

Storey County Safety Committee



SAFETY MANUAL

Adopted: _____

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Safety Program Policy Statement

To reduce incidents of on-the-job injuries, the 1993 legislature changed the law to require every employer doing business in the State of Nevada, to establish and carry out the requirements of a written safety program. Employers who do not establish and carry out the requirements of a written safety program will be cited by the Occupational Safety and Health Enforcement Section of the Division of Industrial Relations of the Nevada Department of Business and Industry.

Storey County's Board of County Commissioners has endorsed and mandated a committee that includes all department heads, or designated representatives, to comprise the Storey County Safety Committee. The Storey County Board of County Commissioners shall appoint a Chair, Vice Chair, and Secretary/Treasurer; positions which shall be documented in Addendum "A" of this manual. Annually, every department head shall submit a list to the Safety Director indicating the department's designated representative and alternate. This group shall be named the Storey County Safety Committee.

The following is a written Safety Program developed by the Safety Committee of Storey County and adopted by the Storey County Commissioners.

PLEASE READ IT CAREFULLY AND COMPLY WITH ITS CONTENTS.

Recognizing our obligation to provide the safest possible working conditions for our employees, this Safety Program is written. All employees are expected to follow the provisions set forth in this program as a condition of continued employment. Changes and additions may be added in the future, dependent upon requirements by local, state, and federal regulations.

Commission Chairman

Date

1. Mission Statement

The Safety Program in Storey County is designed to increase the efforts of all employees in having an injury and illness free workplace. All employees are expected to familiarize themselves with the requirements of this program.

2. Safety Committee Structure

While all employees are ultimately responsible for safety and health in the workplace, the Storey County Emergency Manager or their designated representative is responsible for coordination of safety issues for the County and shall hold the position as Safety Director.

The Safety Committee officers are comprised of the Chair, Vice Chair, and Secretary/Treasurer. Officer positions are appointed by the Storey County Board of Commissioners. The Chair and Vice Chair are to be seated for terms of two (2) years each. The appointments are to be staggered; with the Chair being appointed in one year and the Vice Chair in the alternating year. The Secretary/Treasurer is a one (1) year appointment.

There is no term limit for these positions. In the event a vacancy should occur due to employment termination, the Safety Director shall appoint an interim Officer who will fill the vacancy until a new vote occurs within the Safety Committee and the new nominee be presented to the Board of County Commissioners for approval.

3. Meetings

Meetings of the Safety Committee shall be held quarterly, on the second Tuesdays of February, May, August, and November. There shall be a special meeting the second Tuesday in September for voting among Committee members for the officer positions that are to be presented to the Board of County Commissioners at the first October Board of County Commissioners' meeting.

Meetings are not subject to Nevada Open Meeting Law (OML).

4. Roles and Responsibilities

SAFETY DIRECTOR:

- Establish subcommittees and assign specific tasks to individuals on the committee.
- Review and evaluate results of the Safety Program.
- Maintain and aid in compliance with up-to-date information on local, state, and federal standards, laws, regulations, and best management practices of the Safety Program.
- Coordinate with the Human Resources Director to maintain required safety posters, a list of the required posters for each building, where to post them, and when to update them.
- Plan and coordinate safety training for employees.
- Reply to individuals who may have safety concerns.
- Assist, as needed, in completing the following documents, “**Safety Inspection Checklist**”, “**Accident Investigation Form**”, and “**Employee Unsafe/Hazardous Conditions Report**” (See Appendix A).
- Recommend corrective actions, as needed, for all reports, inspections, and investigations, and ensure corrective actions are implemented.

It is not the intention of this plan to mandate that the Safety Director personally carries out each of these duties. The Safety Director shall use subcommittees and technical experts to carry out the Safety Program requirements. It is up to the Safety Director to ensure that tasks are accomplished within a given time frame and within specific criteria to address safety concerns and/or issues.

CHAIR:

- Preside over Safety Committee meetings.
- Present Safety Committee agenda items which need approval of the Storey County Board of County Commissioners at Board of County Commissioner meetings.
- Ensure approved agenda action items are signed and completed.

VICE CHAIR:

- Perform all duties required of the Chair or Secretary/Treasurer, in the event of their absence.

SECRETARY/TREASURER:

- Prepare agendas, with the coordination of the Safety Director, Chair, and Vice Chair, for dissemination.
- Send out calendar invitations for Safety Committee meetings two weeks prior to scheduled meetings, which shall include previous meeting minutes and new agenda items.
- Take minutes during meetings.
- Prepare and present financial updates for each quarterly meeting.
- Work with the Safety Committee Representative from the Commissioner's Office to prepare and submit annual Safety Committee budget requests to the Comptroller's Office.

