

RESOLUTION

81-25-26

Texas County has determined there exists a need for a Safety Policy which is uniformly applied to all employees of Texas County, and

WHEREAS the elected officials of Texas County have determined that a Safety Policy will significantly improve communications between the County and its employees, and

WHEREAS the elected officials of Texas County have determined that a written Safety Policy promotes safety in employment and assists in the prevention of any worker compensation of any nature, and

NOW, THEREFORE, BE IT RESOLVED that pursuant to **Okla. Stat. Ann. tit. 19, Section 339**, Texas County, by a unanimous vote of the County Commissioners, hereby adopts the Safety Policy of Texas County.”

Dated this 23rd day of March, 2026.

Board of County Commissioners of Texas County:

David Edwards

Levi Bickford

Don Sledge

ATTEST: Wendy Johnson
County Clerk



SAFETY POLICY TEXAS COUNTY



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SAFETY RESPONSIBILITY

1. MANAGEMENT RESPONSIBILITIES

Every employee of Texas County is responsible for their own personal safety. This begins with management and extends throughout the organization. Management is responsible for providing a safe work site and adequate supervision of its operations. This includes, as applicable, the provision of tools and equipment, proper safety equipment/clothing, training and on-site direction. In addition, management is responsible for implementing the following:

- a. Periodic inspections.
- b. Ensure that prompt preventative and corrective action is taken on unsafe conditions/actions.
- c. Ensure that all accidents are investigated and reported.
- d. Review reports of accidents and ensure appropriate corrective actions are taken.

2. SUPERVISOR'S RESPONSIBILITIES

- a. Promote safety awareness and demonstrate a proper safety attitude by example.
- b. Train all employees in the safest way to do their jobs and point out where hazards exist.
- c. Make sure that the necessary safety equipment and protective devices for each job are provided and properly used.
- d. Conduct frequent safety inspections of all work areas and operations in order to improve housekeeping and eliminate unsafe conditions while encouraging safe work methods.
- e. Take prompt corrective action whenever unsafe conditions and unsafe actions are observed.
- f. Investigate and report to management all accidents and incidents involving personnel and/or property.
- g. Review work change practices and newly purchased equipment or supplies for potential risks being introduced into the operations.
- h. Inform employees regarding disciplinary policy for violations of safety policies and take appropriate action when warranted.

3. EMPLOYEE'S RESPONSIBILITIES

- a. Follow safety practices, policies, procedures and specific supervisor instructions.
- b. Report unsafe conditions and practices to the supervisor.
- c. Keep work areas clean and orderly at all times.
- d. Operate only equipment you have been authorized and instructed to safely use.
- e. Report all accidents/incidents immediately to the supervisor and complete an accident report as soon as possible.

- c. Managers or their designee will account for all individuals from their areas. Employees will remain in the assembly area until the all clear is given.
- d. Sheriff's or Detention offices will implement their plan for ensuring employee and inmate safety.

2. Severe Storms

Heavy Rainfall- Avoid driving into areas where heavy flooding is noted to have occurred. Do not drive into standing water if you are not certain of the depth. Reduce your speed and if necessary, pull over to side of the roadway, park in a safe location and activate your emergency flashers.

Lightning Activity- Remain in your car and listen to local weather on your radio. Proceed to a safe location outside of the lightning activity.

High Winds- When driving in high winds be alert to the potential effect of strong side winds on the vehicle, specifically at highway speeds. Reduce your speed and if necessary, pull over to side of the roadway, park in a safe location and activate your emergency flashers.

Tornados- Never try to outrun a tornado. Get out of the car and find shelter. If you are unable to get to a safe structure, lie down in a ditch or low area. Lie face down to protect yourself from flying debris and cover the back of your head and neck with your hands.

Ice/Snow- Bridges and overpasses freeze first, so always slow down and avoid sudden changes in speed or direction. Clear all window glass and light lenses and covers prior to driving. Keep windows clear and keep your speed steady and slow. Use your brakes cautiously. If you get stuck in the snow, straighten the wheels and accelerate slowly. Avoid spinning the tires.

VIOLENCE IN THE WORKPLACE

Violence in the workplace by customers, inmates, and/or co-workers is becoming more common. For this reason, it is the policy of Texas County that physical violence, or the threat of violence, even in a joking manner, is not appropriate in the workplace and may result in disciplinary action.

Employees are to report all violence or threats of violence to their supervisor and/or manager at the earliest opportunity. Report the actual behavior or threats that were made, give the facts of where and when it happened, who witnessed it, and what was said.

Any employee who observes anyone with a weapon on the job site will report the observation immediately to their supervisor and/or a manager at the earliest opportunity.

