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# **Le Sueur County, MN**

**Tuesday, May 1, 2018**

**Board Meeting**

## **Item 4**

**9:25 a.m. Cindy Westerhouse, Human Resources (10 min)**

**Staff Contact:**



## Human Resources

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Cindy Westerhouse – Human Resources Director

### HUMAN RESOURCES

#### AGENDA ITEMS

**May 1, 2018**

**9:25 a.m.**

The Le Sueur County Board of Commissioners and the Employee Recognition Committee would like to recognize the following employees on their significant length of service with Le Sueur County.

Sue Holicky	Public Health	25 years
Tricia Krueger	Human Services	20 years
Deb Blaschko	Public Health	20 years
Mary Jo O'Malley	Attorney's Office	20 years
Ann Sunderman	Human Services	15 years
Teri Hopkins	Human Services	10 years
Lynae Grunzke	Public Health	10 years
Carol Walburn	Public Health	10 years
Jeff Gilhousen	Sheriff's Office	10 years
Audrey Krenik	Human Services	10 years
Stacey Beil	Human Services	10 years
Brad Smith	Sheriff's Office	5 years
Andrew Nicolin	Public Health	5 years
Kelly Hughes	Public Health	5 years
Josh Overmohle	Sheriff's Office	5 years
Julie Factor	Recorder's Office	years

Recommendation to hire Anna Schwichtenberg as a full time Office Support Specialist Senior in Human Services, as a Grade 4, Step 1 at \$18.12 per hour, effective May 16, 2018.

Recommendation to approve the 2018 Le Sueur County Employee Safety Handbook.

Recommendation to increase the non-union comp time accrual maximum from 40 to 80 hours.

Possible request from employee 1876 to receive vacation donations and to request vacation donations from employees.

*Equal Opportunity Employer*

**Le Sueur County**  
**Employee Emergency Handbook**

**CALLING FOR HELP AT WORK**

**Fire, Medical Aid, Crime in Progress: 911**



The Emergency Guidelines Handbook is designed to provide a quick reference for County staff following a sudden crisis requiring immediate actions and medical treatment.

The guide provides emergency contact telephone numbers for County and local emergency responders, and outlines certain procedures to be taken in the event of life threatening events.

Please review the Handbook to become familiar with its contents. As a staff member of Le Sueur County, you have the responsibility to be prepared to provide emergency assistance in support of the students and your fellow employees.



## Introduction

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Disasters and major emergencies can occur without warning and create serious risk for Le Sueur County. The purpose of this handbook is to provide information on how the County plans to respond to a disaster or major emergency, as well as information on how to respond to other emergencies you may encounter while working.

This handbook is only a guide, and while it covers a number of specific emergency procedures, it would be impossible to list everything that could possibly go wrong.

**When confronted with an emergency, remember these general guidelines:**

- Remain as calm as possible. Take a few deep breaths, look around and evaluate.
- If you are instructed to evacuate a building:
  - Cooperate with emergency personnel.
  - Move at least 100 feet away from the building or as far away as possible.
  - Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and personnel.
  - DO NOT re-enter evacuated buildings until those in charge of the evacuation say it is safe to do so.
- If requested, assist emergency personnel.
- An emergency command post may be set up near the emergency site. Keep clear of the command post unless you have information to report.
- In the case that the County becomes isolated from outside help for 72 hours or longer. You should keep emergency supplies in your car and office. Information on how to make an emergency supply kit is on page 19.

### IMPORTANT NOTE

Throughout this handbook you will find a Diamond ◇, which identify important actions that should be taken during an emergency.

## **SIGN UP FOR “Citizen Alert”**

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Get alerted about emergencies and other important community news by signing up for our Emergency Alert Program. This system enables us to provide you with critical information quickly in a variety of situations, such as severe weather, unexpected road closures, missing persons and evacuations of buildings or neighborhoods.

You will receive time-sensitive messages wherever you specify, such as your home, mobile or business phones, email address, text messages and more. You pick where, you pick how.

To sign up for “Citizen Alert” Go to: [www.co.le-sueur.mn.us](http://www.co.le-sueur.mn.us) Click on Citizen Alert Button and follow instructions.

Questions: Le Sueur County Emergency Management 507-380-0048

## **INTEROFFICE PAGING SYSTEM**

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Le Sueur County has a paging system programed throughout the phones in every office. This allows for a quick relay of information to specific departments throughout the building.

To use paging system

Dial \*\*8, then the page group number.

Example: Medical page group is 12, to use the medical page,

Dial \*\*812

This will activate ALL phones on page group. Once the line is open, you can speak into the phone (speaker/handset).

### **Current Page Group Numbers:**

11 Public Health

12 Medical

13 Human Resources

5001 Test Group

60 Human Services

61 HS Financial

62 HS Adult Mental Health

63 HS Children Mental

64 HS Social Services

65 HS Child Support

66 HS Front Desk

67 HS Club House

70 Highway

80 Environmental

99 Courthouse

## EMERGENCY OPERATIONS CENTER (EOC)

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In the event of a disaster or major emergency requiring coordinated response by multiple departments, County Sheriff staff will activate an Emergency Operations Center (EOC):

## EMERGENCY INFORMATION

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Immediately after a major emergency or disaster (such as a tornado), there is often a great deal of confusion and anxiety. You should remain as calm as possible and remember the following:

- The County is committed to providing official emergency information as quickly as possible.
- In the first few minutes after an emergency, official information will likely not be available.
- The phone system, if it is working, may be overwhelmed and should only be used for emergency calls.
- Information about what has happened, what to do, and where to go will be available at the emergency assembly areas as quickly as possible. **The location of the emergency evacuation areas can be found on the Courthouse maps located on the last 2 pages of this handbook.**

## RESPONSIBILITIES AND AUTHORITIES

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### I. General

Le Sueur County will assign safety responsibility to individuals. The individual may delegate their safety duties but not the responsibility.