HUMAN RESOURCES DIRECTOR:

- Provide general safety orientation for new employees upon hire. This training shall be documented in personnel files.
- Coordinate training to department head level positions on the proper process to follow when a workers' compensation injury occurs. This should include an overview of the appropriate forms, how to complete them, and who receives them when completed.
- Coordinate with the Safety Director to maintain required safety posters, a list of the required posters for each building, where to post them, and when to update them.
- Provide necessary forms to employees when an injury or accident occurs.
- Track special training in areas where there have been recurring injuries, OSHA reportable injuries, as reported through submitted "**Notice of Injury or Occupational Disease**" (C-1) forms (See Appendix A).

DEPARTMENT HEADS:

Each Department Head, or their qualified assigned representative, is responsible for attending all scheduled Safety Committee meetings.

- Ensure safety policies and procedures are followed and enforce the rules set forth in this Safety Program.
- Ensure employees go through identified training upon their initial hire and are properly trained on equipment in which they may operate.
- Work closely with Human Resources to ensure that employee training documents are up to date in personnel files.
- Coordinate with the Safety Director in investigating injuries, accidents, and identifying the corrective action necessary to prevent a similar incident from occurring.
- Assist employees, as needed, in completing the “C-1” form in the event of accident, and ensure the form is signed and submitted to the Human Resources Department.
- Encourage employee input in reporting unsafe or hazardous conditions.
- Conduct routine inspections of the workplace and, in adherence to forms provided within this document, assess hazardous conditions.
- Conduct department specific safety training in accordance with local, state, and federal requirements.

EMPLOYEES:

- Comply with this Safety Program and stay informed about safety and health regulations in the workplace.
- Attend assigned training sessions.
- Ensure each task assigned can be completed in a safe manner.
- Ensure that machines and equipment are maintained in safe operating condition and not tamper with, remove destroy, or otherwise interfere with the use of any safety device or safeguard.
- Personal protective equipment will be provided by the County and must be worn or used in any area where it is required.
- Get help lifting any item which is bulky, awkward, or heavy which cannot be lifted safely.
- If a repetitive task causes employees discomfort, or they feel it is unsafe or unhealthy, they must report this condition to their Department Head immediately.
- Must not engage in horseplay, roughhousing, fighting, or throwing articles.
- Must not use recreational or prescription drugs which impair function and/or alcohol in workplace.
- Immediately report to Department Heads any unsafe, unhealthful, or hazardous conditions.
- If involved in an incident, complete a “C-1” form, and submit it to the Human Resources Department. Ensure that the medical provider completes and submits an “**Employee Claim for Compensation/Report of Initial Treatment**” (C-4) form (Medical provider has this form).
- If witness to accident or injury, assist fellow employees in completing a “C-1” form.
- In case of an emergency, dial 911.

5. Safety Training

Safety education and training for employees commences at the time of employment. Prior to staff beginning any assigned task, supervisors must ensure that employees are provided the following instruction during new employee orientation as part of the “**New Employee Orientation Checklist**” (See Appendix A).

The County provides several different types of safety training for employees. Documentation of completed training courses shall be sent to the Human Resources Department and kept in personnel files.

- A general safety orientation for new employees is provided by Human Resources upon hire. The initial training is to be documented on the “**New Employee Orientation Checklist**” form and signed by the employee and returned to Human Resources to be retained in their personnel file.
- Specific training on how to safely perform assigned duties is provided by respective Department Heads and/or supervisors.
- Special training when working with hazardous materials or complex types of machinery or other equipment is provided by respective Department Heads and/or supervisors.
- Special training in areas where there have been recurring injuries, OSHA reportable injuries, shall be tracked by Human Resources as reported to him/her through submitted “**C-1**” forms.
- Training in using any required personal protective equipment (e.g., respirators, hearing protection, etc.) is provided by respective Department Heads and/or supervisors.

Additional training should be provided whenever an employee's job changes, new hazardous materials are introduced, new machines/tools are used, new safety protection equipment is needed, or if there are incidents of recurring injuries or as requested by employees. Employees that do not seem to understand proper safety procedures should be retrained.

Whenever personnel are used from a temporary employment service, Department Heads must provide specialized training for jobs they will be performing before they begin work or as soon as possible thereafter.

