

Adams County Safety Manual

2026



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01.26 Introduction

ADAMS COUNTY

Management Statement of Safety Policy

Originally adopted May 2026

The success of Adams County depends upon our efficient use of resources to produce a high-quality product for the citizens of our community. Our most important resource is our employees. To protect this resource, we are committed to providing a safe and healthful workplace for all employees by establishing and maintaining an effective safety and health program. We consider safety to be a core value of our organization's operations.

The purpose of the health and safety program is to provide general guidelines to Adams County employees regarding their safety and health. Safety and health guidelines in this policy as well as all other safety policies were prepared in accordance with federal and state laws and regulations.

The occupational safety program of Adams County is organized to give each department responsibility for the accident prevention program. All employees at all levels of our workforce are directed at making safety a matter of continuing concern, equal in importance to all other operational considerations. We are all expected to cooperate in implementing safety practices and to adopt the concept that the safe way to perform a task is the most efficient, and the only acceptable way to perform it.

02.26 Safety Organization & Responsibilities

General Safety Rules

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

- Report all job-related injuries, no matter how minor, to your immediate supervisor as soon as possible. Federal and State OSHA laws and Worker's Compensation regulations require prompt reporting of accidents and injuries.
- All hazardous conditions, actions and/or practices shall be reported to the supervisor.
- Never do anything that is unsafe in order to get a job done.
- Each employee will be required to comprehend and abide by the contents of the safety program.
- Use the handrails on steps and other elevated areas.
- Always inspect tools and other equipment before use. Report defects to supervisor and other potential users. Do not use defective or damaged equipment or tools.
- Obey warning signs and tags. They are posted to point out hazards.
- Operate only the equipment and machinery you have been trained and/or authorized to use.
- Never operate equipment or machinery with guards missing or broken.
- Never remove or disable any safety device.
- Never reach over moving parts of equipment or machinery.
- Report to work in appropriate clothing suitable for the type of work performed.
- Wear all protective equipment as required.
- Working under the influence of alcohol or illegal drugs or using them at work is prohibited.
- Smoking is prohibited in and on county property.
- Any employee taking prescription drugs or over-the-counter drugs that could impair assigned work shall report this fact to the supervisor.
- Horseplay and fighting are prohibited.
- Maintain good housekeeping practices in all work areas.
- Use assisted lifting devices or obtain assistance from a coworker when lifting heavy objects.

Specific Safety Programs and Procedures

Employees will be trained in specific programs and procedures in their departments that may include the following:

- A. Personal Protective Equipment
- B. Respiratory Protection

- C. Hearing Conservation
- D. Lockout/Tagout
- E. Confined Spaces Entry
- F. Hazardous Communications
- G. Blood-Borne Exposure Control Plan
- H. Crystalline Silica Dust Exposure
- I. Chainsaw Safety

Office Safety

Office work still requires knowledge of hazards and safety practices, and accidents can occur during the performance of ordinary office routines. Therefore, it is important that safety rules be observed in offices, just as they are in other work areas.

Office Safety Rules and Regulations

- Keep desk and file drawers closed when not in use.
- Do not open files or desk drawers above or behind someone without warning them.
- Use only sturdy step stools and ladders to reach heights (do not climb on counters or chairs).
- Push chairs up to the desk or under counter when not in use.
- Do not carry loads which obstruct your view, are too heavy, or without a prepared place to set them down.
- Report any injury to your supervisor.
- Get help to move heavy objects.
- Always maintain good housekeeping. Wipe up spills and pick up all objects that should not be on the floor.
- Do not have an extension cord across walking areas of floor.
- Approach blind areas cautiously.
- Report defective furniture or equipment to your supervisor.
- Know the location of emergency exits and keep aisles clear to them.
- Operate only those pieces of equipment you are authorized to use.
- Assure all electrical equipment is disconnected before working on it.
- Use fatigue mats when extensive standing is required.
- Assure clearance of at least eighteen (18) inches from any sprinkler.

Ergonomics Issues

- Maintain proper posture, paying careful attention to positioning of head, neck/spine, arms/wrists, hips/thighs and feet.
- Alternate between different postures on a regular basis.
- Keep a neutral position, where the forearms, wrists and hands are in a straight line.
- Avoid awkward reaching for work tools such as telephone, mouse, and reference materials.
- Avoid resting elbows, forearms or wrists on hard surfaces or sharp edges.
- Engage in stretching, or be mindful of giving muscles and joints a chance to rest and

recover.