### II. Purpose

The purpose of this procedure is to identify the duties and responsibilities of Le Sueur County employees as they pertain to the safety program. These duties and responsibilities should be viewed as minimums and in no way are employees limited to these activities.

### III. Application

This procedure is applicable to all departments and/or management groups.

### IV. Responsibilities and Authorities

- A. County Commissioners have overall responsibility for the direction of Le Sueur County and for the establishment of the safety program policy.
- B. Safety Coordinator has the responsibility to monitor the safety program implementation at the department level, periodically report the status and adequacy of the safety program to the County Commissioners, maintain policy manual and maintain the safety program records.
- C. Department heads have overall authority and responsibility for the safety program as implemented in their individual departments. Specific responsibilities include, but are not necessarily limited to:
  - 1. Review the OSHA General Industry Safety Standards and become knowledgeable of federal, state and local standards.
  - 2. Review the county safety program and make amendments or additions that will be applicable to the particular department requirements.
  - 3. Maintenance of the safety program documentation.
  - 4. Ensure that employees are aware of their specific duties and responsibilities.
  - 5. Perform investigation of all serious accidents.
- D. Department Heads/Supervisors
  - 1. Shall have a complete copy of the safety program available and be thoroughly familiar with it so that they understand their own and other employee's responsibilities.
  - 2. Shall review accident summary reports in order to keep informed of the job accident record and insist on appropriate action when trends are unfavorable.
  - 3. Shall investigate serious accidents personally to ensure that causes have been identified and proper corrective action taken.
  - 4. Shall determine that tools and equipment are in first class condition. Any tools or equipment that are defective or unsafe shall be removed from the job working area and tagged.
  - 5. When new operations or materials are introduced, department heads shall be satisfied that the necessary safety precautions have been exercised.
  - 6. Shall monitor the written safety program reports to see that they are being fully and correctly completed.
  - 7. Shall instruct department employees of the safety program administrative procedures to be followed, the safe conditions that are to be maintained throughout the department, and instruct workers in proper and safe practices.
  - 8. Shall make available necessary personal protective equipment, job safety materials, and first-aid materials.
- E. Supervisor/Foreman shall be responsible for accident prevention for their work group.
  - 1. Make prompt and proper preventative investigation of accidents as outlined in the accident investigation policy.
  - 2. Provide complete instruction of safety to employee prior to assignment of duties. Follow-up and provide additional instruction as appropriate.
  - 3. Make continuous inspection for unsafe practices and conditions and initiate needed corrective actions.
  - 4. Enforce safety regulations in effect.
  - 5. See that injuries are reported, properly treated, and documented.



6. Conduct safety meetings.
7. Oversee correct maintenance of tools and equipment.
8. Instill a safety awareness in employees through personal contacts.
9. Take an active part in planning safety into new operations.
10. Make sure that required safety equipment is on hand and is being used.

F. Employee

1. The county expects each individual employee to cooperate in every respect with the safety program so that the operations may be carried on in such manner as to ensure the safety of themselves and their fellow employees. The employee's responsibility is to be consistent with OSHA regulations, county employee handbook, county-wide safety rules, department safety rules and specified job training.
2. Work according to good safety practices as posted, instructed and discussed.
3. Refrain from any unsafe act that might endanger themselves or fellow workers.
4. Use all safety devices provided for their protection and the protection of others.
5. Report any unsafe condition or act to their department head or supervisor immediately.
6. Assume their share of responsibility for thoughtless or deliberate acts that cause injury to themselves or their fellow employees.
7. Report all injuries to their department head or supervisor.
8. Maintain a clean and safe work area.

## HAZARD IDENTIFICATION

### I. General

It is the policy of Le Sueur County to ensure that individuals having responsibility and authority to supervise county employees shall be required to ensure the hazards that employees are exposed to are properly identified.

### II. Purpose

The purpose of this procedure is to outline the processes that county management shall use in the identification, analysis, and control of new or existing hazards, conditions and operations.

### III. Application

This procedure is applicable to all operating departments within the county and the administration shall be the responsibility of the respective department heads. The duties herein may be delegated to other levels of management or operation, but responsibility shall not be delegated.

### IV. Procedure

A. Work Place Survey - Planned Inspection: Surveys and inspections are an important part of an effective safety program. They are done to verify that conditions are the way you want them to be. A smoother operation has few unexpected events that disrupt the work process. Safety hazards are a risk to the operation of this county.

Inspections provide an early warning system that allows for changes needed to keep things running smoothly.

Inspections include, but are not limited to, the following:

1. Basic conditions inspection: A regular check of overall operations and conditions.
2. Critical parts inspection: Planned as part of preventive maintenance program. These inspections cover specific items, using established procedures, at scheduled times, and performed by designated persons.
3. Vehicles and heavy equipment: Should have a pre-use check form completed by the operator. This system helps assure the vehicle has required safety equipment and is in good conditions.
4. Outside inspections: May be conducted by specialists including health department, licensed inspectors, contractors and insurance providers.
5. Management audit: At management level, an audit of your operation allows for verification that procedures and guidelines established are being followed. This may be done by an outside contractor.

#### B. System for Reporting

1. Investigating and evaluating hazards reported by employees should be established. Employees are often the first to notice hazards as they evolve.
2. A Hazard Identification Form shall be used by employees for use to survey and report hazards in work areas.

#### C. Job hazard analysis should be conducted when appropriate and this information collection should include:

1. Key job steps.
2. Tools/materials used.
3. Potential hazards, conditions or actions which could cause injury or offset health.
4. Recommendations as to safe practices, protective equipment and typical procedures.
5. Make recommendations to deal with hazards in terms of:
  - a. Engineering practices
  - b. Management of hazards
  - c. Use of personal protective equipment

## SAFETY TRAINING

### I. General

It is the policy of Le Sueur County to train all employees in their safety responsibilities. This applies to all levels of management, non-management employees and volunteers.