Effective safety training will result in the following benefits to the County:

- Reduction in injuries
- Reduction in damage to property and supplies
- Reduction in retraining time
- Reduction in liability
- Encouragement for employees in asking for help
- Increased production
- Increased morale
- Decreased absenteeism
- Healthier employees

6. Safety Rules and Discipline

NRS 618.383 dictates every employer in the State of Nevada shall establish a written Safety Program. Employees need to know and follow County safety rules and Department Heads must enforce them. Unsafe procedures will not be tolerated. Department Heads are expected to take immediate steps to correct unsafe behavior.

General Safety Rules:

- Comply with safety instructions.
- Report hazardous conditions.
- Follow team-lift guidelines.
- Maintain safe standards in your work area.
- Wear provided personal protective equipment.

- Report all injuries and near misses immediately.

General Disciplinary Action:

Disciplinary action will be conducted in accordance with County Policy 1001. If a Collective Bargaining Agreement is in place, the Department Head will follow the established steps outlined in the Agreement, ensuring adherence to the appropriate chain of progressive disciplinary action. (Disciplinary forms included in Appendix A).

7. Identifying and Evaluating Workplace Risks

Inspection of the workplace is the primary tool to identify unsafe conditions and practices, which may include buildings, equipment, apparatus, vehicles, and personal protective equipment, etc.

Department Heads are responsible for routinely inspecting all work areas and need to document their inspections of the workplace by using the “**Safety Inspection Checklist**”.

8. Safety Communication

Employees should submit safety concerns and suggestions by completing an “**Employee Unsafe/ Hazardous Condition Report**” form and emailing it to their Department Head and Safety Director.

The Safety Director will respond, in writing, to the employee’s submittal indicating what action has been taken.

9. Emergency Evacuation

Employees must be familiarized with evacuation routes for their work areas. Part of the “**New Employee Orientation Checklist**” includes emergency evacuation procedures. Emergency evacuation routes shall be posted in a conspicuous location. The locations of fire extinguishers are identified on the evacuation plans.

Evacuation:

1. Find the nearest exit and leave quickly.
2. Get to a safe area.
3. Contact Department Head or supervisor.

Shelter in Place:

1. Secure and lock doors and windows.
2. Cover windows if possible.
3. Stay away from windows and doors.
4. Do not open the door/windows until law enforcement advises.

Hazardous Materials:

1. Close windows and doors.
2. Turn off HVAC if applicable.
3. Attempt to seal cracks around doors and windows (duct tape, cloth).

10. Accident Investigations

Accidents, injuries, and near misses are to be reported immediately by completion of a “C-1” form and/or an “**Accident Investigation Form**”. The “C-1” form shall be completed by the Employee, Department Head, or witness; signed; and then submitted to the Human Resources Department. The “**Accident Investigation Form**” shall be completed by the Employee, Department Head, or witness and submitted to the Safety Director via email.

Appendix A

Forms

Appointment of Officers

The Storey County Commissioners appoint _____ as Chairman,
_____ as Vice Chairman, and _____ as Secretary/ Treasurer of the
Storey County Safety Committee from October 1, 20____ through September 30, 20____ at the Commissioners
Meeting dated _____, 20____.

County Commissioner

The Officers are as follows:

Chairman: _____

Cell Phone: _____ Email: _____

Signature: _____

Vice-Chair: _____

Cell Phone: _____ Email: _____

Signature: _____

Secretary/ Treasurer: _____

Cell Phone: _____ Email: _____

Signature: _____

Safety Inspection Checklist

Yes No Comments

1. All exits are unblocked and clearly marked.
2. No obstructions in passageways.
3. All electric boxes covered/ closed.
4. Proper PPE is provided and used.
5. First aid supplies available and adequate.
6. AEDs in building and functioning.
7. Fire extinguishers are maintained and clear of obstructions.
8. Flammable/ Combustible materials stored properly.
9. Hazardous material containers labeled.
(location of MSDS is known)
10. Emergency evacuation routes posted.
11. Employee lifting procedures known.
12. Low clearance marked appropriately.
13. Machinery/ equipment/ tools/ vehicles used appropriately.
14. Machinery/ equipment/ tools/ vehicles in safe condition.
15. Machinery has guards as needed.
16. Electrical cords in good condition.
17. No trip or slip hazards present.
18. No sharp edges present.
19. Weather related hazards
20. Areas where reoccurring near misses/ injuries happen.
21. Any deviations from acceptable safe practice.
22. Other: _____
23. Other: _____
24. Other: _____
25. Other: _____
26. Other: _____
27. Other: _____

Signature _____

Date _____

Accident Investigation Form
(To be completed by Supervisor)

**Injury
Near Miss**

Employee Name: _____
Employee Number: _____ **Job Position:** _____
Date and Time of Accident: _____
Location of Accident: _____
Witness(es): _____
First Aid given: Yes No **Paramedics called:** Yes No

How did this accident occur (please use separate page if needed)?

