety committee, along with the department safety representative, and other department supervisors and employees. Frequency of meetings will be determined by the department head. Such groups represent the knowledge and experience to deal with the specialized needs of individual departments. Departmental safety committee activities will be established by the department head.

- **Safety Meetings.** Safety meetings are an integral part of the safety program. Their function is to arouse and maintain interest in accident prevention, to develop positive attitudes towards safety, and most importantly, to educate employees to view safety as an essential part of job performance.
 - **Departmental safety meetings** should be chaired by the departmental safety representative. Minutes of the meetings will be sent to the safety coordinator.
 - **Attendance at safety meetings** will be mandatory for all employees unless specifically excused, on leave of absence, or performing duties that will not permit them to attend. Attendance rolls will be taken to indicate personnel present and absent at each meeting.

Responsibilities of Individuals

Department heads are charged with providing a work environment, work procedures, and services to employees and the public that promotes the safety of county employees and the general public. They will actively support efforts of the county safety program to integrate safety principles and accident prevention techniques in all work programs. They will:

- Develop, publish, and enforce reasonable and practical safety procedures pertinent to the activities conducted by the department.
- Adequately inform all employees about safety procedures placed in effect and provide each employee with a printed copy of all procedures that apply to their work situation.
- Establish and maintain job safety analyses, safety inspections, accident investigations, and pertinent safety performance records.
- Submit required accident and injury reports, using standard reporting procedures outlined in *“Investigation of Accidents.”* (See pages 7 - 9)
- Provide job training and continuing safety instruction to all employees under their jurisdiction.
- Work with their departmental safety representative and the safety coordinator to arrange and schedule training courses for employees and supervisors and ensure their availability for training.

Supervisors. The full potential of effective accident prevention can only be realized when supervisors cooperate, without reservation, in all phases of the program. Their close contact with the work environment and the people performing the work make them the most qualified to translate the principles of accident prevention into positive results. They must know the hazardous conditions associated with each job and sell employees on the wisdom of observing the safety procedures established for their work environment and of using the appropriate safety equipment. They must enforce safety procedures and rules that apply to the work they supervise. They will:

- Provide basic job training and safety instructions to all employees.
- Provide continuing safety instructions while issuing daily work assignments to focus attention upon potential hazards, changes in work conditions, or procedures.
- Actively support safety promotional measures.

- Continuously observe and evaluate work conditions and work procedures to detect and correct unsafe conditions and practices, as well as at-risk behavior
- Promptly investigate accidents and submit required forms.
- Encourage employees to report unsafe practices and conditions and to submit practical suggestions for correction of the situation.
- Participate in training courses designed to increase their professional knowledge of safety supervision principles and techniques.
- Establish and maintain high standards in housekeeping and personal and environmental sanitation in work activities.
- Ensure that tools, equipment, and protective devices are properly maintained and properly utilized.
- Become thoroughly familiar with, and actively enforce, all safety procedures applicable to the work they supervise.

Employees. Since employees are frequently more aware of unsafe conditions than anyone else, they are encouraged to make recommendations, suggestions, and criticisms of at-risk behavior and unsafe conditions to their immediate supervisors. All county employees are required, as a condition of employment, to follow safe work habits and to contribute in every way possible to the safety of themselves, their coworkers, and to the general public. They are to:

- Become familiar with, observe, and approved safe work procedures for their work activities.
- Obey all safety rules, policies, and procedures.
- Promptly report all on-the-job accidents and injuries, to their supervisor.
- Promptly report all near misses, and unsafe practices or conditions they observe to their supervisor.
- Cooperate with and assist in investigation of accidents to identify at-risk behavior, and correctable causes.
- Actively support and participate in safety promotional and educational programs.

Safety Orientation of New Employees

- A new employee immediately forms attitudes about the job, the boss, and fellow employees. If the department head, supervisor, and associates appear to be unconcerned about safety and accident prevention, the new person will most likely develop the same outlook.
- To form good safety attitudes the new employee must be impressed with everyone's obvious concern with and observation of safety practices in the workplace. It must be clear that unsafe workers will not be tolerated and that following safety rules, use of safety equipment, and attendance at safety meetings are all part of the job.
- The supervisor will give the new employee a copy of the Bonneville County Safety Manual, and using the *Bonneville County New Employee Job Safety Checklist* (See page 11) will review county safety policy and procedures with the new employee. The original signed copy of the checklist

will be filed in the employee's personnel file. The new employee should be checked at frequent intervals, asked about any problems, and reminded of the importance of safe work practices. Any tendency on the part of a new employee to overlook safety procedures should be corrected immediately.

Reporting Work-Related Injuries

- Employees will report all job-related injuries to their supervisor as soon as possible after the injury occurs. This applies to all injuries sustained on the job, no matter how minor or whether medical treatment is required. Obviously, in a situation where immediate medical attention is required, notification of the supervisor will be accomplished after the medical emergency has been addressed.
- All accidents, minor, serious and near misses will be reported on the *Supervisors Accident Report Form* (See page 12). The supervisor in conjunction with the employee involved in the accident or near miss will complete the form as soon after the incident as possible.
- In case of medical treatment, the personnel director will assist in completion of the I.C. Form #1. The Supplemental Forms will be completed by the department involved.
- A copy of all injury reports and accident investigations must be submitted to the safety coordinator and the departmental safety representative within 24 hours of the injury.

Investigation of Accidents

- **Purpose**
 - Accident investigation is important and necessary if future accidents are to be prevented. Investigations are made to obtain information through which recommendations for corrective action can be developed.
 - Investigations must be primarily concerned with identifying the behavior and/or conditions resulting in the accident, not fixing blame.
- **Cases To Be Investigated**
 - Every accident that results in death, disabling injury, non-disabling injuries, and near misses will be investigated. A near miss or an accident that results in only slight injury to one person may easily result in death on a subsequent occasion. The behavior resulting in a fatality, a slight injury, or a near miss is virtually the same - the end result is a matter of happenstance. (See *“Reports of Investigation”* later in this chapter.)
- **Persons Conducting Investigations**
 - Every accident that results in a death, a disabling injury, or lost time will be formally investigated by the safety coordinator, the department head, the supervisor, and the department safety representative. Department heads are responsible for notifying the safety coordinator so the investigation can begin immediately.
 - Investigations of near misses and accidents that do not result in lost time may be conducted by the head of the department, the department safety representative, the supervisor, or a member of the department safety committee; if one has been formed.