### II. Purpose

The purpose of this procedure is to ensure that all employees are trained in dealing with hazards in the work place and hazardous work activities.

### III. Application

This procedure is applicable to all departments.

### IV. Procedure

- A. New employees are to be informed of their responsibilities. This training is to take place during orientation and is to be documented.
- B. The department head is to provide training in the use of personal protective equipment and safe practices on an "as-needed basis."
- C. Periodic safety training is to be provided and other formal meetings or correspondence as deemed appropriate by the Safety Committee. The department head is to ensure that each individual employee is suitably instructed and knowledgeable in the use of equipment and personal protective equipment.
- D. As determined by the department head and the Safety Committee, special safety training seminars presented by safety professionals will be presented to selected employees.
- E. Copies of suitable safety information is to be available to employees.
- F. Employees are encouraged to submit pertinent safety recommendations.
- G. Additional forms of training may include:
  1. Written handouts
  2. One on one.
  3. On the job -- hands on.
  4. Group.
  5. School or outside training.
  6. Area seminars.

## ACCIDENT INVESTIGATION

### I. General

It is the policy of Le Sueur County to investigate all accidents or business interruptions that are the result of actions involving employees requiring no treatment, first aid only, doctor's care, restricted work activity, incident involving property or liability, lost time or near miss. This also would include injury or potential injury to persons not employed by the county but injured on county property.

### II. Purpose

The purpose of this procedure is to identify the actions to be taken to control losses and determine the cause(s).

### III. Application

This procedure is applicable to all departments and to those accidents which result in loss of life, injury, loss of property, or claims of general liability. The basic steps of this procedure that pertain to the investigation of the cause of the accident should also be practiced for those accidents which result in less serious injuries and/or damage to property as identified in the operating policy.

#### IV. Procedure

##### A. General

1. An accident can suddenly create a needless, costly business disruption. A department head can help prevent a recurrence by conducting a thorough accident investigation.
2. Accident investigation plans must be ready to go before the accident happens and ending after the accident site is cleared and the evidence is gone.
3. A department head or supervisor is ultimately responsible for accidents in his or her work area; they know the people and equipment better than anyone else.
4. The investigation should be as prompt as possible, because the reliability of information declines quickly after the accident. Once the process begins, investigation includes:
  - a. Determining the causes of the accident
  - b. Identifying and eliminating a hazard.
  - c. Discovering a deviation from standard procedure.
  - d. Making a recommendation to correct hazards and causes.
  - e. Providing technical assistance where it is needed.
5. If all of the facts are determined, then the corrections often suggest themselves. Accurate information yields good decisions.

B. When completing the Accident Investigation form, the investigator should use the following guidelines, based on the severity and type of injury, as identified on the Accident Investigation Form. The nature and severity of the injury or accident will determine what information is to be gathered and the routing of the completed investigation report. In all cases, this Accident/Incident Investigation Report shall be completed within 24 hours of the accident or incident. In the case of injury to employees, the Accident Investigation form and process shall be completed by the individual that the injured employee reports to. In the case of liability and property losses, the department head shall complete the Accident Investigation Report.

1. No Treatment Needed: No Treatment Needed would be an accident classification involving a county employee but not requiring any medical treatment. These accidents shall be investigated by the department head and kept on file for monthly and annual review.
2. First Aid Only: First Aid Only is a category of injury which requires first aid treatment for the injured employee but does not constitute any lost time, restricted work or treatment by a physician. These accidents shall be investigated by the department head and kept on file for monthly and annual review.
3. Doctor's Care: Doctor's Care is a classification of injury to an employee which requires medical treatment beyond first aid. This medical treatment would be administered by a physician but the employee would be able to return to work with no restrictions. This type of injury shall be investigated by the department head and kept on file for monthly and annual review.
4. Restricted Work Activity: Restricted Work Activity is an accident classification in which an employee has received treatment by a physician and has been allowed to return to work with some restrictions to his or her work activity. Accidents in this classification shall be investigated by the department head. The Restricted Work Activity Report shall be forwarded to the Safety Coordinator and shall be kept on file for monthly and annual review.
5. Incident: Incident is a category of accidents or losses which may include property or general liability, and could also involve individuals that are not employees of the county. This type of incident shall be investigated by the department head in charge of the specific property or equipment involved in the incident. An Incident Report shall be completed by the department head and kept on file for monthly and annual review.
6. Lost Time: Lost Time accident is a classification of accident in which an employee is injured and is unable to return to work on the following full day of scheduled work activities. This scheduled work activity day may include holidays and weekends. This classification of accident shall be investigated by the department head. This report shall be completed within 24 hours and corrective action shall be identified and implemented as soon as possible. Lost Time Accident Reports shall be forwarded to the Safety Coordinator and shall be kept on file for monthly and annual review.
7. Near Miss: Near Miss is a category of accident or incident which did not result in bodily injury of an employee or property loss to the county but had a potential of severe injury, fatality, major property loss

or major liability claim. The Near Miss Report shall be completed by the department head within 24 hours of incident and kept on file for monthly and annual review.

### C. Corrective Action

Corrective action is identified in numerous places in the accident investigation process. This corrective action shall be identified by the individual completing the accident investigation, if it is in the realm of this individual's responsibilities. In the cases where higher authority is needed to make corrective action, the Accident Investigation form when completed, shall be routed to that individual.

Corrective actions can be, but are not limited to, training or retaining of employees, establishing new operating procedures, correcting or changing existing operating procedures, repair of equipment, the purchase and implementation of personal protective equipment and many other types of activities.

Items to be considered in the corrective action process should be what is going to be corrected, how it is going to be corrected, who is going to correct it, and by when is this corrective action expected to be completed. Following the implementation of the corrective action process, the corrective action shall be reviewed to ensure that it is accomplishing the desired result. Documentation of corrective action and follow up shall be filed with the Safety Coordinator for those accidents which result in restricted work activity or lost time.

