



County of Henrico
Department of Emergency
Management &
Workplace Safety

Verification	Originator	Revised	Issued
Initials	EMWS	EMWS	EMWS
Date	05/01/2015	07/28/2022	08/01/2023

Safety Manual
Chapter 9 General Safety Guidelines

Area of application:	County of Henrico General Government & Schools	
Document Location:	http://employees.henrico.us/info/safety-manual/	
Revisions:		
Rev. No.	Date	Description
001	04/10/17	Updates to working outside in hot weather
002	07/28/2022	Aligned EMWS titles and terminology; non-substantive changes.

Purpose:

This chapter establishes general safety guidelines for all County of Henrico departments to help ensure compliance with the requirements of the Occupational Safety and Health Administration and Virginia Occupational Safety & Health program(OSHA /VOSH).

Scope:

This policy applies to all County of Henrico departments, schools, assigned facilities, hired contractors under county supervision, and all work sites located throughout the County.

Program Administration:

With guidance from the Department of Emergency Management & Workplace Safety (EMWS), each affected department will establish written safety guidelines specific to its work tasks and for any current or anticipated hazards. Departments will ensure each new hire receives training specific to his/her duties prior to initial assignment, and will complete additional training annually or as required to meet the OSHA /VOSH standards.

General Rules:

- A. It is the responsibility of every employee to understand and comply with the safety guidelines applicable to his/her job tasks.
- B. Report all injuries and property damage to the appropriate supervisor immediately.
- C. Report unsafe conditions to the supervisor immediately.
- D. Under normal conditions, walk, do not run.
- E. Fighting, disorderly conduct, horseplay, and practical jokes are prohibited.
- F. Persons under the influence of intoxicants will not be permitted on County property.
- G. Smoking is not permitted in any County-owned facility or vehicle.
- H. While personnel are working, unauthorized firearms or explosives are prohibited on County property.
- I. No person shall be permitted to work if his/her ability or alertness is so impaired through fatigue, illness or other causes, that it is unsafe for himself/herself (or fellow workers) to be on the job.
- J. Jewelry, loose clothing, neckties, and long hair must be removed or tied back whenever employees operate or work near machinery or equipment with moving parts.
- K. Supervisors will ensure employees are properly trained and safe work practices are followed at all times.
- L. No person shall operate equipment or machinery unless he/she has been trained and understands how to use the device safely. If in doubt, a supervisor or competent person should be consulted.
- M. Hired contractors shall not use or operate any County-owned tools or equipment at any time.
- N. If an employee becomes ill at work, the supervisor should be notified immediately.
- O. Only qualified personnel are authorized to make repairs to electrical circuits and mechanical equipment.
- P. While on duty, employees must be fully clothed. All apparel must suit the job requirements.



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- Q. While working outdoors in hot weather, employees are encouraged to stay hydrated by drinking water or electrolyte replacement drinks such as Gatorade. 16VAC25-160-10 establishes minimum requirements to address hydration. The County will ensure:
1. All drinking water containers are readily available to employees.
 2. Water shall be cool and available in sufficient amount, in regard to air temperature, humidity and nature of the work that day.
 3. Water shall be dispensed into single-use cups, or by a fountain. The use of a common cup is prohibited.
 4. Portable water containers must be capable of being closed tight, and equipped with a tap or spigot. Dipping water from inside any container is prohibited.
 5. When single-service cups are supplied, a waste receptacle shall be provided. Unused cups must be kept sanitary.
 6. Drinking water containers shall be constructed of materials that maintain water quality.
 7. Containers shall be re-filled daily, and tightly covered.
 8. Water containers shall be cleaned regularly.
 9. Water containers shall be labeled "Drinking Water", and will not have any other use.

Machine Guarding:

- A. Guards, barriers, and other protective devices designed for the machine operator's protection shall not be removed, altered, or defaced. Safety devices shall be used and maintained in accordance with the manufacturer's instructions, and all applicable OSHA /VOSH standards.
- B. Never operate machinery, power tools, or equipment if the guards or other safety devices have been removed.
- C. If any guard or safety barrier is damaged or not functioning as designed, the operator shall turn off the machine immediately and notify his/her supervisor.
- D. No machine shall be used before proper repairs and testing are completed.