▪ **Investigative Procedures**

- Every investigation should be started as soon after the accident as possible. Even a slight delay may result in important information being removed or lost.
- The following guidelines are suggested for individuals conducting investigations.
 - Arrive on the scene as soon as possible while witnesses are still available and the incident is still fresh in their minds.
 - Interview the injured person, the supervisor, and all witnesses. For best results allow each person to relate what happened in their own words. The investigator should only take brief notes at this time. A complete formal statement, if required, can be taken later.
 - Record information as to work conditions, weather, time of day, mechanical defects, and other physical evidence available. Photographs of the scene can be very helpful.
 - When possible, after taking appropriate safety precautions “walk through” the accident or recreate the sequence of steps that resulted in the accident, looking for events or conditions that witnesses may have overlooked.
 - Information relative to the cause of the accident should be provided to the department head immediately so interim steps can be taken to prevent additional accidents.

▪ **Reports of Investigation**

- Accidents requiring medical treatment, minor injuries that do not require medical treatment and near-missed will be reported on the *Supervisor's Accident Report Form*. (See page 12.)
- Every accident and near miss must be thoroughly documented and the following questions answered to ensure proper identification and elimination of situations and/or behavior contributing to accidents.
 - WHO was injured, WHAT was damaged?
 - HOW did the accident happen?
 - WHERE and WHEN did it happen?
 - WHO saw it happen?
 - WHAT persons or equipment were involved?
 - WHAT behavior resulted in the accident?
 - WHAT should be done to prevent similar accidents?
- Most accidents typically result from known factors in the workplace and are generally the results of “common causes” within the system.
- Therefore, an effective accident investigation will identify and address the root causes. At the completion of the investigation we must be able to answer the following questions:
 - Has the at-risk behavior that resulted in the accident been previously identified and operationally defined?
 - Has the at-risk behavior been observed? If so with what frequency?
 - Have employees been made aware of this critical behavior?

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- Are action plans in place to address these behaviors? If not, why not?
- Where is the accident-prevention system failing?
- Once we have the answers to the above questions positive steps can be taken to ensure that the “common cause” of the accident is addressed through one or all of the following actions:
 - Add the behavior to the inventory of critical safety-related behaviors
 - Develop additional training.
 - Recommend policy or procedural changes.
 - Recommend equipment or facility modifications.
- Accident investigations must be completed as soon as possible. Copies of the report will be distributed to the department head, the safety coordinator, and the department safety representative.
 - Fatalities shall be reported to the Idaho State Industrial Commission within 24 hours.
 - Injuries causing absence from work of one day or more shall be reported to the Idaho State Industrial Commission via the I.C. Form #1, as soon as possible, but no later than 10 days after learning of the injury.

Report Forms

For instructions concerning use of the following forms refer to page 6 for the *New Employee Job Safety Checklist*, and page 7 for the *Bonneville County Supervisor's Accident Report Form*.

BONNEVILLE COUNTY		
<h2 style="margin: 0;">New Employee Job Safety Checklist</h2>		
EMPLOYEE NAME	START DATE	
NOTE: Supervisor and employee will initial in the space to the right after each item is discussed.		
A. DESCRIPTION OF DEPARTMENT		
1. Brief description of your department, its function, and relation to other departments.		
A. SAFETY PROCEDURES		
1. Provide a copy of the county safety manual and discuss.		
2. Discuss the departmental safety program; invite participation		
3. Report ALL injuries, no matter how slight, as well as near misses to supervisor. Explain accident reporting and claim filing procedures.		
4. Material handling – proper lifting procedures.		
5. Personnel protection equipment – when and where required and how and where to obtain it.		
6. Job hazards – point out any hazards associated with the job, discuss how to avoid them (list below) and other departmental concerns (list below). _____		

7. Machine operations – safety features, emergency shutoffs, do’s and don’ts of machines pertinent to employee’s job (list machines discussed below). _____		

8. Vehicle safety – defensive driving, seat belts, etc.		
9. Housekeeping – keeping work area clean.		
10. Location of first aid kits, fire extinguisher(s) and exit(s) from their work area and the building.		
11. Identify smoking areas and applicable rules.		
INTRODUCTION TO ASSOCIATES		
1. Immediate supervisor		
2. Departmental safety representative		
3. Members of crew/office staff		
SIGNATURES		
EMPLOYEE	DATE	
SUPERVISOR	DATE	

WHITE – ORIGINAL
YELLOW – SUPERVISOR'S COPY

SUPERVISOR'S ACCIDENT REPORT

Employer _____ Organizational code _____

Name of employee _____

Address _____

Occupation _____ Location code _____

Location of accident _____

Date of accident _____ 19 ____ Time _____ AM
PM

Date Supervisor notified _____ 19 ____ Time _____ AM
PM

Was employee on duty at time of accident? _____

Did employee leave work? _____ 19 ____ Time _____ AM
PM

Did employee return to work? _____ 19 ____ Time _____ AM
PM

How did accident happen? (State specific job being done, machinery, tools or
objects involved and factors contributing to the accident) _____

Name of witness _____

(Cut, bruise, strain, etc.)

Part of body _____

(Right leg, left ankle, lower back, etc.)

Name and address of treating physician or hospital _____

Was accident caused by noncompany person or faulty equipment? _____ If yes,

Identify: _____

Were mechanical guards or other safe guards provided? _____

Was employee using them? _____

What corrective action has been taken to prevent similar accidents? _____

Date _____ 19 ____ _____
Supervisor

Reviewed by: _____ _____
Position

State Insurance Fund

Boise, Idaho 83720

SIF 17-82 Rev. 8/84

General Safety Rules

The following rules are not all-inclusive, and were not intended to be. They address safety concerns common to the work environment in shops and offices throughout our organization. They are included because they are the most often violated safety rules, and as you would expect, they result in the most injuries. More specific rules will be developed by individual departments to meet their needs.