## WORK RULE ENFORCEMENT AND DISCIPLINE

### I. General

Safety and health rules should be administered in the same way other work rules and activities are administered.

### II. Purpose

The purpose of this policy is to ensure that all county employees understand their responsibilities and rights related to safety and health rule compliance and enforcement.

### III. Application

This policy is applicable to all county employees.

### IV. Procedure

A. Safety awareness shall include, but not be limited to, the following:

1. Report all accidents to your department head or supervisor immediately whether injured or not to help correct problems. Get first aid for all injuries. Even small cuts can become serious if neglected.
2. Report any unsafe act or condition to your department head or supervisor. Your active support for the safety program helps protect you from injury.
3. Use or maintain machines or equipment only if authorized by your department head or supervisor. Operate all equipment as instructed. Ask your department head or supervisor if you have any questions about instructions.
4. Inspect tools, materials, equipment and work areas before use. Report conditions to your department head or supervisor. You are not expected to take risks.
5. Assure that all machine guards and safety devices are in place before operating equipment.
6. Use and care for personal protective equipment required for your job.
7. Practice good housekeeping at all times. Help make your work place healthy, pleasant and safe. Pick up or clean up those things that can cause slips, trips or falls.
8. Avoid horseplay. Practical jokes often end up as serious injuries.
9. Obey smoke free building designation.

B. Effective enforcement of rule compliance needs to be carried out at all times. Where there are deviations, the department head must first learn the reason and then act accordingly. Lack of knowledge is corrected by education, oversight is corrected by reinforcement, and willful violation or negligence is corrected by punishment commensurate with the severity of the risk.

- C. Records should document all disciplinary measures, including recommendations retraining, warnings, reprimands and suspensions. Instances where recognition has been awarded for compliance with rules and regulations should be recorded and placed in an employee personnel file to provide motivation for continued compliance.

## Policy & Procedures

### **Background Information:**

Le Sueur County employees are occasionally in contact with individuals whose behavior may result in danger or injury to the employee. The County acknowledges that our employees may be exposed to violence by the very nature of their jobs in the provision of service to the public. Examples of these areas include the Sheriff's Department, Courts, and Human Services. It is essential that the employee be prepared to deal with this situation when it occurs and be aware of preventative measures that may be taken. The County has established a Workplace Violence Policy and countywide overall incident prevention and response procedures are enclosed herein. Individual departments may modify the overall County policy and procedure to meet specific departmental requirements. The County retains the authority to act appropriately in performance evaluation and disciplinary procedures. The intention of these procedures is not to conflict with any other County policy or procedures.

### **I. PREVENTION**

#### **A. Safe work environment**

It is a goal of Le Sueur County to reduce employee vulnerability to violence by individuals. The County assumes the initiative for creating a safe workplace and will take appropriate action to prevent danger to employees. All employees are furnished with a copy of the Workplace Violence Policy, Workplace Violence Procedures, and are offered additional training.

Modified procedures, specific to each department, will be incorporated as supplemental to the overall policy and procedures as needed. Departments implementing modified procedures need to follow the established County personnel rules.

#### **B. Prevention procedures applicable to all departments**

##### **1. Identification**

Identification while in or on County property will be in accordance with the County's Badge/ID policies.

##### **2. Reporting of Potential Threats**

The best protection against violence is prevention. There are many things we can do to reduce the probability of violence. However, violence may still occur despite our efforts. If you are aware of a threat against someone in the office or in the field, Minnesota Data Practices laws allow you to warn the individual of the threat. Report all threats to your supervisor.

##### **3. Employee Responsibilities**

- Take responsibility for your own safety. Don't take unnecessary risks.
- If you know that you are a target of a threat, notify your supervisor.
- Recognize there is always potential for violence. Attend safety training. Be prepared with your own safety plan. Review caseload if appropriate and identify violent/potentially violent individuals.
- In a new situation it is helpful to assume that the individual could be dangerous until either experience with the individual or assessment proves otherwise.  
Some characteristics of violent behavior:

- **Verbal cues** such as swearing, refusals, threatening, voice too loud or too soft, mumbling, slurred speech, distorted thinking;

- **Physical cues** such as body shakes, pacing, apparent irritation, neck muscles stiffening, face/fists tightening, change in breathing, "wild" eyes.

- When appropriate, check law enforcement records. Previous incidents of violence can be the best predictors of future violence.
- When possible, require potentially dangerous individuals to come to the office for meetings.
- Individual concerns and/or complaints regarding the service received should be directed to the supervisor. Supervisors and managers should evaluate any concern/complaint with an assessment of potential violence and what actions may help to avoid violence.
- Don't "psychologically corner" an individual. Attempt to re-direct or re-word any discussion to a positive framework:
  - Never touch an angry individual;
  - Leave plenty of space between yourself and the individual;
  - Don't correct or challenge a hostile individual's statements;
  - Assume a non-threatening position;
  - Try to be at eye level with the person. If the individual can be calmed--stay with the individual and let him/her know you want to help solve the problem;
  - Listen to the individual;
  - Be aware of body language.
  - Speak clearly, calmly, and in a low voice.
  - Be respectful. Do not argue, demand, command, or disagree.
- Request assistance from additional staff when necessary.