What were the cause(s) of the accident, if known?

What recommendations do you have to prevent reoccurrences?

Employee Signature

Date

Department Head Signature

Date

Completed By Safety Director:
Description of Corrective Action Taken:

Safety Director Signature

Date

Employee Unsafe/ Hazardous Condition Report

This form is for use by employees who wish to provide a hazardous condition suggestion or report of an unsafe workplace condition or practice.

Name (optional): _____ Date: _____

Department: _____

Description of unsafe or hazardous condition:

Location of condition:

Causes or other contributing factors:

Employee's Recommendation for Solution:

Department Head Signature

Date

Completed By Safety Director:

Investigation:

Corrective Action Completed:

Safety Director Signature

Date

New Employee Orientation Checklist

Name: _____

Department: _____

Job Title: _____

Start Date: _____

The New Employee Orientation Checklist is designed to assist in acquainting a new employee with the workplace and work procedures. The items on his form should be completed during the first week the employee is on the job. Please initial each item as it is completed on the line in front of it. If an item is not applicable, write "n/a" and initial. Return this form to the Human Resources Office no later than: _____ (two weeks after start date).

SUPERVISOR

General

- _____ Introduce new employee to staff in department.
- _____ Show location of restrooms, lunch area, parking, bulletin board(s).
- _____ Tour the work area and facilities.
- _____ Explain work schedule start/ end.
- _____ Explain break times, lunch time, and duration.
- _____ Discuss back-up coverage – who covers for them and who they cover for.
- _____ Cover procedure for reporting absence, tardiness, sickness, etc.
- _____ Explain requesting leave in Time & Attendance.
- _____ Discuss leaving work area during work hours.
- _____ Stress importance of keeping department and human resources up to date on address and phone number.
- _____ Cover paydays – how, when, and where employee will be paid – availability of direct deposit.
- _____ Explain dress guidelines, uniforms, and employee's responsibility.
- _____ Review the chain of command and introduce employee to supervisors in the chair hierarchy.
- _____ Review accident reporting procedures.
- _____ Introduce safety representative.
- _____ Review emergency evacuation routes and procedures.
- _____ Review internal department policies and procedures, including safety rules.
- _____ Indicate location of department copy of policies manual.
- _____ Review county's safety manual.
- _____ Indicate location and purpose of MSDS's (Material Safety Data Sheet).
- _____ Remind employee to address any questions or concerns to the supervisor.
- _____ Introduce to members of other departments the employee might encounter in normal course of work.

Job

- _____ Provide current copy of job description delineating primary job responsibilities and assignments (supervisor & employee must sign and return to Human Resources office).
- _____ Confidentiality form with policy.
- _____ Explain kinds of tasks not performed without specific directions.
- _____ Define performance expectations – work standards expected, quality and quantity of work, and performance evaluation procedure.

New Employee Orientation Checklist *Continued*

- _____ Review blank performance evaluation form.
- _____ Introduce new employee to person(s) who will train them.
- _____ Explain check in/out procedures for tools and supplies; discuss where/ how to get office supplies and purchasing procedures.
- _____ Demonstrate how to use multiline phone.
- _____ Discuss importance of good customer service in person or on the phone.
- _____ Explain how to answer the phone, how to take messages, and where to leave them.
- _____ Demonstrate the proper procedure to respond to an angry citizen.
- _____ Cover care and maintenance of equipment or vehicles.
- _____ Clarify computer use/ restrictions, no expectation of privacy.
- _____ Other (Please specify) _____

Employee's Signature

Date

Supervisor's Signature

Date



STOREY COUNTY HUMAN RESOURCES

FORM: 1001F
CREATED: 01/06/2019
REVISED: 8/21/18 – 12/04/18
AUTHORITY: BOCC
COUNTY MANAGER: PAW

Documented Verbal Warning

Today's Date: _____ Department: _____

Date of documented verbal warning: _____

Name of employee receiving verbal warning: _____

Name of employee/ supervisor issuing verbal warning: _____

Detailed explanation of the performance-related behavior(s) or job-related behavior(s):

Department or county policies violated:

Details of specific changes that must occur to correct the subject behavior. Details must be SMART (Specific, Measurable, Attainable, Relevant, and Timely). This section should specify what exactly do I want to achieve; where; how; when; and with whom.