- **Work Habits**
 - It is mandatory that you know and follow all safety rules pertaining to your job.
 - Let your supervisor know if you do not feel that you have adequate safety protection.
 - Before starting any task make sure you know exactly what is to be done and how to do it safely. Be sure you work properly to protect yourself and others. If the job can't be done safely, don't do it until all safety issues have been satisfied.
 - Make sure all tools and equipment are in proper working order with all guards and safety devices in place. Do not fix anything unless you are authorized to do so. Report unsafe equipment to your supervisor immediately. Do not take chances.
 - Absolutely **NO** horseplay is ever permitted.
- **Work Areas**
 - Intoxicating beverages, narcotics, or illegal drugs shall not be permitted or used in or around work areas.
 - Work areas must be kept clean and orderly at all times. Materials and supplies must be stored carefully. This will eliminate there falling on someone or resulting in a tripping hazard.
 - All chemicals and solvents must be kept in safety containers and properly labeled.
 - Flammable and highly combustible materials must be in metal safety containers with metal lids.
 - Trash receptacles will be emptied daily.
 - Spilled fluid, oil puddles, etc., will be cleaned up as soon as they are observed.
 - Material Safety Data Sheets for each hazardous chemical in the workplace must be posted and readily available to employees in the work area.
 - First aid kits shall be made available and accessible to all employees.
 - A sufficient number of employees shall be trained in first aid treatment of injuries and hold a current first aid card.
- **Clothing**
 - You must wear appropriate clothing and shoes for your work activity. If special garments are assigned, they must be worn (i.e., ear protection, safety shoes, safety glasses, etc.)
 - Do not wear loose or dangling jewelry, key chains, or other metals when working on or near machinery.

▪ **Machinery**

- Do not operate any machinery without complete and clear instructions from your supervisor. If you have any questions or doubts about the hazards or operation of any machine, do not run it before your supervisor has answered your questions.
- No machine should be oiled, cleaned or adjusted while in operation, unless specific provisions have been made for this purpose.
- Safety devices should not be by-passed, blocked, or tied down.
- Guards are placed at all hazardous points on machines. They must be in a place when the machine is in operation.
- Never make alterations on your own. Tell your supervisor if you think a guard needs to be changed.
- When you leave a machine, turn it off.
- Wait for the machine to stop. Do not try to slow down or brake the machine by hand or with a makeshift device.
- Make sure everyone is clear of the machine before you start it.
- Adjusting tools or keys should not be left in places where they can fall, slide, or be thrown into the machine when it is in operation.
- Only use machines and equipment for which you have been trained and authorized to use.
- Do not wear jewelry, gloves, neckties, long sleeves, or loose clothing around machines.
- Machines should always be clean and free of rags, tools, or other devices. The floor around the machine must be clean and dry to avoid stumbling slipping, or bumping.
- Use the proper brush, hook or tool to remove residue such as chips or shavings. Never use your hands or an air hose.
- Transparent guards must be clean at all times.
- Do not use pins, projecting set screws, etc., on rotating parts unless properly guarded.
- Use special tools such as pliers, sticks, hooks, etc. Keep fingers and hands clear of operating surfaces.

▪ **Portable Electric Tools**

- Check all electrical tools before use to ensure they are safe.
- Make a thorough inspection of electrical cords and components.
- All metal parts that do not carry currents (handles, housings etc.) must be effectively grounded when connected to a power source.
- Electrical tools must be used in accordance with manufacturer's instructions and within their capability.
- All tools must be kept in good repair. Always disconnect them when making adjustments or repairs. Never use electrical tools in areas of flammables such as dust, gases, or vapors.
- When using portable electric tools, use a portable electrical ground fault interrupter just as you would around wet or metallic areas or on ladders.

- Do not use extension cords except when absolutely necessary and then only with an electrical ground fault interrupter and after careful inspection of the cord.
- Hand Tools
- All tools, regardless of ownership, must meet safety standards and be in good condition. Inspection of tools may be made by management at any time. The supervisor is authorized to ban the use of unsafe tools regardless of ownership.
- Faulty tools must be removed from the work area.
- Use the proper tool for the job. Do not substitute, alter, or use makeshift tools.
- **Ladders**
 - Ladders must be inspected frequently. All defective ladders must be removed from service.
 - Ladders and scaffolds must be strong enough for intended use.
 - Do not use metal ladders near energized electrical circuits.
 - Ladders must not be placed in front of doors that open toward the ladder unless the door is open, locked, or guarded.
 - In placing a ladder, the distance between the bottom of the ladder and the supporting point should be approximately one-fourth of the ladder length.
 - Ladders, when in use, must be firmly placed, held, tied, or otherwise secured to prevent slipping or falling.
 - Do not place ladders against an unsafe support. Never put spliced ladders together to make a longer ladder. When using stepladders make sure the legs fully spread.
 - Do not use stepladders as straight-ladders.
 - When using a stepladder longer than 10 feet high another person must hold the ladder.
 - Have both hands free when ascending or descending ladders.
 - Only one employee at a time is to use a ladder. If two employees are needed, get another ladder.
 - Do not climb to the top of the ladder. Go no higher than the second step from the top.
 - Do not climb straight-ladders higher than the third step from the top.
- **Material Handling**
 - The correct way to lift is the easiest way. Take a firm grip, obtain secure footing, place feet a comfortable distance apart, keep back straight, bend from the knees tuck in chin, and lift using the leg muscles.
 - When lifting objects of 50 pounds or more, use power-lifting equipment or get help.
 - When two or more people are carrying a heavy object, be sure to have a prearranged signal before lowering, dropping, or releasing the load.
 - When two or more people are carrying an object, especially long objects over 10 feet, both should face the direction in which the object is being moved.