Illness and/or extreme fatigue may affect your ability to perform your job safely. You are responsible for monitoring your personal physical condition and taking appropriate actions to ensure that you receive adequate rest and that any medications do not impact your job performance.

Horseplay of any kind is strictly forbidden and employees who willfully engage in horseplay are subject to disciplinary procedures, up to, and including termination.

Clean and orderly work areas and equipment are a requirement for both accident and fire prevention. Take the time to keep your work area clear of unnecessary materials, cords, tools and/or equipment. Do not leave drawers open. Clean up or report spills immediately. Do not ignore the unsafe acts of others, report them.

Keep fire extinguishers clear of materials and stored equipment. In an emergency situation, this equipment needs to be readily accessible.

All exits and stairways will be maintained clear and free of storage and other obstructions. Only approved, grounded electrical extension cords will be used at a job site. All extension cords will be inspected for damage and replaced when deemed to be unserviceable. Cords, when not in use, will be unplugged, coiled and stored in their designated locations.

Lifting and other material handling will be performed using proper lifting techniques to include the assistance of other personnel as necessary. When using lifting equipment (hoists, cranes, etc) the equipment will be checked for proper condition/operation prior to actual loading.

The use of personal music devices (IPOD, MP3, radio) or other sound producing devices in the work area (to include vehicles) will be at the discretion of the immediate supervisor. At no time, however, will any device volume be in excess of 85 decibels.

Smoking is prohibited outside of designated "Smoking Areas."

Make visual checks for unsafe conditions before starting any machinery or equipment. Make all daily operator checks before starting machinery or equipment.

Do not leave any machines or equipment running while unattended.

Loose clothing, long hair and/or jewelry will not be worn by personnel who work around or near moving machinery or equipment.

All guards must be in place before, and while operating tools, equipment & machinery.

Appropriate Lockout/Tagout procedures will be followed prior to any repair work being performed on any machinery or equipment.

- a. Relatively large flying particles (operating a chainsaw, cutting piping, Hammering metal objects, etc.).
- b. Dust and small flying particles (grinding, shredding, using power tools, etc.).
- c. Splashing liquid (transfer, application of products, etc.).
- d. Injurious sprays and mist (spraying, use of chemical products, etc.).
- e. Injurious radiant energy (welding arcs, bright sunlight, etc.).
- f. Body fluids such as blood, spit urine etc.

Head Protection

Approved head protection (hard hats) must be worn when the work may result in a potential risk of injury to your head. Head protection must be worn as recommended by the manufacturer to include replacement by the stamped date. Employees are responsible for keeping track of and maintaining this equipment in good condition. Caps/hats are recommended to be worn to insure protection from heat, cold, and/or wind during normal activities.

Full face helmets will be worn when operating any ATV type vehicle.

Hearing Protection

Texas County has elected to implement a Hearing Conservation Program to control the risks associated with high noise levels in the work area. Approved ear protection will be worn under all work conditions that have been determined by management to exceed acceptable noise levels. Hearing protection will be provided by management, and employees are responsible for keeping track of and maintaining the equipment in good condition. *See Hearing Conservation Program*

Respiratory Protection

Texas County has elected to implement a Respiratory Protection Program to control the risks associated with workplace exposure to dusts, vapors, fumes and/or other airborne particulate. Employees are responsible for keeping track of and maintaining the equipment in good condition. *See Respiratory Protection Program*

Foot and Hand Protection

Shoes or boots suitable to the type of work and work area conditions will be worn at all times. Slip resistant soles may be required in some operations. Safety-toed footwear will be required at all job site locations where a higher-level risk of foot injury exists. Open toe shoes are prohibited from all job site work areas outside of the courthouse.

Hand protection will be chosen based on the risk potential and utilized by the employee during the performance of their assigned work activities. However, in operations such as pedestal grinding or other situations where the glove may cause or contribute to an injury, other methods

FALL PROTECTION

Work on raised platforms, ladders, bridges or other elevated work locations creates the risk of serious injury. Employees will only use ladders or other devices designed for such purposes. The use of chairs, desks, boxes, buckets, or other devices not designed for climbing is prohibited. Appropriate fall protection in the form of railings, safety cables, barriers or personal fall protection harnesses will be used anytime work is performed above normal grade or finished floor. *See Fall Protection Program*

SCAFFOLDING

Texas County will ensure that all potential hazards regarding scaffolding at our job sites are evaluated. The standard practice will address the issues of; evaluating and identifying potential deficiencies, evaluating the associated potential hazards, communicating information concerning these hazards, and establishing appropriate procedures and protective measures for employees. To ensure safety and serviceability, general precautions concerning the care and use of scaffolding will be observed: *See Scaffolding Program*

LADDERS

Do not use chairs, boxes or other objects in lieu of approved ladders.