- Alternate between work activities which use different muscle groups to avoid overuse.
- Give your eyes a break by closing them momentarily, gazing at a distant object, and blinking frequently.
- Proper exercises are a complement to a complete office ergonomics program.

Vehicle Safety

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

- All employees are responsible for safety checks of all Adams County vehicles they are assigned to drive or their own personal vehicle when used for County business. The check shall include lights, horn, turn signals, brakes, tires and wipers.
- Report any unsafe condition to your supervisor before operating the vehicle.
- Position all adjustments for safe driving before putting the vehicle in gear, such as the seats and inside/outside mirrors.
- Do not take medication or other controlled substances which could impair your ability to safely operate a vehicle before driving.
- All individuals who drive or ride in a County vehicle or a personal vehicle being used on County business shall wear the installed seat belt.
- Department Heads shall ensure that employees are utilizing seat belts.
- Stay within the posted speed limit. When conditions warrant, slow down.
- Signal intentions well in advance, including changes in lanes and actual changes in direction.
- Avoid sudden braking.
- Maintain an appropriate distance behind other vehicles to prevent tailgating accidents.
- Turn on low beam headlights during dark periods of the day, such as rainstorms and fog. Headlights should be on a half hour before sunset and a half hour after sunrise.
- Employees may not use cell phones while driving County vehicles or personal vehicles for County business. Employees must safely pull over to the side of a road or a parking lot prior to answering or making a phone call from a vehicle. Employees may use a blue tooth or hands-free device to facilitate calls while driving on County business.
- Follow all other Iowa statutory and regulatory rules of the road.

Vehicle Accidents

In the event of an accident involving a County vehicle, the following procedures are recommended, understanding emergency situations can vary:

- Render first aid, if qualified to do so, and arrange for medical help, if necessary.
- Notify law enforcement officials immediately. Unless it is necessary for safety's sake,

the vehicle should not be moved until authorized by the investigating officer.

- The driver of the County vehicle shall report the accident to their Supervisor as soon as possible.
- Exchange names, driver's license numbers, vehicle description and tag number with the other person(s) involved.
- Obtain names and addresses of any witnesses to the accident.
- Offer no information regarding the responsibilities for the accident or what should have been done to avoid it.
- The driver of the County vehicle is to fill out an Incident Form and forward the report to the Department Head.
- Obtain medical assistance and care with a Designated Physician immediately, if needed.

Management and Department Head Safety Responsibilities

Management should work towards maintaining a place of employment that is free from recognized hazards that could result in injuries or accidents. Since it is impossible for managers to personally observe all employee activities, management must rely on and assure that supervisors are trained and aware of their safety responsibilities. Safety responsibilities for managers include:

1. Provide leadership and direction concerning safety activities.
2. Participate actively in the continuous evaluation of the safety program.
3. Set goals concerning safety performance within your department.
4. Review losses for potential trends on a regular basis.
5. Enforce all safety rules.
6. Participate in facility and work site audits.
7. Participate and support all accident investigation activities.
8. Review accident reports and recommend corrective actions.

Supervisors' Safety Responsibilities

Safety is as much a part of the supervisor's responsibility as is getting the job done efficiently. Among the important safety responsibilities of all supervisors are:

1. Familiarize yourself with and enforce the safety rules and regulations that have been established by applicable local, state, and federal authorities for the type of workplace and work being performed. These regulations are intended to set standards for safety and the contents of applicable regulations should be enforced for activities on the County's worksites and facilities.
2. Address reported hazards. Operating under known hazardous conditions will not be tolerated.
3. Do not permit new or inexperienced employees under your supervision to work with power tools, machinery or complex equipment without proper instruction and training.
4. Ensure tools, equipment and machinery being used in the workplace is in proper working condition. Do not allow the use of known unsafe tools or equipment under any circumstances.
5. Ensure that proper personal protective equipment is available and used by employees when necessary or required.
6. Always set a good example in safety, such as wearing the proper safety equipment (safety glasses, hard hats, etc.), following policies/procedures, using seat belts, etc.
7. Consistently enforce the requirements of the County's safety program and any associated rules or policies.