### 3a. Preparation for Field

- If you are concerned for your safety in the field, make your supervisor aware of your concerns prior to your visit. Departments are encouraged to develop procedural parameters with area law enforcement as needed.
- Look over the room at the beginning of the interview. Potential weapons that might be used against you include: beverages, ashtrays, keys, phones, pens, pencils, etc.
- Pay special attention to situations that may evoke anger, which may cause enough stress to agitate even an ordinarily cooperative individual such as: removing a child from a home, denying assistance, or issuing a fine.
- Choose an appropriate place to sit (i.e. near an exit) etc. Ideally the individual would also have access to an exit. Don't allow individuals to be between you and the door. Don't physically corner yourself. Leave a way out and stand out of reach. Don't physically or psychologically corner the person.
- Check out from department when making a field visit to a home or place of business, noting your anticipated return time. If a change in plans occur, notify your department as soon as possible.
- Check in with department promptly upon your return.
- Be aware of emergency resources in the area when on a field visit.
- In a potentially dangerous situation in the field, leave the site if you feel you are in imminent danger. Leave immediately if asked to leave. The exception to this would be if legally appropriate (i.e. search warrant).
- Utilize communication devices available from departments, (i.e. radios, pagers, and/or cellular phones, etc.) for notification of changes, delays, etc.
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**3b. Preparation for Office**

- Receptionists should be aware of their surroundings.
- Receptionists should be made aware of potentially violent individuals that may come to the office location.
- Consideration should be given to the layout of your office.
- If you are concerned for your safety in the office, inform your supervisor and/or other staff as necessary.
- Interview as a team, if necessary.
- Before interviewing a known violent individual, discuss the violence prevention plan with your supervisor. Consider the person's past history.
- If the window between the office and the hallway is equipped with a blind, leave the blind open.
- In a potentially dangerous situation in the office consider temporarily terminating the interview and leaving the room. Seek the assistance of other staff or law enforcement.

**3c. Transporting**

If you are concerned for your safety with an individual whom you plan to transport, consult with your supervisor about an alternate plan before proceeding. Utilize appropriate transport vehicle as needed.

**4. Department Head/Supervisor Responsibilities**

- Advise new employees of safety issues specific to their job. The importance of the Workplace Violence Policy and Procedures and any department specific procedures must be stressed with employees at their initial orientation with the supervisor.
- When interviewing prospective employees, inform the candidate of any safety issues pertinent to the relevant position.
- Regularly assess employees' workload to determine whether there are factors that may increase the risk of workplace violence.
- Employees are directed to route individual concerns and/or complaints regarding the service of the department to the supervisor. Supervisors and managers should evaluate any concern/complaint with an assessment of potential violence and what actions may help to avoid violence.
- Review the Workplace Violence Policy and Procedures, and any department specific procedures at least annually with employees.
- Provide the time and support necessary to ensure staff attendance at safety training.
- Assure employees that the County will not tolerate any form of assaults or threats toward staff.

**5. Training**

The County shall provide training opportunities for all employees to promote awareness and provide the necessary skills to recognize the warning signs of a potentially violent situation and diffuse it. All staff should take preventive measures to maximize their own personal safety. Training videos are available on violence related topics and may be used in training sessions. Films are also available at no cost from the Minnesota Safety Council as well as the Minnesota Counties Insurance Trust. Contact Human Resources for catalogues with video titles available from these organizations.

## II. RESPONSE TO INCIDENTS

### A. Suggested response to violent/potentially violent situations

- Avoid power struggles. Be respectful, calm, and non-emotional. Do not threaten or retaliate. Listen. Agree with the individual to diffuse anger.
  - When attempts to calm the individual fail and the individual continues to become aggressive or threatening, let the individual know that you take threats seriously and terminate the meeting. Be firm, not confrontive.
  - If threatened or assaulted during an interview, wherever it occurs, end the interview, remove yourself from the situation and get to a secure place. Your actions should be an attempt to insure your safety or reduce additional risk rather than to inflict harm upon an individual. Your defense should be reasonable and proportionate to the situation with a minimum of contact with or injury to the individual. The County supports acts of self-defense to protect yourself. Obtain medical help immediately if needed. Report incident to law enforcement and supervisor.
1. **Response in the Office**
- If you see or overhear a violent incident in progress, determine if intervention will assist the staff member. If you are aware that another employee is possibly in trouble in an interview room, knock on the door and call the employee out of the room saying, for example, "I apologize for interrupting, may I see you for a moment please?" This will prevent embarrassment of either the employee or the individual and will help to remove the employee and the individual from the situation. **\*Call 911 or consult with law enforcement as appropriate.** If your intervention in the interview may help prevent or reduce violence, the County supports your decision to act.
  - Notify a supervisor or other staff as necessary immediately. Consult with supervisor/manager or other staff regarding joining the employee in attempting to persuade the individual to leave the office.
  - Alert law enforcement in the area for assistance.
  - Notify your supervisor of the incident as soon as possible.
  - If ***threatened or assaulted***, notify law enforcement and your supervisor.
2. **Response in the Field**
- When on a field visit, if you feel in imminent danger, leave immediately.
  - Leave immediately if you are asked to leave. The exception to this would be if legally appropriate (i.e. search warrant).
  - Notify your supervisor of the incident as soon as possible.
  - If ***threatened or assaulted***, notify law enforcement and your supervisor.

\*When calling 911 from the Courthouse you can dial 3-911 or 911.

### III. ACTION FOLLOWING AN INCIDENT

All incidents should be reported using the Incident/Accident Report form. A report should also be made when you have perceived a potential for violence but the violence did not occur, i.e., a sufficient number of warning signs, actions, or level of emotion suggesting violence might have occurred. Each department shall maintain a supply of the incident/accident report forms.

The following actions shall be taken:

### Employee Responsibilities

1. **Access 911 with Emergency needs!** Get immediate medical help if physical injury has occurred.
2. Notify your supervisor\*. If supervisor not available, follow the departmental chain of command to report the incident.
3. Discuss incident with supervisor\* and fill out an Incident/Injury/Accident Report form.
4. Submit Incident Report to supervisor\* for completion and routing.
5. If **threatened or assaulted**, report to law enforcement.
6. Develop a plan with your supervisor\* to reduce or eliminate a future occurrence of violence.
7. Continue to get the medical help and/or the support you need to completely recover from the incident. Recognize that this may take time. The County has Employee Assistance Program (EAP) resources available.

\* If supervisor is the violence-producing individual, follow the existing Le Sueur County grievance/dispute resolution upward chain of command procedures for notification.