- **Compressed Gas Cylinders**
 - Do not drop, jar or expose gas cylinders to temperature extremes.
 - Except when in use, the valve cap or valve protection device must always be in place.
 - Never use the valve or valve cap to lift cylinders. Never roll cylinders.
 - Improper fitting connections on cylinders should never be forced.
 - Contents of cylinders must be property marked.
 - Always store compressed gas cylinders in an upright position. Chain or otherwise secure them so they cannot be upset or fall.
 - In storing, always separate oxygen cylinders from gas cylinders.
 - Always store flammable gas cylinders in properly designated and safeguarded areas only.
 - Cylinders must not be placed where they might become part of an electrical circuit
 - Always protect cylinders from sparks, flames, and contact with energized electrical equipment.
- **Eye Safety**
 - Annually, thousands of workers lose their sight in one or both eyes due to industrial (includes office and non-manufacturing areas) accidents. When employees wear adequate eye protection, eye injuries can be prevented.
 - Management will determine with employees what tasks require eye protection. Employees are expected to wear eye protection to protect themselves against hazards in the work environment
 - Questions about eye protection should be brought to your supervisor and resolved before the job is started.
- **Environment Control**
 - **Chemicals** - In order to be fully protected, you must become as knowledgeable as possible of the potential health hazards associated with the chemicals you are handling. Refer to the material safety data sheets for the chemicals you work with. Good personal hygiene, good personal habits, and good housekeeping are the three most important protective barriers against chemical hazards and are everyone's responsibility.
 - **Noise** - Exposure to excessive noise can cause gradual decay in hearing ability. Ear protection must be worn when there is a possibility of hearing damage. This occurs when there is continuous exposure to certain noise levels or noise of 90 dB for more than 8 hours, 95 dB for 4 hours, 100 dB for over 2 hours, or 105 dB for over 1 hour. Proper ear protection must be worn. If normal conversation can be heard about 2 feet away, the noise level is probably less than 90 dB.
- **Fire Protection**
 - Three things are needed for a fire to start. They are heat, fuel, and air combined in the correct proportion to cause combustion. A fire hazard is anything that could or does cause heat, fuel, and air to combine to the degree that a fire could result. To prevent fires:
 - Find the hazard
 - Correct the hazard.

- Do not allow the hazard to recur.
- Make certain that you are not the cause of a hazard.
- **General Fire Prevention Rules:**
 - Become familiar with the three classes of fire, their burning characteristics, and the proper extinguishing agents for each.
 - Class “A” Fires - involve normal combustibles such as wood and paper (water is the correct extinguisher).
 - Class “B” Fire - involve oils and flammable liquids (CO2 and dry chemicals are the correct extinguisher).
 - Class “C” Fire - involve electrical equipment (CO2 and dry chemicals are the correct extinguisher).
- Fire protection equipment must be correctly located, maintained, and readily accessible at all times.
- Employees must never tamper with or move this equipment except for actual use.
- Report any equipment defects to your supervisor.
- Employees must know the location of, and how to operate all protective fire equipment in their work areas.
- All chemicals and solvents must be kept in properly labeled and approved containers.
- Never use flammable liquids for cleaning purposes.
- Know and strictly follow the smoking rules in your work area.
- Know primary and secondary exit routes from your work area. When an alarm sounds evacuate immediately.
- **Office Safety**
 - Report unsafe electrical cords, faulty equipment, or any other hazardous conditions to your supervisor.
 - Keep the floor free of tripping hazards such as telephone cords, electrical extension cords, and paper cartons.
 - Pull out only one drawer of a file cabinet at a time in order to avoid its tipping over.
 - Keep the drawers of desks and file cabinets closed when not in use.
 - Store material on shelves carefully to prevent its falling. Place heavy objects on lower shelves.
 - Walk cautiously up and down stairs and always use the handrail. Never use the stairs when both hands are being used to carry objects.
 - Never put broken glass or sharp objects in wastepaper containers.
 - Consider your safety when you dress for the job. Loose fitting clothing, dangling bracelets, rings, long hair, and ties may cause serious injuries to employees operating or working around power driven office machines.
 - Do not attempt to clean, oil, or adjust any machine that is running or plugged in. If the machine is not equipped with a starting switch that can be locked in the OFF position, unplug it from the power source.

- Make certain that you use solvents and other volatile or toxic substances only with adequate personal protection and in well-ventilated areas. Never use such substances to clean desks or other office surfaces.
- Do not use portable ventilation fans unless they have protective guards and are placed so as not to constitute a tripping hazard.
- Never use boxes, chairs, etc., in place of ladders.
- Use caution when walking around blind corners, especially when carrying objects.
- **Carpal Tunnel Syndrome**

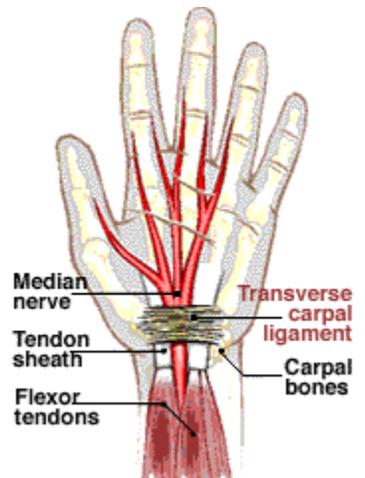
The boom in computer use has spawned an epidemic of repetitive strain injuries such as carpal tunnel syndrome, a potentially disabling disorder of the wrist, hand and arm. You could be at risk if you do repetitive tasks with your hands for long stretches of time.

Computer users, cashiers, assembly-line workers, meatpackers, sewing machine operators and musicians often get the same injury. What they all have in common are jobs that involve using their hands in repetitive motions that put a strain on the tendons of the wrist. The result is a debilitating disorder called carpal tunnel syndrome (CTS), which affects hundreds of thousands of Americans and costs employers billions of dollars a year. According to the Bureau of Labor Statistics, repetitive stress injuries, including CTS, are the fastest growing occupational illness.

You can head off developing hand-wrist overuse disorders by positioning your hands properly while working and recognizing and treating early signs of trouble.

▪ **How Does Carpal Tunnel Syndrome Occur?**

The carpal tunnel is a narrow passageway of bone and ligament in your wrist. The median nerve, which controls sensation in the fingers and movement in some of the muscles in the hand, passes through this tunnel along with some of the finger tendons. Repeated hand or wrist movement can put stress on the tendons, causing them to swell and press on the median nerve. Such pressure causes pain and numbness, and it impairs movement in the hand and fingers. Anything that causes tissues in the carpal tunnel to swell, including pregnancy and thyroid disease, can compress the nerve.