Timeframe for these changes to occur (even if repeated from question 8 above).

Periodic review needed: yes no If yes, what frequency and duration of reviews: _____

Consequences if the required change does not occur:

Supervisor Signature

Date

Employee Signature

Date

Note: By employee's signature above, receipt of this verbal warning is acknowledged but agreement with the action taken is not necessarily indicated.



STOREY COUNTY HUMAN RESOURCES

FORM: 1001F1
CREATED: 01/06/2019
REVISED: 8/21/18 – 12/04/18
AUTHORITY: BOCC
COUNTY MANAGER: PAW

Written Reprimand

Today's Date: _____ Department: _____

Date of written reprimand: _____

Name of employee receiving written reprimand: _____

Name of employee/ supervisor issuing written reprimand: _____

Detailed explanation of the performance-related behavior(s) or job-related behavior(s):

Department or county policies violated:

Details of specific changes that must occur to correct the subject behavior. Details must be SMART (Specific, Measurable, Attainable, Relevant, and Timely). This section should specify what exactly do I want to achieve; where; how; when; and with whom.

Timeframe for these changes to occur (even if repeated from question 8 above).

Periodic review needed: yes no If yes, what frequency and duration of reviews: _____

Consequences if the required change does not occur:

Supervisor Signature

Date

Employee Signature

Date

Note: By employee's signature above, receipt of this verbal warning is acknowledged but agreement with the action taken is not necessarily indicated



STOREY COUNTY HUMAN RESOURCES

FORM: 1001F3
CREATED: 01/06/2009
REVISED: 1/02/18 – 12/04/18
AUTHORITY: BOCC
COUNTY MANAGER: PAW

Last Chance Performance/ Behavior Agreement

Effective _____ (date), this agreement is entered into as a condition of continuing employment for) _____ (employee's name), hereinafter "employee," in his/her position as _____ (employee's current job title) with Storey County, hereinafter, "employer." In lieu of terminating his/her employment, employee agrees to refrain from inappropriate conduct and/ or performance standards as follows: employee understands that his/ her continued employment is dependent upon him/ her meeting the conditions set forth in this agreement and demonstrating effective performance of his/ her duties. Failure to do so will result in immediate termination of employment, subject to all due process rights to which the employee would be entitled but not those denied by the agreement.

Check all boxes that apply and provide explanation.

Employee will be suspended without pay from _____ through _____, 20___. (See section 9 below)

Employee must undergo training and/or professional development. That training and/or professional development specifically includes:

Employee must participate in an Employee Assistance Program (EAP) to address job-related matters and / or consistence with business necessity. Employee agrees to allow Employer to receive confirmation that terms of the EAP assignment have been satisfied. The specific job-related matters and/ or consistence with business necessity include:

Employee must participate in consultation with Human Resources office and/ or his/her supervisor to improve behavior or performance. Specifically, the employee will:

In addition:

- 1. Employee will be expected to report to work following suspension, if applicable, at his/her regularly scheduled time and shift after the assigned suspension and be able and prepared to work. Return to work will occur on: _____ (Date/ Time)**
- 2. Employee will follow all verbal and written policies, procedures, directives, and instructions communicated from his/her supervisor or the department head. If s/he disagrees for any reason with these directives, s/he is required to follow the directives and later discuss his/her concerns with the supervisor or department head, except when work safety is a concern. Where work safety is a concern, s/he is required to report this issue to the supervisor, department head, and Human Resources office immediately and before complying with the directive.**
- 3. Employee understands that in an effort to assist him/her in making the necessary performance improvements, his/her work will be closely monitored and supervised and s/he will accept such supervision as a necessary part of his/her continued employment.**
- 4. It is understood and agreed that the Employee's status is "at-will" during the term of this agreement and that the Employee can be terminated at any time and for any reason or for no reason at all, and with no rights given to due process or appeal, including that which may be contained in policy or in a collective bargaining agreement.**
- 5. Employee understands that this Agreement is not a contract or guarantee of continued employment for any specified period of time.**
- 6. The Union, if applicable, and Employee waive all rights set forth in a collective bargaining agreement and otherwise to challenge through the grievance procedure or other means any termination or other discipline imposed under the terms of this Agreement, unless otherwise provided by law.**
- 7. Employee understands and agrees that s/he has been afforded 48 hours to consider this Agreement and that signing the Agreement was of his/her own free will and with the benefit of representation, if so desired.**
- 8. This Agreement shall be valid and binding for two years from the date of its signing, unless a shorter period of time is expressly specified in this Agreement.**
- 9. Employee's disciplinary record will remain in effect during the entire duration of this Agreement. Following the term of this Agreement, the disciplinary record will remain in effect in accordance with the terms of the Employer's personnel policies or the applicable collective bargaining agreement.**