8. Ensure that all employees have access to a copy of the County's safety program.
9. Encourage safety suggestions from employees under your supervision.
10. Obtain prompt first aid for injured employees.
11. Participate in accident or incident investigations involving your employees.
12. Conduct audits of all work areas and facilities on a regular basis to improve housekeeping, eliminate unsafe conditions and encourage safe work practices.

Employee Safety Responsibilities

All employees carry a certain amount of responsibility in any safety program. You must be aware that your actions, mental state, physical condition, and attitude directly affect the safety of yourself and your fellow employees. All employees are expected to:

1. Know your job, follow instructions, and think before you act.
2. Use protective equipment (eye protection, hard hats, gloves, etc.), as the job requires.
3. Work according to good safety practices as posted, instructed, and/or discussed.
4. Refrain from any unsafe act that might endanger yourself or your fellow workers.
5. Use all safety devices provided for your protection.
6. Report any unsafe situation or act to your supervisor immediately.
7. Assume responsibility for thoughtless or deliberate acts that may cause injury to yourself or your fellow workers.
8. Abide by all policies, procedures, rules, etc. associated with Adams County's Safety Program.
9. Never operate equipment that you are unfamiliar with or not trained to use. Also, equipment that is defective or in need of repair shall not be used and must be reported to your supervisor.
10. Report all accidents/incidents to your supervisor as soon as they occur. Failure to report any injury or incident may be cause for disciplinary action.

03.26 Medical Emergency Procedures/Company Nurse & First Aid

Medical Emergency Procedures

The following actions should be taken in the event of a one or more of your County coworkers experiencing a medical emergency on County work premises:

- Call **911**.
- Make sure the site is safe before aiding. **Do not attempt rescue alone!**
- Provide assistance to the injured person, if able and qualified to do so.
- Notify Company Nurse & Supervisor

Medical emergencies include (but are not limited to):

- Severe chest pains
- Traumatic injuries (head injury or severe cut)
- Loss of consciousness or severe dizziness
- Breathing difficulties
- Any other situation that you feel the person needs medical treatment immediately.

Company Nurse

As a member of the Iowa Municipalities Workers' Compensation Association, Adams County's employees are required to report all potential work-related injuries using Company Nurse. Reporting claims through Company Nurse provides employee's access to 24-hour, 7 days a week claims reporting and medical recommendations (triage) from a registered nurse.

To report a claim through Company Nurse, call 1-833-604-1820.

Employees that fail to report their work-related injuries to Company Nurse within 24 hours may be subject to discipline.

Designated Physician Policy

Employees are required to use a County-designated medical clinic for all pre-employment testing or any work-related injuries. The designated clinics are:

- *Emergency Room*: CHI Health Mercy Corning
- *During Business Hours*: CHI Health Mercy Corning
- *Pre-Employment*: CHI Health Corning Clinic

Adams County's designated clinics for medical services need to be used in any instance of a work-related injury or illness. Employees with a work-related illness or injury will be required to have their initial evaluation with this clinic. If an employee decides to go to another provider without the referral from the authorized treating clinic, the employee will be responsible for all expenses related to those visits.

First Aid and First Aid Kits

An illness or injury that occurs on Adams County-owned property may be treated by supervisor or other available personnel in accordance with their individual abilities, qualifications, and the severity of the injury. Each of Adams County's offices shall have a first aid kit that is stocked with basic first aid supplies. Larger, fully stocked first aid kits are available in locations where there are a larger number of employees. A first aid kit shall also be in each County vehicle.

It is recommended that the first aid kits be inspected on a regular basis, replacing used, missing, soiled, damaged or outdated items. Make sure all employees are advised of the location of the nearest first aid kit.

All permanent employees will receive CPR and first aid training every 2 years.

Eye Wash Stations

An eye wash station suitable for quick drenching or flushing of the eyes and body shall be provided within the work area for immediate use if employees are exposed to harmful materials. These eye wash stations or bottles need to be tested on a regular basis to ensure they are functional and have not expired. These eye wash stations will be tested when first aid kits are being restocked, or an employee will be assigned this duty, and will be recorded on a maintenance log.

04.26 Injury and Incident Reporting and Investigation

Injury and Incident Reporting and Investigation

Incidents and injuries occurring in the workplace, or that involve equipment and property, may be preventable. To prevent future incidents and injuries, reviewing the circumstances surrounding each incident may provide valuable learning experiences to improve processes and procedures going forward. Once the primary cause for the incident has been established, appropriate action shall be taken to prevent recurrence.