▪ **What Are the Signs of CTS?**

First of all, don't panic and assume that discomfort in your hands, wrists or arms are CTS. The pain may simply be overuse strain caused by doing too much too soon (just like an athlete, you need to train your limbs to go beyond a previously adequate level of conditioning). But don't try to diagnose your own problem; let a doctor do that. Accurately diagnosing and dealing with pain early on will avert more severe problems from developing.

The median nerve can become compressed as it passes through the carpal tunnel, causing pain and numbness and impairing movement of the hand and fingers.

Many people don't associate common early warning signs of CTS, such as awakening at night with numbness in the hand, to job-related stress. The following symptoms may be intermittent at first, but can become persistent if the condition is not treated.

- Decreased mobility of the fingers, hand, elbow or shoulder
 - Decreased hand strength
 - Dull aching discomfort or pain that occurs most commonly at night or in the early morning
 - Severe pain that awakens you during the night
 - Wrist pain that radiates to the forearm, shoulders, neck and chest
 - Dry skin, swelling or color changes in the hand
 - Weakness of the thumb
 - Tingling in all but the little finger
 - Numbness in the hand, resulting in weakness or clumsiness
-
- **What Can I Do To Prevent CTS?**

Anything that compresses the median nerve, such as a cyst or rheumatoid arthritis, can cause CTS. Most often, however, CTS is caused by repeated motion that eventually causes the tendons in the fingers and hand to swell and press on the nerve. Occupational health experts agree that to prevent serious overuse injuries you should pay prompt attention to the first sparks of pain or discomfort. Ignoring symptoms can lead to permanent damage. In order to avoid CTS, take the following preventive measures.

 - Avoid doing repetitive hand motions with a bent wrist. Keep the wrist straight and relaxed when you write, type, draw, drive, use power tools, pliers, or scissors, play musical instruments, or do needlework.
 - Take frequent breaks (five minutes each hour) from repetitive hand motions to stretch your fingers and thumb, do wrist curls and circles, change your grip.
 - Avoid sleeping on your hands
-
- **What Can I Do to Treat CTS?**

Don't ignore wrist pain. Stop the activity that is triggering the problem and try some home treatments. If the symptoms decrease, resume the activity gradually, while making an effort to keep the wrist straight. If you cannot stop the activity, try to change the way you do it so that your wrist is not stressed. Try to alternate tasks so that you don't spend more than one to two hours at a time doing one that involves your hands.

- **Gently warm up your hands before starting work.** Do some wrist circles and stretch your fingers and wrists (see Wrist Exercises). Repeat every hour.
- **Use a wrist support pad** with your computer keyboard to help maintain the straight alignment of your wrist (See Working Safely).
- **Apply ice** or a cold pack to the palm side of the wrist for five to ten minutes as needed.
- **Use an over-the-counter anti-inflammatory pain reliever** such as aspirin or ibuprofen.

See your doctor if the pain or numbness is severe and is not alleviated by rest and a normal dose of pain reliever; your hand grip becomes weak, minor symptoms do not improve after a month of home treatment; any numbness remains after one month of self- treatment (long-term numbness can lead to permanent loss of hand function).

- What Can My Doctor Do?

There are a number of treatments your doctor may use to alleviate CTS. During the day and/or night it may help to use a wrist splint, which will keep the wrist straight or slightly extended (no more than 15 degrees). Try to combine a splint with a real effort to change the positioning of your hand during the activity that causes you pain so that the problem doesn't recur once you no longer use the splint.

If a splint and anti-inflammatory medications, which reduce swelling around the nerve, don't ease the condition, your doctor may recommend a steroid injection. This may be warranted if you continue to have considerable pain or persistent numbness. A rheumatologist, hand specialist or other physician who is experienced in the procedure should give such shots.

Ask your doctor about ultrasound treatment, which physical therapists often use to reduce tissue inflammation. In the late 90s, a study done at the University of Vienna in Austria, found that ultrasound therapy diminished the symptoms of CTS.

If these treatments are ineffective, or if you develop weakness in your thumb at any time, you may need *carpal tunnel release* surgery to relieve pressure on the nerve. In this procedure, the surgeon cuts the carpal tunnel ligament that covers the median nerve, to relieve the pressure on that nerve. This is usually a simple operation that can be done on an outpatient basis. Results from surgery are generally quite good if severe weakness has not developed.

▪ Exercises to Injure-Proof Your Wrists

Keeping your wrists strong and flexible and alleviating strain on the carpal tunnel by stretching your wrists often during the day can help prevent injury. These exercises should be done three to five times a week. (A sixteen-ounce soft-drink bottle or can of food can be used instead of a dumbbell.)

***Note:** Do not do these exercises if you already have pain or numbness. They are meant as a preventive measure and may aggravate an existing problem.*

▪ Limbering up:



- Massage the inside and outside of hand with thumb and fingers.
- Grasp fingers and gently bend back wrist. Hold for five seconds.
- Gently pull thumb down and back until you feel the stretch. Hold for five seconds.
- Clench fist tightly, then release, fanning out fingers. Repeat five times.

▪ Wrist Rotation:

Stand or sit with your elbows close to your waist, your forearms extended in front of you and parallel to the floor, and your palms facing down. Make fists with both hands and make circles with your fists in one direction. Do 10 repetitions, and then reverse the direction. Next, open your hands, extend your fingers and repeat the entire sequence.

▪ Wrist Curl:

Stand or sit with your elbows close to your waist, your forearms extended in front of you and parallel to the floor, and your palms facing down. Grasp a one-pound dumbbell in each hand and slowly bend your wrists down, holding for five seconds. Do 10 repetitions.

▪ **Sideways Wrist Bend:**

Stand or sit with your elbows close to your waist, your forearms extended in front of you and parallel to the floor, and your palms facing down. Grasp a one-pound dumbbell in each hand. Keeping your forearms still, slowly bend your wrists from side to side, moving the weights toward, then away from one another in a windshield wiper-like motion. Do 10 repetitions.

▪ Wrist Twist:

Stand or sit with your elbows close to your waist, your forearms extended in front of you and parallel to the floor, and your palms down. Grasp a one-pound dumbbell in each hand and slowly turn your wrists and forearms until your palms are facing up, then turn them down again. Do 10 repetitions.