Fire Safety Equipment:

- A. All fire safety equipment, such as portable extinguishers, hose racks and reels, smoke detectors, and fire alarm pull stations shall be maintained and unobstructed.
- B. Notify the supervisor if any fire safety equipment is damaged, appears damaged, or will not operate.
- C. Fire extinguishers shall be inspected for at least monthly. The inspector shall check for the following and annotate on the maintenance tag with his/her initials if no deficiencies are noted:
 1. Fire extinguisher is properly mounted,
 2. There is a three-foot clearance perimeter where the fire extinguisher is located,
 3. No labels have been removed or defaced, and the canister is clean and in good repair,
 4. Ensure the pressure needle (usually yellow) is within the green segment of the dial's face,
 5. The pull pin is present and the safety seal is intact. If the safety seal is broken, or missing the fire extinguisher may have been used, or subjected to tampering. A supervisor should be notified immediately whenever the pin or safety seal is damaged or missing.
 6. Ensure that the extinguisher's nozzle and hose are clear and undamaged.
- D. Portable fire extinguishers require annual maintenance by a qualified person or contractor.

Personal Protective Equipment:

- A. Personal Protective Equipment (PPE) will be furnished by the County at no cost to employees. Persons assigned or working where specific PPE is required shall be trained how to wear and maintain their PPE properly.



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- B. All County crews and/or individuals working in a public right of way shall wear a County-issued hard hat, safety glasses or goggles, high visibility (class III) traffic clothing, and hearing protection as necessary. This directive also applies to crews working within 20 feet of a public right of way.
- C. Report all defective or damaged PPE to your supervisor for replacement or repair.
- D. Employees assigned to certain work tasks will wear the PPE as required by department safety guidelines, the VOSH standard, or when directed to do so by the supervisor.
- E. Eye wash stations shall be fitted with an annual service tag. The station will be checked and flushed weekly to ensure it is operating properly. Eye wash station bowls are to be kept clean, and the spray fixtures caps must be functional and in good repair. The unit must be accessible at all times, and within an unobstructed ten-second travel distance.

Maintenance:

A. GENERAL ELECTRICAL:

- 1. Personnel assigned to work on electrical equipment shall be qualified or properly trained by a competent person to ensure the task is performed safely.
- 2. Electrical repair work shall be performed only by a qualified person.
- 3. Only after appropriate lockout/tagout procedures are in place may a qualified person repair or service electrical equipment.
- 4. Due to the hazardous nature of electrical work, no fewer than two (2) persons shall be assigned to the task.
- 5. Never use pipes or drains for grounding.
- 6. Prevent cords and wires from becoming a trip hazard.
- 7. Assume breaker wires are live, and take the appropriate precautions.
- 8. Use a portable ground fault circuit interrupter (GFCI) where needed or appropriate.
- 9. Using metal ladders or tape measures near live electrical equipment is prohibited.
- 10. When working in tight areas, all energized circuits should be covered with insulating blankets or material.
- 11. In wet locations, wear rubber boots and gloves or stand on an insulated mat or platform designed for that use. If possible, use only low voltage equipment in such location.
- 12. Rings, watches, or jewelry shall not be worn when working with, or near, live electrical equipment. This includes welding.

B. HIGH VOLTAGE EQUIPMENT (over 600 volts)

- 1. No work shall be performed on energized circuits greater than 600 volts.
- 2. All personnel assigned to work on high-voltage equipment shall be trained how to use the instruments and tools designed for that use.
- 3. All high-voltage work shall be done while the equipment locked out or tagged out. Unground conductors will be connected to a suitable ground while personnel are working.

C. POWERED AND NON-POWERED HAND TOOLS

- 1. All power tools shall be approved by Underwriters Laboratories(UL).
- 2. Safety glasses or safety goggles shall be worn when using any electrical drill, saw, tool and die cutter, grinder, sander, lathe, etc. This includes any hand operation that may force debris into the eyes. Nearby personnel must also wear appropriate eye protection.
- 3. Employees exposed to harmful dusts, fumes, mists, vapors or gases, will be provided with the PPE necessary to protect them from the hazard.