The *Employer Investigation Form* has been adopted to facilitate the investigation. The assigned investigator shall complete this form and a copy will be forwarded to the department head as applicable for the following incidences:

1. Any work-related accident resulting in an employee needing medical attention.
2. Any work-related accident resulting in damage to property or equipment.
3. Any accident involving a member of the public that could result in a claim being filed against Adams County, whether it is personal injury or property damage.

Any time an employee is involved in an accident with a County vehicle and private property, whether there is damage or not, the Sheriff's Department should be called immediately. If the Sheriff's Department is called on an incident, the officer's report shall accompany the *Employer Investigation Form*.

The department head shall provide a written response to any recommendations by the safety committee or the investigator that outlines corrective actions taken by the department.

Post-accident drug and/or alcohol testing will be required as stated in the County's Employee Handbook. If the investigation determines an employee has contributed to the cause of an incident by failure to obey laws, department or safety rules and regulations, disciplinary action may result.

Copies of all incident reports and corrective actions shall be kept on file in the Auditor's Office and shall be maintained with the OSHA 300 log for the year of the incident. Those reports which have no lost work time, do not require medical attention beyond first aid and those involving the public are not to be kept with the OSHA 300 log.

The County wants to provide a safe working environment for its employees. Accordingly, employees may be required to participate in safety and accident meetings to reduce the possibility of injury.

Employer Investigation Report available at <https://www.imwca.org/claims/claims-forms/>. (See below)



Employer Investigation Report

The *Employer Investigation Report* must be completed and returned to IMWCA as soon as possible after the incident.

Employee name: _____

Department/occupation: _____

Date/time of injury: _____

Location of incident: _____

How did the incident occur?

Was first aid given? ☐ YES ☐ NO

If yes, by whom? _____

Was the employee sent to a medical facility? ☐ YES ☐ NO

If yes, give the name and address: _____

Did the incident occur because of an unsafe act or unsafe condition of equipment? ☐ YES ☐ NO

If yes, explain: _____

Was there corrective action taken to prevent accident from happening again? ☐ YES ☐ NO

If yes, explain: _____

List names and occupations of witnesses:

Name: _____	Occupation: _____
Name: _____	Occupation: _____
Name: _____	Occupation: _____
Name: _____	Occupation: _____
Name: _____	Occupation: _____

Supervisor's Signature _____

(date signed) _____

Please fax or e-mail this completed form to: (978) 367-2862 or imwcaclaims@iowaleague.org

05.26 Training and Orientation

The department head or their designee will provide ongoing safety training in the following areas as the need arises:

- New equipment purchases.
- New/changes in operations.
- Identified areas of increased incidents and injury.
- Newly identified areas of exposure.
- Annual refresher training required for each program.

Documentation of Safety Training

Documentation from any training courses attended by employees, supervisors or managers will be kept for recordkeeping purposes. Documentation associated with safety meetings and training will be kept in each Departmental office. Employees who do not attend regularly scheduled safety meetings or training activities will be identified and scheduled to attend make-up training. Documentation will be noted for employees that attend make-up training.

New Employee Safety Orientation

Department heads or their designee will provide an orientation to all new employees to address the hazards of their position. This will include a review of all safety rules, policies/procedures, equipment, PPE, or other safety standards and considerations; that are applicable to the new employee's area of assignment. The new employees will be given an opportunity to ask any relevant questions that may pertain to their assigned duties. Documentation of the safety orientation training for each new employee will be maintained in the Auditor's Office.

06.26 Hiring Practices

Safety starts with proper hiring practices to ensure that the person being hired for a position is physically and technically capable of safely performing the applicable tasks, with or without reasonable accommodation.

It is the policy of Adams County that every new employee undergoes a pre-employment physical capacity exam and drug screening. The employee will be directed to CHI Health Mercy Corning. The physician performing the physical examination shall present an opinion as to the employee's ability to perform the required tasks, with or without reasonable accommodation. (See Applicable Job Description). The costs of the physical may be paid by the county.

Job Descriptions

It shall be the responsibility of the department head or their designee to provide a copy of the applicable job description to the physician conducting a pre-placement physical for each new employee. Each department head shall be responsible for periodically updating all job descriptions within their department to ensure they adequately reflect the requirements of the job.