### Department Head/Supervisor Responsibilities

1. Assist the incident assault victim in obtaining necessary medical or other treatment.
2. Administer to the needs of and debrief bystanders or other witnesses. Obtain name and contact numbers as available.
3. Assist employee with filling out necessary report forms relating to the incident.
4. If threatened or assaulted, be sure law enforcement was notified.
5. Encourage injured workers to seek support and refer the employee to the Employee Assistance Program (EAP) as appropriate.
6. If necessary, assess potential options for temporary modifications to the employee workload while the worker recovers from the incident. Discuss these modifications with the appropriate chain of command.
7. Supervisor should consider long-term reassignment of case(s) to other staff when supervisor and employee determine that an antagonistic relationship exists between the employee and an individual.
8. Review plan and make changes for reduction of future incidents.
9. When necessary, write a letter to the violence-producing individual to warn them of consequences for inappropriate behavior. Risk/Emergency Management and the County Attorney's Office should review this letter before it is sent.
10. As a last resort, consider with the consultation of the employee, the feasibility of suspending, denying or altering services to the violence-producing individual.
11. Consult Human Resources, Administration, Attorney's Office, Mental Health and/or Risk/Emergency Management for further assistance.

### **Department Head Responsibilities**

1. Review and maintain appropriate departmental procedures.
2. When responding to any client concern/complaint, assess the potential for violence and actions that may be taken to avoid violence.
3. Insure that supervisors give priority attention to violent incidents and that they provide empathetic, responsive, and individualized support to the affected employees.
4. Assess the incident that has occurred and the potential for future violence. Determine actions that may be taken to avoid repeated and/or escalated incident in the future.

## ACTIVE SHOOTER

### If shooter is outside the courthouse

- Find a designated safe room inside the courthouse which can be locked.
- Stay in the room, lock the door, turn off the lights and remain away from windows and doors.
- Notify others around you of the situation.
- Call **911** and explain your situation and exactly where you are in the courthouse.
- Stay in the room until you have been given the all-clear by an appropriate authority.

### If shooter is inside the courthouse

- **Run**, If there is a safe and quick way out of the courthouse. ♦
  - Leave all belongings behind and run (it is okay to take your cell phone if it is close by).
  - Do not be persuaded by others who insist on staying.
  - Help and encourage others you encounter along the way to run.
  - Try to keep others from entering the area where the shooter might be.
  - Follow directions of those in authority.
  - Keep your hands visible and in front of your body with your palms up.
  - Do not try to move any wounded individuals.
  - Evacuate to the outside the courthouse.
  - Call **911** after you are safely out of the courthouse.
- **Hide**, if you cannot safely exit the courthouse because there is not an escape route.
  - Stay calm and do not use a loud voice when speaking to others.
  - For your hiding place:
    - Get behind as many locked doors as possible.
    - Barricade yourself behind desks, tables, file cabinets, etc.
    - Do not stand by the door or the drywall surrounding the door.
    - Do not close off other movement options for you if there is another area you can move to and hide.
  - Call **911**, and quietly report your situation and where you are in the courthouse:
    - If it is not safe to speak, leave the phone on and let the dispatcher listen to what is going on in your area.
  - Keep away from all windows and doors.
  - Be still and quiet (turn off cell phone ringer and vibrator, radio, music, etc.)
  - Do not respond to any voice unless you are absolutely sure it is not the shooter.
  - Do not leave your hiding place until you have been given the all-clear by an appropriate authority.
- **Fight**, only as a last resort if the shooter enters your area and if your life is in imminent danger.
  - Act aggressively – fight for your life.
  - Improvise weapons. Look for sharp items. Throw items at the shooter.
  - Yell or Scream
  - Commit to action that will save yours or others life.

♦ As a general matter, try to stay mindful of all escape routes in advance of any emergency situation.

### Links for more detailed information:

- Run, Hide, Fight video: <https://www.youtube.com/watch?v=5vcSwejU2D0>

## ANGER MANAGEMENT/VIOLENCE

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### Dealing with an angry customer:

- Remain calm and maintain a positive attitude.
- Listen empathetically, affirm the customer's feelings, and provide the hope for resolution.
- Activate a duress alarm or call 911 if the situation appears to be escalating toward violence.
- If safety is an immediate issue, leave and get behind closed doors.
- If safety is not an immediate issue, BUY TIME by saying things like:
  - I want to help you; let me see what I can do.
  - My computer has been acting up; let me find another computer to help you with.
  - You make a good point; let me get with my supervisor.

### Responding to a violent incident in the courthouse:

- Activate a duress alarm or call 911 immediately.
- Do not attempt to disarm someone who has a weapon.
- Evacuate the area, leaving belongings behind.
- Help others evacuate.
- Prevent others from entering the area.
- Find a safe place to hide and remain quiet.
- Follow-instructions from law enforcement.
- Afterward, complete a detailed incident report.

### What to look for to anticipate a potentially violent individual:

- Increasing belligerence.
- Talking to him/her self.
- Sensitivity to criticism.
- Violent comments or threats against the court, a judge, or court employees.
- Obsession with weapons, violent themes, or recent violent events.
- Outburst of anger.
- Noticeable changes in behavior.
- Tense muscles, bulging or darting eye movements.
- "Fidgeting", involuntary movements.
- Staring or avoiding eye contact.
- Closed, defensive body posture.
- Disheveled appearance.
- Rapid and/or confused speech.
- Use of profanity and obscene gestures.

### Links to more detailed information:

- <http://ala-apa.org/newsletter/2013/11/12/workplace-violence-are-you-prepared-to-manage-a-crisis-situation/>
- <http://www.osha.gov/SLTC/workplaceviolence/>

## HOSTAGE TAKING

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### If you observe or hear about a hostage situation:

- Remove yourself from the area of danger
- Run against the flow of arriving SWAT teams with your palms held in front of you and up.
- Call 911 and report the situation, your location, and the area in which hostages have been taken.
- Be prepared to give law enforcement the following information:
  - Location of the incident in the courthouse.