Employee's Department Head

Date

Employee Direct Supervisor, if other than Department Head

Date

Employee

Date

Employee Representative(s), if applicable

Date

Human Resource Director

Date

CC.: Employee's Personnel File

Appendix B

Heat Illness Prevention Plan

Purpose

The purpose of this Heat Illness Prevention Plan is to establish procedures and practices to protect County employees from heat-related illnesses in accordance with Nevada OSHA (NVOSHA) regulations. This plan applies to all employees who work in outdoor and indoor environments where heat-related hazards are present.

Scope

This plan applies to all County employees, including full-time, part-time, temporary, and seasonal workers, who may be exposed to high temperatures during their job duties.

Responsibilities

- Department Heads/Supervisors: Ensure compliance with this plan, provide necessary resources, and monitor employees for signs of heat illness.
- Safety Officers (Emergency Management Department): Conduct training and inspections to enforce the plan.
- Employees: Follow safe work practices, attend training, and report any signs of heat illness.

Heat Illness Regulation

Pursuant to Section 6(3) of RI 31-24AP, the following must be added to the written safety program:

- The provision of potable water, as described in 29 C.F.R. § 1926.SI(a)(l). As used in this paragraph, "potable water" has the meaning ascribed to it in 29 C.F.R. § 1910.14l(a)(2).
- The provision of a rest break for an employee who exhibits signs or symptoms of heat illness.
- The provision of means of cooling for employees.
- Except as otherwise provided in this paragraph and to the extent practicable, monitoring by the person designated by the employer, or the designee of that person, of working conditions that may create occupational exposure to heat illness. Such monitoring is not required when an employee of the employer is loading or unloading a motor vehicle which operates on public highways of this State.

- Identification and mitigation of any work process that may generate additional heat or humidity.
- Training of employees of the employer as necessary to reasonably mitigate the risk of occupational exposure to heat illness.
- Procedures for responding to a medical emergency.
 - One-time, written job hazard analysis of all job categories
 - The Safety Director is responsible for maintaining written safety manual
 - Establish measures from heat-related exposure
 - Training for employees on mitigating heat-illness

Job Hazard Analysis

- A list of all job classifications of the employer in which the majority of employees in those classifications have occupational exposure to heat illness for more than 30 minutes of any 60-minute period, not including breaks.
- A list of all tasks and procedures, or groups of closely related tasks and procedures, performed by employees of the employer.
 - In which occupational exposure to heat illness may occur; and which are performed by employees in the job classifications that are included in the list required by paragraph (a)

A Job hazard analysis should also include:

- Identification of working conditions that may cause occupational exposure to heat illness; and
- Identification of measures to mitigate or eliminate the heat illness hazard if identified. The precedence and effectiveness of hazard control is the following:
 - Engineering controls,
 - Administrative controls, and
 - Personal protective equipment.

In conducting a job hazard analysis pursuant to this section, the employer shall assess the working conditions of a job without consideration of whether an employee in the job being analyzed would have access to water, rest or shade. This is because access to water, rest, and/or shade are considered mitigation or corrective steps as it relates to occupational exposure to heat illness. equipment of those job classifications, and their work environment. Once that information is listed out, you will then work on identifying where there are working conditions that may cause occupational exposure to heat illness, and how best to mitigate or eliminate the heat illness hazard if identified. How it is presented is

entirely up to the employer and may change depending on the quantity of job classifications, complexity of closely related tasks and procedures, etc.

A job hazard analysis, under this regulation, focuses on the relationship between job classifications of workers, the tasks and procedures of those job classifications, the tools and

To determine if there is an "occupational exposure to heat illness," the employer should use the definition in Section 4 of RI3 I-24AP and take into account any working condition that creates the reasonable likelihood that heat illness could occur, including without limitation:

- Air temperature;
- Relative humidity;
- Radiant heat from the sun or other sources;
- Conductive heat from the ground or other sources;
- The movement of air;
- The severity and duration of workloads; and
- Protective clothing and personal protective equipment worn by an employee.