07.26 Return to Work Program

Return to Work Program can be found in the Adams County Employee Handbook.

08.26 Safety Audits and Inspections

Department Self-Inspection Checklists

Since the success of any safety program depends on identifying hazards and taking immediate corrective action, annual department self-inspections are required. Each department shall develop its own checklist to assist in the inspections. The completed checklist should be submitted to the Auditor's Office

09.26 Personal Protective Equipment (PPE)

Adams County is responsible for requiring the appropriate personal protective equipment (PPE) be worn in all operations where there is exposure to hazardous conditions or where there is a need for using such equipment to reduce the hazard to employees. The following are general PPE requirements and considerations, but all employees should be aware of the PPE more specifically required for their jobs, workplaces, and tasks.

Hard hats shall be worn when there is the possibility of falling or flying objects, bumping the head, when around a project where an outside contractor requires their own employees to wear safety hats, when a project involves overhead operations, or for all structure projects. NOTE: Only hard hats issued by the County shall be worn.

Safety glasses shall be worn when there is the possibility of injuries to the face and eyes, both for inside and outside tasks. Side shields shall be worn at all times when there is a chance of injury from flying objects. Safety goggles should be used when grinding, drilling, chipping, or breaking concrete, using compressed air tools, operating weed trimmers, wire-brushing steel, or any other task involving flying objects. A full-face shield or welding helmet may be necessary depending on the task.

Proper hearing protection shall be worn while operating any device where there is a sustained exposure to high noise levels, or where noise warning signs are posted.

Feet Protection: All secondary roads county employees shall wear protective footwear with slip and oil resistant soles at all times during working hours, and while operating any device where a foot injury may occur.

Safety Vests: High visibility apparel (including vests) shall be always worn by personnel when working within the public right of way and exposed to traffic hazards. Employees working in areas where there is danger of moving vehicle traffic at night or in low light conditions must wear safety vests or clothing with reflective material designed for high nighttime visibility.

Safety harnesses are required for any task being completed involving work off the ground. Safety vests or other reflective clothing is required for any roadway construction or maintenance activities. Dust masks must be worn any time there is the potential for exposure to excessive dust. Seat belts must be worn at all times by any driver or passenger performing official County business. This includes County-owned vehicles, equipment, vehicles rented by the County, or while operating a personal vehicle for County-related business.

When operating a chainsaw, employees are required to wear safety toed, cut resistant footwear, cut resistant leg protection (chaps), cut resistant gloves, hearing protection, head protection (hard hat), eye protection, and face protection.

Excavations: Employees shall not enter a trench until the lead man or crew foreman has deemed said trench is to be safe. Sloping of trench sides, shoring, or other such methods shall be utilized if a trench exhibits any characteristics that would indicate unstable banks. Every precaution shall be used to insure an employee's safety when working in trenches, as specified in Occupational Safety and Health Standards for the Construction Industry (29 CFR Part 1926.650 through 1926.653).

If an employee feels there is a piece of safety equipment needed that the County does not have, they must notify their supervisor.

Please ask a Department Head or supervisor if a situation arises where you are unsure what PPE may be required.

10.26 Bloodborne Pathogens

Purpose

This policy addresses protections and protocols to protect employees exposed to bloodborne pathogens while they are at work. This policy covers what occupational exposures employees may have to bloodborne pathogens and how employees will be protected from the exposures while at work. This program also serves to help Adams County and its employees comply with Occupational Safety and Health Administration (OSHA) respiratory protection requirements as found in 29 CFR 1910.1030.

Copies of this policy will be accessible to employees in each office. Each employee potentially exposed to bloodborne pathogens will be trained on this policy.

Leadership and Accountability

The Department Head will be responsible for annually evaluating the bloodborne pathogens policy effectiveness and selecting appropriate personal protection equipment.

Employees are accountable for the proper care, maintenance, and proper use of the personal protection equipment.

Employees should refer questions or comments about this policy to their Department Head.

Key Definitions

Contaminated means the presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.

Exposure Incident means a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that result from the performance of an employee's duties.

Occupational Exposure means reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.

Universal Precautions is an approach to infection control. According to the concept of Universal Precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens.

Work Practice Controls means controls that reduce the likelihood of exposure by altering the manner in which a task is performed (e.g., prohibiting recapping of needles by a two-handed technique).

Employees covered.