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4. Check a portable tool's data plate to ensure the tool is "double insulated" and will not require a ground wire and plug. No electrical tool will be used unless it is double-insulated and/or grounded.
5. No electrical equipment will be operated unless guards and safety devices are installed as designed, and are in good repair.
6. Employees who are issued electrical tools are responsible for using and storing them safely.
7. Before using power tools, check the electrical cord for damage. Frayed cords will not be repaired. Install a new cord, or replace the tool.
8. Supervisors will ensure only qualified personnel use electrical tools.
9. Use the right tool for the right job. Inspect tools before and after use for damage. Replace or repair all defective tools. Tool abuse will not be tolerated. Tools will be used only for their designed purpose.
10. Do not raise or lower power tools by their cords.
11. Do not carry sharp hand tools in pants or shirt pockets.
12. Use caution when handing any tool to another employee.
13. An employee who reaches overhead to hand a tool to another employee must wear a hard hat.
14. Compressed air and other pressurized gasses must be used only for the purposes intended. Compressed air shall never be used to clean off clothing or any part of the body. Compressed air hoses shall not exceed 30 pounds per square inch. [29 CFR 1910.242(b)]
15. When using tools or power tools which may create sparks or flames, post a fire watch or ensure an appropriate fire extinguisher is accessible at all times. An ABC fire extinguisher is appropriate for use on general combustibles, flammable liquids and electrical fires.

D. LADDER SAFETY

1. All ladders shall be used as per the manufacturer's instructions.
2. Wooden ladders shall not be used by any county employee.
3. Aluminum ladders are permitted for non-electrical related maintenance activities.
4. All ladders (expandable and step) will be inspected for serviceability before each use by a competent person. Damaged ladders shall be tagged and taken out of service, or replaced.
5. Weight-limit labels must be legible.

Flammable and Combustible Liquids:

- A. Only approved containers [i.e., via NFPA or UL (Underwriter's Laboratories)] will be used for storing and handling flammable liquids. Approved metal or plastic safety cans equipped with a flame arrester that stops flashback ignition, will be used for the handling and use of flammable liquids in quantities greater than one gallon. Highly viscous liquids (thick or difficult to pour), may be handled from their original containers. For quantities of one gallon or less, only the original container or an approved safety can shall be used for the storage, use, and handling of flammable liquids.
- B. Flammable or combustible liquids will not be stored in areas used for exits, stairways, or normally used for safe passage of people.
- C. All flammable and combustible storage containers will be labeled with the name of the liquid and all appropriate hazard warnings. Hand-written labels are acceptable provided the label is legible and contains the required information.
- D. All outdoor flammable and combustible pumps and storage tanks will be protected against vehicle collision through fencing or pylons.



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1. FLAMMABLE AND COMBUSTIBLE LIQUIDS—storage outside a storage room or storage cabinet in a building or any one fire area of a building:
 - a. No more than 25 gallons of a Class 1 flammable liquids shall be stored outside of an approved storage cabinet.
 - b. No more than 120 gallons of Class 2,3, or 4 liquids may be stored in containers
 - c. No more than 660 gallons of 2,3, or 4 liquids may be stored in a single portable tank. (CFR 29 1910.106(e)(2)(ii)[b][1-3].

Note: If unsure, see the Safety Data Sheet to determine the class of a flammable or combustible liquid.

2. HANDLING LIQUIDS AT POINT OF FINAL USE
 - a. Flammable liquids will be kept in containers equipped with a flame arrester that stops flashback ignition, when not actually in use.
 - b. Flammable cabinets will be labeled in conspicuous lettering “Flammable – Keep Fire Away”.
 - c. Flammable liquids may be used only when no open flames or other sources of ignition are within 50 feet of the operation. If the task requires an exception, ensure that employees are properly trained to handle an emergency, and that appropriate fire suppression equipment is accessible during the duration of the job.

Disclaimer:

Although every effort has been made to ensure this Chapter addresses all applicable regulations, it is the responsibility of each department to maintain compliance.