

# STANDARD SAFETY OPERATIONS MANUAL

## TABLE OF CONTENTS

### PART ONE – SAFETY PROGRAM ADMINISTRATION

#### BOARD OF SUPERVISORS RESOLUTION

	<b>Date Issued / Revised</b>
<b>100</b> BASIC PROGRAM ELEMENTS – INJURY & ILLNESS PREVENTION PLAN	11/26/02
<b>200</b> <b>RESPONSIBILITIES</b>	
201 All Employees	11/20/02
202 Managers/Supervisors	11/26/02
203 Agencies/Department Heads	06/02/03
204 County Safety Officer & Staff	11/19/02
205 Organizational Safety Representatives	06/16/03
206 Safety Committees	01/06/03
207 Bargaining Unit Representatives	12/23/02
208 Contractors and Vendors	12/19/03
<b>300</b> <b>LEADERSHIP AND SUPERVISION</b>	
301 Safety Code of Ethics & Compliance	12/23/02

**400 HAZARD RECOGNITION & CONTROL**

401 Reporting Unsafe Conditions and/or Acts	09/02/03
402 Safety Inspection Programs	11/25/02
403 Accident Investigation	12/19/03

**500 SAFETY TRAINING**

501 Employee Safety Training & New Hire Orientation	08/12/03
502 Summary of OSHA Mandated Training and Safety Division Provided Training	11/15/02

**600 SAFETY COMMUNICATION**

601 Methods for Effective Communication	07/09/03
---	----------

**PART TWO – LOSS CONTROL & RISK MANAGEMENT**

**1000 GENERAL SAFETY RULES**

1001 General Safe Work Procedures	02/04/04
1002 Self-Inspection Checklist	04/28/04

**2000 OCCUPATIONAL HEALTH AND SAFETY**

2001 Protective Equipment & Clothing	07/01/03
2002 Hearing Conservation Program and Noise Control	07/10/03
2003 Confined Space and Sub-Surface Operations	11/18/02
2004 Respirator Protection Program Guidelines	12/15/03
2005 Ergonomics	08/25/03

**2000 OCCUPATIONAL HEALTH AND SAFETY (CONTINUED)**

2006	Job Safety Analysis	01/10/04
2007	Required Medical Exams & Medical Surveillance	05/14/04
2008	General Information on Industrial Hygiene	12/19/03
2009	Lockout/Blockout Program Guidelines	11/25/02
2010	Workplace Violence, Threats and Security	09/22/06
2011	Bloodborne Pathogen Exposure Control Guidelines	10/31/02
2012	Tuberculosis Control Guidelines	12/12/02
2013	Fall Protection	01/06/03
2014	Heat Illness Prevention Policy	06/01/09

**4000 VEHICLE, INDUSTRIAL TRUCKS AND EQUIPMENT  
USE & SAFETY**

4001	Vehicle Use and Safety Guidelines	11/15/02
------	-----------------------------------	----------

**5000 (To be issued at a later date)**

**6000 HAZARDOUS MATERIALS MANAGEMENT**

6001	Hazard Communication – Employee Right-To-Know	01/15/05
6002	Radioactive Materials	12/15/03
6003	Laboratory Safety & Chemical Hygiene Plan	12/02/02

**7000 EMERGENCY PLANNING & RESPONSE**

7001	First Aid and CPR	11/22/02
7002	General Emergency Plan & Guidelines	11/25/02

# FORMS

<b>Form Description</b>	<b>Form Number</b>	<b>Last Rev. Date</b>
Authorization to Drive Riverside County Vehicle or Private Vehicle for County Business	General Form 30	Aug 08
Confidential Report of Vehicle Accident	942-6	Feb 08
Employee Comfort Survey		Jan 93
Hazard Reporting Form	SOP Form 401	Dec 08
Immediate supervisor's Report of Employee Injury	Safety Form 674	Dec 02
Office Ergonomic Assessment Form		Jan 93
Workplace Threat Incident Report against County of Riverside Employee	SOP Form 2010-1	Jan 99
Reimbursement for Damaged and/or Lost Clothing/Property Board Policy C-5		Sept 07