Employees that perform tasks that meet one of the following descriptions shall be covered under this policy:

- a. Tasks that involve actual or potential for mucous membrane or skin contact with blood, body fluids or tissues.
- b. Tasks that involve no exposure to blood, bodily fluid, or tissues, but employment may require exposure in an emergency.

A list of job classifications of covered employees is maintained as an appendix to this policy. The tasks that may result in occupational exposure will be included for each classification as well as the personal protective equipment that is provided to the employees.

Personal protective equipment

Contaminated equipment and clothing shall be cleaned, laundered, or disposed of by each department. Boots or footwear need to be thoroughly cleaned or disposed of. Employees ***shall not be allowed*** to take contaminated clothing home to launder.

Follow the policy on cleaning and or disposing of contaminated equipment.

Universal precautions

Employees will obey with the following precautions if exposed to blood or blood products:

- a. Wash hands after any potential exposures as soon as practical. Bottles of waterless hand soap or Clorox wipes may be issued to all employees working at locations without water sources.
- b. Use necessary PPE with limited exception.
- c. Use cut resistant gloves when handling contaminated sharps, glass or needles must be disposed in a puncture resistant and leak proof container with proper warning labels.
- d. Disinfect respirators after each use. **Follow manufacturers' directions on disinfecting procedures on respirators.**
- e. Employees with cuts or scrapes on their hands while preparing food must use food preparation gloves.
- f. Eating, drinking, smoking, applying makeup or handling contact lenses is prohibited in work areas where there is a reasonable likelihood of exposure.

Employee Information and Training

Training will be provided to all employees, so they acquire the understanding, knowledge, and skills necessary for the safe performance of their duties. Training will be documented, and the records stored at each Departmental Office.

- See IMWCA Online training Course BP09

Housekeeping

All worksites and vehicles will be maintained in a clean and sanitary condition. Each department must determine and implement an appropriate written schedule for cleaning and method of decontamination based upon the location, type of surface to be cleaned, type of soil present and tasks or procedures being performed in the area.

All contaminated equipment or locations shall be cleaned up as soon as feasible using the universal precautions. All bins, pails, cans, and similar receptacles intended for reuse that have a reasonable likelihood for becoming contaminated with blood or other potentially infectious materials should be inspected and decontaminated on a regularly scheduled basis and cleaned and decontaminated immediately or as soon as possible upon visible contamination per policy and those trained in clean up procedures. Biohazard bags and containers will be provided for contaminated material disposal.

Hepatitis B vaccination and post-exposure evaluation and follow-up

Hepatitis B vaccine and vaccination series will be provided **free of charge** to all employees who have occupational exposure, including post-exposure evaluations and follow-ups for all employees who have had an exposure incident. Medical evaluations and procedures, including the Hepatitis B vaccine and vaccination series, and post-exposure evaluation and follow-up, including prophylaxis, will be performed by or under supervision of the designated physician.

Employees seeking Hepatitis B vaccinations, post-exposure review or other medical procedures under this policy shall use the CHI Health Mercy Corning, 641-322-3121, or otherwise ask the County to facilitate evaluation and care.

Employees accepting Hepatitis B vaccinations shall complete the consent form (see page 6)

Employees declining the Hepatitis B vaccinations shall complete the declination form (see page 7)

The forms and other medical records shall be maintained in the employees' confidential medical file.

Post-exposure procedures

Employees subjected to an exposure incident **must**:

- a. Immediately report exposure incident to a Company Nurse immediately,
- b. Complete employee's incident report within 12 hours of exposure, and
- c. Report to designated health care provider for post exposure evaluation, care, and counseling.

Outside contractors

The Department Head shall inform all contractors of the elements of this policy. Contractors must also make a copy of their bloodborne pathogens policy and their exposure control plan available to the Department Head immediately upon performing tasks for agency.

Bloodborne Pathogens Exposure Determination

(Entity's Name)

Updated by:

Last Updated:

Employees under the following classifications have been identified as having potential occupational exposure risks:

Sheriff's Department

- Covered employees: all officers, command officers, jailers, trainees, and custodial staff.
- Tasks: restraint of suspects, first aid/CPR, accident/crime scene investigations, housekeeping duties
- PPE: gloves (Cut resistant preferred), resuscitation masks

Conservation Department

- Covered employees: laborers, maintenance, parks supervisors, park ranger and custodial staff.
- Tasks: first aid/CPR, garbage collection, housekeeping duties
- PPE: gloves (Cut resistant preferred), resuscitation masks.