Ladders must be regularly inspected before use. All defective ladders (weakened, broken or missing steps, broken side rails, etc.), must be tagged, removed from service and reported to the supervisor immediately. All portable ladders will have non-skid bases.

In placing an extension ladder, the ladder will be one foot out for every 4 feet up and the ladder will extend at least 3 feet above the roofline and be tied off at the top.

When using a stepladder longer than ten feet high, another person must hold the ladder.

Use both hands when ascending and descending ladders and always face the ladder.

Only one employee is to use a ladder at any time.

Do not climb higher than the 2nd step from the top of a stepladder. Do not climb straight ladders higher than the third step from the top.

Do not use metal ladders near energized electrical circuits.

HAND TOOLS

Hand tools are to be used only for the purpose for which they are designed. They will be inspected before use and replaced as required.

Do not stand under loads which are suspended by ropes, chains or cables. Stand clear when ropes, cables and chains are under tension. Check the rope, cable or chain prior to use as a lifting aid.

When power equipment is being used to raise or lower materials outside of the operator's direct view, one person in clear view of both the load and the operator will give standard hand signals and the operator will accept his signals only.

Stack materials/containers securely, using cross tier or pyramid methods.

Damaged containers will be isolated for evaluation prior to storage or use.

All pallet/containers protruding nails must be bent over or removed as soon as possible.

Adequate lighting will be provided for all work areas. If in doubt about the light level, notify your supervisor for evaluation.

FORKLIFTS, AERIAL LIFTS, SCISSOR LIFTS

Due to the risks associated with working on and around forklifts, aerial lifts, and scissor lifts, Texas County has implemented programs that include the following requirements:

- a. Only authorized and certified personnel will operate lift trucks.
- b. Operators are responsible for attentive driving and personal awareness of their surroundings and possible changes in the work area. Seatbelts will be worn by the forklift operator at all times while operating the equipment.
- c. Fall protection will be worn when working from man baskets.

Additional requirements involving forklift operations are included in the *Forklift Program and Aerial and Scissor Lift Program*.

TRACTORS, AND MOWING EQUIPMENT

Do not attempt to operate any power equipment without proper instruction and authorization.

Always wear appropriate personal protective equipment. *Refer to the PPE section.*

When walking in proximity of equipment operations, keep clear of equipment when operators cannot see you.

Only the operator is allowed on the equipment.

When working in close proximity to moving traffic, ensure that proper barricades have been placed around the work zone.

For additional requirements involving heavy equipment operation, refer to the *Heavy Equipment Program*.

TRENCHING AND SHORING

The purpose of the Trenching & Shoring Safety Program is to put in place work practices and procedures that will protect employees from hazards that may be found in or around trenches or excavations. A trench is a narrow excavation below the ground. Trenches are typically deeper than they are wide; however, the width of a trench is less than 15 feet.

Shoring systems, trench boxes or appropriate sloping/benching are necessary to protect these spaces and reduce the chance for cave-ins. A shoring system consists of a structure that supports the sides of an excavation and is designed to prevent cave-ins. *See excavation/Trenching and Shoring Program*

CONFINED SPACE ENTRY

Texas County will identify all confined spaces in the workplace and will distinguish between confined spaces and permit required confined spaces. If the workplace contains permit spaces, the manager will inform exposed employees by posting danger signs or by any other equally effective means of the existence and location of and the danger posed by the permit spaces.

Storm sewers, sanitary sewers, lift stations, culverts and other underground structures are considered confined spaces. Electrical vaults, storage tanks and other above ground structures may pose the same risks and are considered confined spaces as well. Entry into these spaces will be in strict accordance with the confined space program.

All employees performing work in confined spaces will be required to be trained in and follow safety procedures as outlined in the Confined Space Entry Program. *See Confined Space Entry Program*.

Remember, safety is everyone's responsibility. Improving the safety culture in our workplace will occasionally require a change in the way we have always done things. No one wants to see someone injured. If everyone in Texas County works together, we can improve our work environment and reduce the number of accidents and injuries.

RESOLUTION

Texas County has determined there exists a need for a Safety Manual which is uniformly applied to all employees of Texas County, and

WHEREAS the elected officials of Texas County have determined that a Safety Manual will significantly improve communications between the County and its employees, and

WHEREAS the elected officials of Texas County have determined that a written Safety Manual promotes safety in employment and assists in the prevention any worker compensation of any nature.

NOW, THEREFORE, BE IT RESOLVED that pursuant to **Okla. Stat. Ann. tit. 19, Section 339**, Texas County, by a majority vote of the elected officials, does hereby adopt the "Safety Manual" - Texas County."

Dated this _____ Day of _____, 20____

Board of County Commissioners of Texas County

ATTEST: _____
County Clerk