- Number of possible hostage taker(s).
- Any physical description of the hostage taker(s).
- Any weapon (big/little gun or rifle or assault weapon) you observed or know about.
- Number, name(s), and description of possible hostage(s).

If you are taken hostage:

- Remain calm and cooperate with your captor(s).
- Do not try to escape; be submissive and obey.
- Avoid eye contact.
- Do not complain, be belligerent, or argue.
- Do not make sudden movements or hostile comments.
- Try to observe and remember the following about your captor(s):
  - Physical appearance and traits.
  - Clothing.
  - Voice patterns.
  - Other distinguishing characteristics.
  - What they say are their reasons for taking hostages.
- Avoid political or ideological discussions.
- Get to know your captor(s); try to establish a personal relationship.
- Try to stay low to the ground and/or behind cover.
- Stay away from windows or doors.

During the rescue effort by law enforcement:

- Drop to the ground and stay still; or cross your arms, bow your head, and stand still.
- Make no sudden movements and do not stand up.
- Listen for and obey all instructions from first responders (e.g., SWAT team).
- Don't argue with or resist a rescuer.

Links to more detailed information:

- <http://streetsensesafety.ca/wordpress/surviving-hostage-situations/>

## **FIRE**

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If you discover a fire:

- REMAIN CALM – DO NOT PANIC.
- Activate nearest alarm/pull-station (if one exists)
- Call 911 and report the exact location of fire.
- Inform your supervisor and/or floor safety monitor.
- DO NOT use the elevators.

If you evacuate the courthouse:

- Do not run.
- Know your evacuation route and any alternate escape route.
- When exiting your office area, turn off lights, close windows, and shut (do not lock) doors.
- Open any doors very slowly to determine if fire or smoke is present on the other side.
- Go to the nearest exit sign to stairs. If blocked go to another stairway to exit.
- If there is smoke, get low to the ground as you exit the courthouse. Place a shirt or wet cloth over your nose and mouth.
- Help evacuate disabled persons, noting any “accessible means of egress” and “area of refuge”.

- Evacuate to your designated assembly area outside of the courthouse.
- DO NOT:
  - Use elevators to evacuate.
  - Delay evacuations by trying to retrieve personal belongings.
  - Open any door that feels hot or if there is evidence of smoke behind the door.
- Reenter the courthouse only after getting an authorized all clear from fire officials.

#### When to use a fire extinguisher:

- You or someone else has already called 911.
- You have been trained in the use of a fire extinguisher.
- You determine that the fire is sufficiently small and has not spread.

#### How to use a fire extinguisher (P-A-S-S):

- Pull the safety pin from the handle.
- Aim low at the base of the fire (this is where the fuel source is).
- Squeeze the lever (release to stop the flow).
- Sweep from side to side, until all flames are extinguished.
- Remember "one and done" – do not use an additional extinguisher.

#### What to do if you are on fire:

- Stop and drop to the ground, cover your face, and roll.
- Use a coat or other material to cover the flames.
- Roll over and over to smother the flames.

#### What to do if you cannot safely exit the courthouse:

- Try to find a location where you can be heard or seen and you are isolated from smoke and flames.

#### Links to more detailed information:

- <http://usfa.fema.gov/prevention/>
- <http://www.fire.state.mn.us>

## **MEDICAL EMERGENCY**

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#### If you are faced with any type of medical emergency in the courthouse, do the following:

##### Call 911 immediately:

- Report your exact location in the courthouse and give instructions on how to reach the injured person.
- Stay on the line until the dispatcher tells you they have all the information they need.

##### Stay with the injured person:

- Have someone else meet first responders outside the courthouse and guide them to your location.
- Do not move the injured person unless moving the person is needed to avoid further injury.
- Administer first aid to the extent that you have been trained to do so.
- While waiting for the first responders, summon help from anyone in the courthouse who has first-aid training.

Locations of first-aid kits in your courthouse: Each department has a first aid kit

##### In event of cardiac arrest:

- Call 911 and then call Ext. 8227 (receptionist) who will activate the courthouse first response team.
- Get an AED (if one is available) and use as soon as it arrives. Most AEDs have verbal instructions and can be used by persons with little training.
- Begin CPR immediately,
  - Hands-only CPR: push hard and fast on center of chest (100 compressions per minute minimum).



Locations of AEDs in your Courthouse:

2<sup>nd</sup> floor near the elevator by court administration

1<sup>st</sup> floor near the receptionist desk

Environmental Services:

conference room area

Clubhouse:

area near the back hallway

Five common medical emergencies:

(First step is to call 911)

- **Chest pain/heart attack**
  - Most heart attacks start slowly, with mild pain or discomfort.
  - Other common symptoms include shortness of breath, nausea/vomiting, and back or jaw pain.
- Even if you are not sure it is a heart attack, call 911 and then call Ext. 8227 (receptionist) who will activate the courthouse first response team.
  -
- **Dizziness/fainting**
  - Check for alertness, and ask “are you okay?” “Do you know where you are?”
  - If the person is unresponsive, check the person’s breathing and pulse.
    - If not breathing or no pulse, start CPR.
- **Choking**
  - As long as the person is coughing, they are breathing, so let them cough.
  - If the person is no longer making noise, and their face is turning red, use the Heimlich maneuver.
- **Excessive bleeding**
  - Apply pressure to the bleeding area.
- **Seizure**
  - Assist the person to sit or lie down to avoid trauma due to involuntary falls.
  - Give the person room and remove sharp objects from the area.
  - DO NOT try to restrain the person or insert objects in their mouth.
  - Watch the clock to see how long the seizure lasts.