Landfill

- Covered employees: all route supervisors and collectors.
- Task: first aid/CPR, garbage collection
- PPE: gloves (Cut resistant preferred), resuscitation masks, protective eyewear.

Other: courthouse, maintenance shops

- Covered employees: janitor, maintenance.
- Task: first aid/CPR
- PPE: gloves, protective eyewear

Employee Consent Form

This is to certify that I, _____ have been informed of my need to take the Hepatitis B vaccination due to the exposure created by my employment.

I have read the prescribed information for the Hepatitis B vaccine and understand the usage, contraindications, precautions, adverse reactions, dosage, and administration related to the vaccine.

I understand that I must have three (3) doses of the vaccine to confer immunity and that the cost of the Hepatitis B vaccine will be assumed by the employer.

I also understand that there is no guarantee that I will become immune or that I will not experience any adverse side effects from the vaccine.

I have read this form and understand its contents; therefore, I request that the Hepatitis B vaccine be given to me.

Employee's Signature

Date

Signature of Person Administering Vaccine

Date

Vaccination Date	Lot Number	Site Given	By Whom	Manufacturer

Hepatitis B Vaccination Declination form

I understand that due to my occupational exposure to blood or other potentially infectious materials that **I may be at risk** of acquiring Hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with the Hepatitis B vaccine at **no charge**. However, **I decline** the Hepatitis B vaccination at this time. I understand that by declining vaccination, I continue to be at risk of acquiring Hepatitis B virus infection.

If in the future, if I continue to have occupational exposure to blood or other potentially infectious materials and I want the Hepatitis B vaccination, **I can receive the series at no charge to me.**

I have read this form and understand its contents. **Employee's initials:** _____

Employee's Name: _____

Employee's Signature

Date

Witness Signature

Date

11.26 Severe Weather

The Emergency Management Coordinator will notify the Auditor's Office in the event of severe weather. The Auditor will set off the building-wide page system in the Courthouse notifying employees of severe weather. A designated person(s) in the Auditor's Office will notify Adams County Conservation, Engineer office, and designated office(s) in the Court House. Once notified, each building will be responsible for notifying their employees. In the event of severe weather, employees should proceed to the appropriate shelter as designated on appropriate maps located within each location.

12.26 Fire Protection/Fire Extinguisher Use

There should be consistency in the placement of fire extinguishers in every Adams County facility, whether the facility is owned or leased. During a new employee orientation, the Department Head or designee will show the employee where to find fire extinguishers in the event of an emergency.

- Fire extinguishers need to be located in an area where they are easily visible.
- Proper signs and markings shall be used (if applicable) to ensure fire extinguisher identification.
- Access to fire extinguisher locations will not be blocked by materials or other equipment.
- Defective fire extinguishers or protective equipment should immediately be reported to the Department Head or supervisor.
- "No Smoking" signs will be followed.
- Combustible materials (wood, paper, liquids) should be stored at least ten (10) feet from any heaters.

Fire Protection Training and Portable Fire Extinguishers

Employees will be properly trained in fire protection, which includes the following:

- Proper use of fire extinguishers and other firefighting equipment available in the work area (if applicable)
- Measures that should be taken to prevent a fire or reduce the potential for fire in the area.
- Procedures to be followed in the event of a fire:
- Notification of Supervisors, other employees, and authorities (Fire Department)
- Evacuation routes and alternate routes
- Responsibilities of employees, Supervisors, etc. in emergency
- Emergency shutdowns (if applicable)
- Emergency handling of hazardous materials (if applicable)

Portable fire extinguishers are intended for use on small fires, or as an interim measure to control a fire until automatic fire extinguishing equipment is functioning and/or arrival of a professional or trained firefighter.

Each Department Head and/or supervisor shall be responsible for ensuring employees are trained on the following:

- The various types and locations of fire extinguishers available in the work area.

- The class(es) of fire that may occur in their work area.
- The type of fire extinguisher to use for each class of fire.
- The proper use of each type of fire extinguisher.

Fire extinguishers and smoke alarms should be visually inspected or tested monthly. The visual check, which ensures the extinguisher is in its place, accessible, and operable (e.g., seals are not broken, gauge indicates proper level/pressure, etc.). Such inspections need to be recorded on the inspection tag affixed to each extinguisher, or in an inspection log kept in a secured location.