▪ Working Safely: Tips

The following tips can help you avoid CTS:

- **Make sure you are positioned properly at your computer.** The computer screen should be about two feet away from you and the top of your document should be equal to or just below your line of sight.
- **Set up your keyboard so it is flat rather than slanted down.** You can use a three-quarter inch support under the keyboard to accomplish this.
- **Keep your wrists straight,** your forearms parallel to the floor and your elbows bent at right angles while typing.
- **Movable forearm rests that attach to the chair or a wrist rest to put in front** of the keyboard can help keep your wrists straight and in place. However, you should never place your wrists on the pad while you work. Always let them hover about a half-inch above it.
- **You know your chair is the perfect height** if you can sit at your computer with your knees bent at right angles and your feet flat on the floor.
- **Good posture is extremely important** in preventing carpal tunnel syndrome, particularly for typists and computer users. A keyboard operator should sit with the spine against the back of the chair with the shoulders relaxed, the elbows along the sides of the body, and wrists straight. The feet should be firmly on the floor or on a footrest. Typing materials should be at eye level so that the neck does not bend over the work. Keeping the neck flexible and head upright maintains circulation and nerve function to the arms and hands. Poorly designed office furniture is a major contributor to bad posture. Chairs should be adjustable for height, with a supportive backrest.
- **Rest your wrists** when you are not typing.
- **Take frequent short breaks.** Several brief respites do your wrists a lot more good than a single long one.
- **Stretch your wrists** before you start to work and during breaks, and strengthen your wrists with exercise.
- **Exercise regularly.** Overall body conditioning seems to help guard against repetitive motion injuries.
- **If you type standing up,** you are at special risk because counters are usually not high enough to allow for a proper wrist position. You must be sure to do enough stretching and strengthening exercises to counteract this problem or ask your employer to adjust your workstation.
- **The force placed on the fingers, hands, and wrists** by a repetitive task contributes importantly to CTS. To alleviate the effect of force on the wrist, tools and tasks should be designed so that the wrist position is the same as it would be if the arms dangled in a relaxed manner at the sides. No task should require the wrist to deviate from side to side or to remain flexed or highly extended for long periods.
- **Keyboard operators should strike the keys as lightly** as possible so that keyboard use does not cause fatigue. The hands and wrists should remain in a relaxed position to avoid excessive force on the keyboard. For computer users,

replacing the mouse with a trackball device and the standard keyboard with a jointed-type are helpful substitutions. Wrist rests, which fit under most keyboards, can help keep the wrists and fingers in a comfortable position.

- **The handles of such tools as screwdrivers, scrapers, paintbrushes, and buffers** should be designed so that the force of the worker's grip is distributed across the muscle between the base of the thumb and the little finger -- not just in the center of the palm. People who need to hold any objects -- such as a pencil, steering wheel, or tools -- for long periods of time should grip them as loosely as possible.
- **In order to apply force appropriately**, the ability to feel an object is extremely important. Tools with textured handles are helpful. Working at low temperatures, which reduces sensation in hands and fingers, should be avoided if possible.
- **Tools and machines should be designed to minimize vibrations.** Protective equipment, such as shock absorbers, can reduce vibrations. Bicyclists who ride frequently on rough roads should wear thick cycling gloves to lessen the shock transmitted to the hands and wrists.
- Conclusion
- We believe that all injuries can be prevented if everyone accepts their safety responsibility – that includes department heads, supervisors, and employees. We also believe that preventing accidents is a matter of eliminating human error, which accounts for 90 percent of all accidents. That will only happen when we approach every task with an aggressive concern for safety.

Emergency Telephone Numbers

AMBULANCE	
City of Idaho Falls Emergency Medical Service	911
	529-1200
FIRE	
City of Idaho Falls Fire Department	911
	529-1200
LAW ENFORCEMENT	
City of Idaho Falls Police Department	911
	529-1200
Bonneville County Sheriff's Department	911
	529-1200
HOSPITAL	
Eastern Idaho Regional Medical Center	522-6111
EIRMC Behavioral Health Center	522-1110
POISON	
Idaho Poison Control	1-800-860-0620
HAZARDOUS MATERIALS SPILLS	
Hazardous Materials Spills (State Communications)	1-800-632-8000

First Aid Procedures

Get medical attention as soon as possible. Never try to handle an emergency alone. Quickly notify the proper personnel that an accident has occurred.

- Heart Attack
- Three principle symptoms:
- Acute pain in chest, upper abdomen, or down left arm and shoulder.
- Extreme shortness of breath.
- Absence of pulse and breathing in an unconscious person.
- Actions:
- Place victim in comfortable position, usually sitting up.
- If not-breathing, give artificial respiration.
- If no pulse is present administer Cardiopulmonary Resuscitation.
- Call for medical help and give prescribed medication.
- **DO NOT** give liquids to unconscious victims.
- Choking
- Conscious Victim
 - Step 1:
 - A person whose airway is completely blocked cannot breathe, cough, or speak.
 - Ask, “Can you speak?”
 - If not, the victim's airway is completely blocked.
 - Give four back blows high up between the shoulder blades.
 - The head should be lower than the chest, if possible.
 - Step 2:
 - If unsuccessful - stand behind victim.
 - Wrap your arms around victim's middle, just above the navel.
 - Clasp your fist with your other hand.
 - Press into the victim's abdomen with four quick upward thrusts.
 - If four back blows and four thrusts don't work, repeat sequence.
 - **DO NOT GIVE UP!**
- Unconscious Victim
 - Step 1:
 - If you have tilted the victim's head backward and tried to breathe for the victim but you are not getting air exchange and there is no foreign material visible in the mouth:

