

# STANDARD SAFETY OPERATIONS MANUAL

## TABLE OF CONTENTS

### BOARD OF SUPERVISORS RESOLUTION

<b>PART ONE – SAFETY PROGRAM ADMINISTRATION</b>		
<b>Section</b>		<b>Date Issued/Revised</b>
<b>100</b>	<b>BASIC PROGRAM ELEMENTS – INJURY &amp; ILLNESS PREVENTION PLAN</b>	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
<b>400</b>	<b>HAZARD RECOGNITION &amp; CONTROL</b>	
401	Reporting Unsafe Conditions and/or Acts	09/02/03
402	Safety Inspection Programs	11/25/02
403	Accident Investigation	12/19/03
<b>500</b>	<b>SAFETY TRAINING</b>	
501	Employee Safety Training & New Hire Orientation	08/12/03
502	Summary of OSHA Mandated Training and Safety Division Provided Training	11/15/02
<b>600</b>	<b>SAFETY COMMUNICATION</b>	
<b>601</b>	Methods for Effective Communication	07/09/03
<b>PART TWO – LOSS CONTROL &amp; RISK MANAGEMENT</b>		
<b>1000</b>	<b>GENERAL SAFETY RULES</b>	
1001	General Safe Work Procedures	02/04/04
1002	Self-Inspection Checklist	04/28/04
<b>2000</b>	<b>OCCUPATIONAL HEALTH AND SAFETY</b>	
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
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	Aerosol Transmissible Disease (ATD) Exposure Control Guidelines	06/15/11
2013	Fall Protection	01/06/03
2014	Heat Illness Prevention Policy	06/01/09
<b>4000</b>	<b>VEHICLE, INDUSTRIAL TRUCKS AND EQUIPMENT USE &amp; SAFETY</b>	
4001	Vehicle Use and Safety Guidelines	11/15/02
<b>5000</b>	<b>(To be issued at a later date)</b>	
<b>6000</b>	<b>HAZARDOUS MATERIALS MANAGEMENT</b>	
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
<b>7000</b>	<b>EMERGENCY PLANNING &amp; RESPONSE</b>	
7001	First Aid and CPR	11/22/02
7002	General Emergency Plan & Guidelines	11/25/02

<b>Form Description</b>	<b>Form Number</b>	<b>Last Rev. Date</b>
<b>Authorization to Drive Riverside County vehicle or Private Vehicle for County Business</b>	General Form 30	April 2013
<b>Confidential Report of Vehicle Accident</b>	942-6	May 8 2013
<b>Employee Comfort Survey</b>		Jan 1993
<b>Hazard Reporting Form</b>	SOP Form No. 401	May 2013
<b>Immediate supervisor's Report of Employee Injury</b>	Safety Form 674	Jul 2011
<b>Office Ergonomic Assessment Form</b>		Jan 1993
<b>Workplace Threat Incident Report against County of Riverside Employee</b>	SOP Form No. 2010-1	May 2013
<b>Reimbursement for Damaged and/or Lost Clothing/Property</b>	Board Policy C-5	Sept 2007