Guidance can be found in resources and publications such as: OSH Heat Stress Calculator, OSHA- NIO I-I Heat Safety Tool App. National Weather Service Heat Forecast Tools, ACGIH Threshold Limit Values & Biological Exposure Indices, and/or other applicable consensus standards.

Engineering Practice Controls

Engineering controls focus on the elimination or minimization of the hazard. Employers should consider the following types of engineering controls:

- Use air conditioning.
- Increase general ventilation.
- Provide cooling fans.
- Run local exhaust ventilation where heat is produced (e.g., laundry vents).
- Use reflective shields to block radiant heat.
- Insulate hot surfaces (e.g., furnace walls).

- Stop leaking steam.
- Provide shade for outdoor work sites.

Administrative and Work Practice Controls

Employers can also utilize the following administrative and work practice controls:

- Schedule hot jobs for cooler parts of the workday; schedule routine maintenance and repair work during cooler seasons of the year when possible.
- Provide adequate, cool drinking water on the worksite that is easily accessible and permit employees to take frequent rest and water breaks.
- Use relief workers and reduce physical demands of the job.
- Use work/rest schedules.

Personal Protective Clothing and Equipment

Employers should consider the following types of protective clothing:

- Provide hats for work outdoors in the sun.
- For indoor work, use loosely worn reflective clothing designed to deflect radiant heat, such as vests, aprons, or jackets.
- Provide cooling vests and water-cooled/dampened garments, which may be effective under high temperature and low humidity conditions. However, be aware that cooling vests can become an insulator when they reach the body's temperature.
- In environments where respirator usage is necessary, consult with an industrial hygienist to determine the appropriate clothing to prevent heat stress while still protecting the workers.
- Consider the use of dermal patches for monitoring core temperature to better identify when workers need to be removed from the work area.
- Consider the use of heart rate monitoring to better identify when workers need to be removed from the work area. Both sustained (180 bpm minus age) and recovery (120 bpm after a peak work effort) heart rates are recommended guidelines for limiting heat strain.

Health Risk Factors and Acclimatization

Employers should also consider the following acclimatization protocols and inform employees of health risk factors:

- Allow new workers to get accustomed to hot working environments by using a staggered approach over 7-14 days. For example, new workers should begin

work with 20% of the normal workload and time spent in the hot environment, and then gradually increase the time over a 7-14 day period. The same should be done for workers returning from an absence of three or more days, starting with 50% of the normal workload and time spent in the hot environment, then staging acclimatization over three consecutive days.

- Advise workers that certain medications can increase the risk of heat stress. These include:
 - o Amphetamines - sometimes prescribed for narcolepsy or attention deficit hyperactivity disorder (ADHD),
 - o Diuretics - water pills, caffeine, and energy drinks,
 - o Antihypertensives - blood pressure medication,
 - o Anticholinergics - for treatment of chronic obstructive pulmonary disease (COPD), and
 - o Antihistamines - allergy medications
- Alert workers to the dangers of using illegal drugs and alcohol in hot work environments. Illegal amphetamines, such as methamphetamine, are particularly hazardous when heat stress is present.
- Alert workers that some conditions, such as pregnancy, fever, gastrointestinal illness, heart disease, and obesity, may increase the risk of heat-related illness.
- Encourage workers to consult a doctor or pharmacist if they have questions about whether they are at increased risk for heat-related illness because of health conditions they have and/or medications they take.

Heat Illness Prevention Measures

- Access to Water
 - Employees shall have access to potable drinking water that is fresh, cool, and available at all times.
 - Water stations shall be placed in multiple locations when feasible.
- Access to Shade
 - Employees working in direct sunlight shall have access to shaded areas for rest breaks.
 - Temporary shade structures or vehicles with air conditioning shall be provided when no natural shade is available.

- Acclimatization
 - New and returning employees shall gradually increase workloads and take more frequent breaks during their first 14 days of work in high heat conditions.
 - Supervisors shall closely monitor employees during the acclimatization period.
- Work Scheduling & Rest Breaks
 - Work shall be scheduled during cooler hours when feasible.
 - Employees shall be encouraged to take frequent breaks in shaded or cooled areas.
 - High-heat procedures shall be implemented when temperatures exceed 95°F, requiring additional rest periods.
- High-Heat Procedures (95°F and Above)
 - Mandatory Pre-Shift Meetings: Supervisors shall remind employees of heat illness symptoms, emergency procedures, and hydration.
 - Buddy System: Employees shall be assigned to observe each other for signs of heat stress.
 - Enhanced Monitoring: Supervisors shall frequently check on employees.