- Turn the victim on their side and strike between the shoulder blades four times.
- Step 2:
 - Roll the victim on their back and give four abdominal thrusts by placing the heel of one hand between the ribcage and the navel and thrusting upwards towards the head.
- Step 3:
 - Wipe foreign matter from the mouth with fingers and try to give breaths again.
 - Repeat the entire sequence until successful.
- Heavy Bleeding
 - Lay victim down and apply a firm pressure directly over wound with a clean cloth if possible; if not, use your hand. Remember to protect yourself against blood borne pathogens.
- Loss of Consciousness
 - Keep victim warm and lying down with their head turned to one side.
 - If consciousness is not regained quickly send for medical help. If breathing stops, give artificial respiration.
 - Never give an unconscious person food or liquids.
- Shock
 - Shock usually goes with a severe injury. Signs include cold and clammy skin, perspiration on forehead and hands, weakness, nausea or vomiting, short breathing, and a rapid pulse that cannot be felt at the wrist.
 - Find the cause and correct if possible, such as controlling bleeding.
 - Try to keep victim lying down and try to elevate victim's legs if there are no injuries and the situation allows the move.
 - Keep victim's airway open. Turn head to side in case of vomiting.
 - Keep victim warm.
- Fractures and Dislocations
 - Pain and tenderness. May have difficulty moving injured part. Obvious deformities - swelling and/or discoloration.
 - Keep broken bone ends and adjacent joints from moving.
 - Treat for shock.
 - Call for medical help.
- Heat Stroke
 - A heat stroke is the most serious health problem that may arise from working in a hot environment. The body is unable to regulate its inner temperature and cannot produce sweat. There are many noticeable signs of heat stroke:
 - Inability to concentrate, confusion, delirium, fainting, coma.

- Body temperature of 106° F or more.
- Hot, red, or bluish dry skin.
- Note: Brain damage and death may occur if not treated immediately!
- Place the victim in a cool place
- Soak the victim's clothing with cool water and remove all personal protective equipment and other heavy clothing/equipment.
- Fan the victim vigorously.
- If the victim is conscious, have him drink Gatorade®.
- Keep the victim calm and quiet.
- Heat Exhaustion
- Heat exhaustion occurs when a worker has lost a lot of body fluids through sweating and has not replaced the body with water and salts. The worker is still able to produce sweat, but becomes weak and may experience nausea, headaches, and giddiness. The skin may be wet and clammy with a pale or flushed complexion.
- Place the victim in a cool place.
- Have the victim drink Gatorade® to restore potassium, calcium, and magnesium salts.
- Heat Cramps
- These painful muscle spasms occur when a worker drinks large quantities of water but does not replace the perspired salts. The muscles most used for work are the ones most likely to cramp. Drinking Gatorade® may help relieve the cramping. To help prevent cramping, intake the proper amount of sodium.
- Fainting From Overheating
- Fainting may occur if a worker, not accustomed to a hot environment, stands still for a period of time. Keep them moving to reduce chances of fainting.
- Heat Rash
- A heat rash may occur more often in a hot and humid environment where sweat is not evaporated from the skin. Rest in a cool place - allowing the skin to dry is the best relief. Heat rash can become very uncomfortable, prevent sleep, and impair a worker's performance.
- Clothing On Fire
- STOP, DROP, and ROLL!
- If your clothing catches on fire, do not run - it only fans the fire.
- Stop right where you are, drop to the ground, and roll over and over to smother the flames. Cover your face with your hands to protect it, as well as to shield your throat and lungs from burns
- If someone else's clothes are on fire, push them to the ground and roll them over and over; or smother the flames with a blanket, a rug, or a coat if available.
- Note: Cool a burn with running water.

- If someone gets burned, run cool water over the wound for 5 to 10 minutes. This will prevent continued burning and relieve some of the pain. Burns may be worse than they seem at first. If the burn is charred or blistered, see a doctor as soon as possible.
- Burns
- Skin is:
 - Red -- 1st Degree.
 - Blistered -- 2nd Degree.
 - Charred -- 3rd Degree.
 - Pain of **first degree and of a small second-degree burn** can be relieved by excluding air. Ways to exclude air from first or second degree burns only:
 - Submerge in cold water (***DO NOT use ice!***)
 - Apply a cold pack.
 - Cover with a thick dressing.
 - **DO NOT** apply grease or ointment.
 - For a third degree burn:
 - Cover with dry clean cloth - leave clothing on.
 - Call doctor immediately.
 - If any burn occurs to the victim's face area - watch for possible need for artificial respiration.
 - Assure that victim's tetanus shot is up-to-date.
- Abdominal Pain
- Keep victim quiet. Don't give victim anything by mouth.
- Back and Neck Injuries
- Make victim stay calm and quiet. **DO NOT** move victim or lift the head unless absolutely necessary.
- Chemical Exposure
- General Principles
- Get the applicable MSDS or label or specific first aid instructions. If these are not readily available then follow the instructions below:
 - **Eyes:**
 - Promptly flush eyes with water for at least 15 minutes and get medical attention, even if pain or blurring has stopped.
 - **Skin:**
 - Quickly remove contaminated clothes, while using safety shower. Seconds count and there is no time for modesty. Wash with soap and water for at least 15 minutes. Keep washing if pain returns. Refer to label. Do not re-use clothing.
 - Some chemicals can cause a delayed burn reaction - as much as a 48-hour delay. Prompt medical attention should be given explaining carefully to the doctor the chemicals involved.

- Do not use neutralizing chemicals or ointments.
- **Injection:**
 - Exposure to a chemical through injection rarely happens, but sometimes glass or metal contaminated with a chemical can puncture the skin. Seek immediate medical attention.
- **Inhalation:**
 - If vapors are breathed, get the victim to fresh air. If coughing or shortness of breath occurs, contact a physician. If victim is not breathing, administer CPR.

Emergency Preparedness Information

Be certain to prepare a 72-hour kit for your home and car in case you need to evacuate or shelter in-place.