Fire extinguisher training will be conducted as needed for all permanent employees.

The correct type of extinguisher for different types of fires is listed in the chart below.

Class of Fire	Type of Fire	Type of Extinguisher	Extinguisher Identification	Symbol
A	Ordinary combustibles: wood, paper, rubber, fabrics, and many plastics	Water, Dry Powder, Halon		
B	Flammable Liquids and Gases: gasoline, oils, paint, lacquer, and tar	Carbon Dioxide, Dry Powder, Halon		
C	Fires involving Live Electrical Equipment	Carbon Dioxide, Dry Powder, Halon		
D	Combustible Metals or Combustible Metal Alloys	Special Agents		No Picture Symbol 
K	Fires in Cooking Appliances that involve Combustible Cooking Media: Vegetable or Animal Oils and Fats			

13.26 Hearing Conservation

Leadership and Accountability

Department Heads will be responsible for annually evaluating the hearing conservation policy effectiveness, monitoring noise levels within the facilities, and selecting appropriate hearing protection.

Employees are accountable for the proper care, maintenance, and proper use of the hearing protection.

Employees should refer questions or comments about this policy to the Department Head.

Noise Audits

Audits may be conducted by using either a phone Apps or a decimeter to determine if a location is at or near 85 decibels.

All appropriate locations and equipment will be audited bi-annually to determine whether they exceed 85 decibels, or as requested by employees.

All locations and equipment that exceed the 85-db limit shall be conspicuously marked to notify employees of the risk.

Audiometric Testing

1. Audiometric testing will be performed on all employees whose exposures equal or exceed an 8-hour time-weighted average TWA of 85 decibels (Action level).
2. Audiometric testing will be provided at no cost to employees.
3. Audiograms will be conducted at least annually after obtaining the baseline audiogram for each employee exposed at or above an 8-hour time-weighted average of 85 decibels.
4. The Auditor will maintain a record of all employee's audiometric test records. This record will include:
 1. Name and job classification of the employee.
 2. Date of the audiogram.
 3. The examiner's name.
 4. Date of the last acoustic or exhaustive calibration of the audiometer.
 5. Employee's most recent noise exposure assessment.

Hearing Protectors

The supervisory staff shall ensure the hearing protectors are worn:

By any employee who is subjected to sound levels equal to or exceeding an 8-hour TWA of 85 decibels.
By any employee who has experienced a persistent Standard Threshold Shift and who is exposed to 8-hour TWA of 85 decibels or greater.

By any employee who has not had an initial baseline audiogram and who is exposed to 8-hour TWA of 85 decibels or greater.

Employees will be given the opportunity to select their hearing protectors from a variety of suitable hearing protectors at no cost to them.

Employees will be held accountable for properly using and maintaining the equipment furnished.

Employee Information and Training

Training on hearing protection will be provided to all employees who are exposed to the sound levels above, so they acquire the understanding, knowledge, and skills necessary for the safe performance of their duties. Training will be documented, and the records stored by the Department Head.

Record Keeping

- Noise exposure records will be retained for two years.
- Audiometric tests records will be retained for the duration of the affected workers' employment and available to employee upon request.

Noise Audit Worksheet

Location:

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Last updated:

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Updated by:

[illegible]

Page: _____ of _____

14.26 Active Shooter/Workplace Violence

If individuals become threatening or violent, call 911 and push your emergency notification button if applicable.

Each office within an Adams County-owned building shall have an updated evacuation route posted in a common area. This should be reviewed during new employee orientation or any time the information is updated. Exit locations will be explained, as well as what to do in an “Active Shooter” situation. “Active Shooter” training shall occur periodically for all employees.

Adams County Safety Manual

Adopted 4 day of May 2026.

Chair _____

Vice Chairman _____

Supervisor _____

Supervisor _____

Supervisor _____

Employee Acknowledgement of Receipt of Safety Manual/Policies for Adams County

I acknowledge receipt of the General Safety Manual for Adams County. I will read through the Safety Manual and ask my Department Head or direct supervisor if I have any questions about the material in the manual. I further understand that I may access the Safety Manual/Policies at any time from the Adams County website at adamscounty.iowa.gov.

(Employee Name – Print)

(Date)

(Employee Signature)