Best Practices

- Utilizing a satellite or cell phone (depending on service needs of the area) to contact the employee at the start of their shift and discuss the following:
 - o Fitness for duty,
 - o Availability of water and other needed materials,
 - o The necessity to take breaks as needed, and
 - o The work location/ job task for the day.
- Every 30 to 60 minutes contact the worker and perform a status check.
 - o The frequency dictated by the information contained in the employer's BA (job hazard analysis).
 - Work environment, type of work, etc.

- If there is suspected heat stroke or heat exhaustion, immediately soak them with water and remove them from the environment.
- If an employee fails to respond to a status check:
 - Wait a prescribed amount of time and make a second attempt.
 - This will be identified in the monitoring plan.
 - If the employee fails to respond on the second attempt - initiate the provisions of the employer's written safety program related to emergency medical response.
 - If the employee returns the call much later after emergency medical response has initiated and has therefore not followed the employer's policy - the employer will be expected to follow their progressive disciplinary policy as outlined in their written safety program A 6l8.540(1)(e).

Emergency Response Plan

- Recognizing Heat Illness: Employees must be trained to recognize heat exhaustion and heat stroke.
- Response Procedures:
 - Move affected individuals to a cool, shaded area.
 - Provide water and encourage drinking.
 - Remove excess clothing and cool with damp cloths.
 - If symptoms worsen or do not improve within 15 minutes, call 911 immediately.

Recordkeeping & Compliance

- Training records shall be maintained for a minimum of three (3) years.
- Incident reports of heat illness shall be documented and reviewed.
- Regular audits shall be conducted to ensure compliance with this plan.

Training

- Provide information to enable each employee receiving the training to recognize the hazards of heat illness; and
- Train each employee receiving the training in the procedures to be followed to minimize the hazards of heat illness.
- All employees identified in the job classifications in the employer's job hazard analysis as having occupational exposure to heat illness for more than 30 minutes of any 60-minute period not including breaks.
- Any line-level supervision, foreman, lead, etc. role that has direct involvement with the work performed by the identified job classifications.
 - o If the lead, foreman, supervisor, etc. are identified in the job classifications in the employer's job hazard analysis as having occupational exposure to heat illness for more than 30 minutes of any 60-minute period not including breaks than they are required to be trained.
- Any staff designated to be in a safety role for their employer who may be responsible for training others or conducting jobsite inspections.
- Supervisors shall receive additional training on monitoring and responding to heat-related illnesses.

Employers are required to provide training to all employees before performing their work duties pursuant to their established written safety program (See NAC 618.540).

While some standards and regulations have annual retraining requirements, this regulation does not impose retraining requirements upon employers. However, it is considered a best practice to retrain employees each year. Compliance issues may arise during an inspection if employees and employer representatives, despite having training documentation, are unable to explain to compliance staff how the employer is addressing the hazard of heat. This may be viewed as a lack of training or that the training provided was ineffective.

For employees who work indoors in a climate-controlled environment, including, without limitation, a motor vehicle with a properly functioning climate control system, employers are not required to perform the activities in sections 5 through 8 of R131-24AP, which include, conducting a job hazard analysis, designating a person to perform certain functions, creating a plan in the Written Safety Program, and providing training.

If the climate control system becomes non-functional or does not effectively address the hazard of heat illness exposure, the employer must make a good faith effort to reestablish an effective climate control system as soon as practicable, and until the climate control system is rendered effective, implement measures that address potential hazards that could cause heat illness for employees.

A climate-controlled environment is an indoor space where temperature and humidity levels are actively regulated and maintained within a range, often achieved through cooling and dehumidification systems, that effectively addresses the hazard of heat illness.

The effectiveness of a climate control system will depend on various factors such as heat-producing equipment, ambient temperatures, individual workload, etc. Employers may utilize existing consensus standards and references such as, but not limited to, the ACGIH Threshold Limit Values & Biological Exposure Indices, the CDC: Criteria for a Recommended Standard: Occupational Exposure to Heat and Hot Environments, the ANSI/ASSP A10.50-2024 Standard for Heat Stress Management in Construction, or other technical publications to ensure the hazard of heat illness is effectively addressed through climate control.

Per Section 6(2) of R131-24AP, the employer must, at minimum, do the following when an employee is experiencing signs or symptoms of heat illness that require an emergency medical response:

1. Contact emergency medical services (or ensure they were contacted),
2. Provide all information necessary to ensure that emergency medical services are able to reach an employee, and
3. If necessary and appropriate, the employee is transported to a location where emergency medical services are able to reach the employee.