- **Earthquakes**
 - Before an Earthquake:
 - Secure shelves and brace top-heavy furniture.
 - Store breakables and heavy object on lower shelves.
 - Anchor overhead lights, heavy artwork, and mirrors.
 - Strap water heater and gas appliances to the wall.
 - Block the wheels/feet on large appliances such as refrigerators so they won't slide.
 - Store flammable liquids outside the home.
 - Equip gas appliances with flexible connectors.
 - **During An Earthquake:**
 - At Home
 - Stay indoors.
 - Turn off the stove and douse fires.
 - Crouch under a heavy table or desk and hang onto it.
 - If there is no protective furniture, crouch and brace yourself against an inside doorway or corner.
 - In A Store Or Office Building
 - Don't run for the exit, there may be a stampede. Stay on the same floor. Move away from windows.
 - Crouch under a desk, bench, or table.
 - Do not use the elevator.
 - Expect fire alarm and sprinkler systems to activate.
 - **On Foot**
 - Stay outside, in the open, away from trees, buildings, utility poles and lines or signs.
 - Get safely away from buildings and power lines.
 - In A Vehicle
 - Pull to the side of the road as quickly as possible but keep away from trees, buildings, utility poles and lines, signs, bridges, and viaducts.
 - Stay in the vehicle until the shaking stops.
 - Immediately After An Earthquake:

- Treat the injured with first aid. Take steps to stop bleeding and call for medical assistance if there is an emergency. Don't attempt to move severely injured persons unless they are in immediate danger of further injury. Cover them with blankets.
- Use phones only to report emergencies.
- Put out small fires. Don't use matches, candles, electrical switches or appliances in case there is a gas leak; rely on flashlights.
- Turn off main utility outlets **ONLY** if the lines are ruptured and trained technicians are not available.
- Turn on your battery-powered radio or vehicle radio for information and instructions.
- Put on heavy shoes and gloves for walking over and removing glass and debris.
- Clean up dangerous-spills (bleach, lye, gasoline).
- Later:
 - Watch for falling objects when you enter and leave buildings. Do not enter severely damaged buildings.
 - Don't go sightseeing. There is danger of live utility wires and falling structures - your presence may hamper emergency efforts.
 - Don't approach downed utility lines, or any object in contact with them.
 - Be prepared for aftershocks.

Winter Storms

- Severe winter storms with high winds and drifting snow often occur with little warning. Follow these tips:
 - Keep posted on weather conditions.
 - Prepare for isolation at home.
 - Use lights for heat if the furnace goes out. Don't use gas stoves.
 - Prevent fire hazards due to overheated wood or oil-burning stoves, fireplaces, or electric heaters. Fill all liquid fuel heating devices outside buildings.
 - Stay indoors. Overexertion such as snow shoveling is a major cause of winter storm deaths.
 - Dress in layers.
 - Travel only if necessary, and then only in daylight on major roads - do not travel alone. Let someone know your schedule and destination.
 - When Caught In A Vehicle:
 - Don't leave the vehicle unless help is in sight.
 - Ensure proper ventilation while running the engine.
 - Signal trouble by raising the hood, tying a cloth on the antenna, or turning on flashers.

- Don't burn anything in the vehicle.

Severe Thunderstorms

- **Severe Thunderstorms** - One of the most common natural hazards is the severe thunderstorm. Watch for the conditions that may accompany this disturbance:
- **Hail** – Large hail can cause serious injury, so avoid the outdoors while a storm is in progress. Protect gardens and shelter vehicles to prevent costly damage.
- **Lightning** – Lightning kill more people in the United States than any other natural hazard. It may strike miles from the parent cloud.
- Avoid being the highest object in any area - stay away from hilltops, lone trees, or telephone poles. In a forest, move under a thick growth of small trees.
- Do not enter a small structure in an open area.
- If suitable shelter is not available, seek a ravine or valley, and drop to the ground in a crouched position, hands on knees - **DO NOT** lie flat.
- Abandon metal equipment (tractors, golf carts, bicycles) - drop golf clubs and remove golf shoes - keep several yards away from other people.
- **Flash Floods** - Flash floods often occur without warning, following upstream heavy rainfall. Drainage canals, streambeds, canyons or areas downstream from a dam are potential flood areas. Monitor current weather conditions and make evacuation plans. Roads and trails that parallel existing drainage systems may be swept away by floodwaters. When a flash flood warning is issued, or you realize a flash flood is coming, act quickly to save lives. Seconds count!
- Go to high ground immediately.
- Do not drive through already flooded areas - shallow, swiftly flowing water can sweep a car from the road.

Floods

- Before A Flood
 - Know what has occurred on local property during past floods and take appropriate precautions.
 - Consult a local licensed insurance agent on the availability of flood insurance through the federally sponsored National Flood Insurance Program - generally there is a 30 day waiting period, so don't wait until a flood is imminent.
 - Install check valves in sewer traps to prevent floodwater from backing up in sewer drains, or buy large corks or stoppers to plug sinks, showers, and tubs.
 - Obtain sandbags, plastic sheeting, lumber, and towels.
 - Fuel vehicles in case evacuation becomes necessary.
 - Monitor rapidly changing weather conditions.
- During A Flood

- If There Is Time
 - Disconnect all electrical and gas appliances -- shut off the water main to keep contaminated water from the water heater (a source of emergency drinking water).
 - Bring outdoor possessions inside.
 - Move valuables and essential items to upper floors.
 - Sandbags should be stacked well away from the building to avoid damaging walls. If major flooding is expected, flood the basement with clean water to equalize the water pressure on the outside of basement walls and floors - this is to prevent structural damage.
 - Round up pets.
- Evacuation
 - Use travel routes recommended by local authorities.
 - Keep a radio on for news and updates.
 - Watch for flooding at bridges, viaducts and low areas.
 - Be alert for thunder and lightning that may signify rain and more flooding ahead.
 - Don't drive over flooded roads - its impossible to tell how deep the water is, or if portions of the roadway have been washed out - vehicles may be swept away.
 - Never try to cross flowing water above your knees.
 - All passengers should abandon a stalled vehicle immediately and move as a group to higher ground.
- After A Flood
 - Return home only when authorities say it is safe.
 - If there is major structural damage or utility breaks, have qualified specialists inspect your home and make repairs before you re-enter.
 - Be very careful when inspecting your home on your own for the first time - use a flashlight - check for gas leaks (use your nose) - wear rubber-soled shoes and rubber gloves in case of severed electrical lines. Don't turn on electrical switches or appliances until an electrician has checked them for short circuits.
 - Don't drink municipal water until the health department has declared it safe.
 - Don't rush to pump out a flooded basement. If the water is removed all at once, the walls may cave in because of the sudden pressure change. Pump out about a third of the water a day.