Links to more detailed information:

- <http://www.heart.org/>
- Two Steps to Staying Alive Video (Link)
- <http://www.redcross.org/>

## **SUSPICIOUS PACKAGE/UNATTENDED ITEM**

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A package should be considered suspicious if:

- Is left unattended for an unreasonable period of time.
- Is of unusual weight, odd shape, or appears to be leaking.
- Includes badly written or misspelled labels.
- Is missing or has a nonsensical return address.
- Has an unusual amount of tape or other wrapping material.
- Emits a strange odor or makes noise (e.g., ticking, vibration, etc.).
- Appears to contain electrical wire or aluminum foil.
- Has excess postage or contains words on it like “Personal,” “Private”, or “confidential.”
- Is located in a strange location. (e.g., a package left in a ballroom stall or in a bush).

What to do if you discover a suspicious package:

- Do not touch or move the package.
- Put the package down gently if you have been holding it.
- Do not try to clean any substance on the package.

- Leave the room and lock the door if you can.
- Keep others out of the room.
- Call 911 from a safe location and notify your supervisor.
  - Be prepared to describe the package and its location.
- Do not use a radio or cell phone within 100 feet of the package.
- Direct others to a safe location away from the package.
- Wait for an official “all-clear” before returning to the area where the package was located.

If you have direct skin contact with the package:

- Wash contacted skin area with soap.
- Rinse with water for 15 minutes.
- As necessary contact your Hazmat team from the fire department.
  - Stay away from others until cleared by Hazmat team.

Links to more detailed information:

- <http://about.usps.com/publications/pub166.pdf>
- <http://about.usps.com/securing-the-mail/suspiciousmail.htm>

## **SEVERE WEATHER/POWER OUTAGE**

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Types of weather alerts from the U.S. Weather Bureau:

- “Advisory” means a weather condition is imminent or likely.
- “Watch” means you need to pay attention and be ready to act.
- “Warning” means you need to take shelter as soon as possible.

Tornadoes (if you are inside the courthouse):

- Go immediately to an enclosed area in the center of the courthouse, at the lowest floor possible. Interior stairwells and restrooms may be good places to seek shelter.
- Stay away from windows and atrium areas.
- Crouch down, cover your head, and get under a protective barrier such as a desk.
- DO NOT use an elevator to seek shelter.
- Wait for an “all-clear” from an authorized individual before leaving your shelter.

Tornadoes (if you are outside the courthouse):

- If possible, seek shelter in the lowest level of a sturdy building.
- If not, lay face-down on the ground in a gully or low lying area.
- Cover the back of your head with your arms and get into a turtle-like protected position.
- Stay far away from trees and cars.

Floods:

- Follow directions to the pre-designated safest areas within the courthouse.
- Do not seek shelter in the basement or lower floors of the courthouse.
- If evacuation is called for, follow instructions to evacuate and proceed to high-ground.

Lightening:

- Never stay outside during a thunderstorm, always seek shelter indoors immediately.
- Stay off land-line phones, computers, and other electronic equipment.
- Stay away from windows and atrium areas in the courthouse.
- Avoid contact with plumbing (sinks, faucets, etc.).
- Do not lie on concrete floors or lean against concrete walls since they contain steel supports.

#### Power outage:

- Stop working and secure materials or files you have been working on.
- Turn off or disconnect all electronic equipment.
- If there is no emergency power/lighting available, then evacuate courthouse in accordance with evacuation procedures.
- Evacuate if needed to an area you are directed to.
- DO NOT use elevators to evacuate the courthouse.
- Return to the courthouse only after receiving an official all clear from an authorized person.

#### Links to more detailed information:

- <http://www.nssl.noaa.gov>
- <http://www.weather.gov/>
- <http://www.ready.gov/blackouts>
- <http://www.redcross.or/prepare/disaster/power-outage>

## **BOMB THREAT**

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#### If you receive a bomb threat by phone:

- Gather as much information as you can and enter it in the attached bomb threat checklist.
- As feasible, keep the caller talking and alert a co-worker or supervisor.
- Do not hang up even if the caller hangs up.
- Do not use the phone for any outgoing calls.
- Look at "caller ID" and write down any number that appears.
- As pre-determined with your supervisor, call 911 and report your situation.
- Report the gathered information to your supervisor or appropriate authority.
- Wait for further instructions.

#### If you receive a bomb threat delivered in person:

- Without creating suspicion, activate a duress alarm if one is easily accessible.
- Ask questions to try to get the information listed on your bomb threat checklist. If this is not feasible, let the assailant leave as quickly as possible.
- As soon as the assailant leaves, call 911.
- Report the gathered information to your supervisor or appropriate authority immediately.

#### If you receive a bomb threat delivered in writing:

- Do not handle the document or the envelope/packaging it came in. **these items are evidence.**
- Contact 911.
- Keep others away from touching the document until security arrives.

#### If you hear of a bomb threat in the courthouse:

- Do not panic.
- Stay calm.
- Before doing anything, wait for instructions from your supervisor or appropriate authority.
- Follow instructions carefully and quickly.
- Do not use cell phones or any wireless communication devices.
- Do not touch anything suspicious (i.e., package, electronic device, plants, flowers).

- If ordered to evacuate the courthouse, follow evacuation procedures and stay in designated evacuation areas away from the courthouse.
- Wait for an all clear from an authorized authority before reentering the courthouse.

Links to more detailed information:

- <http://emergency.cdc.gov/masscasualties/preparingterroristbombing.asp>
- <http://www.dhs.gov/ied-attack-what-to-do>
- <http://www.ready.gov/explosions>

**LE SUEUR COUNTY**  
**AWAIR PROGRAM COMMITTEE**  
**BYLAWS**

**June 2014**

**ARTICLE I**  
**REPRESENTATIVES**

The AWAIR Program Committee shall be made up of labor and management representatives, comprised of the following:

Management Personnel, including:

- 1) County Board member
- 2) Human Resources Director - ongoing term
- 3) Highway Engineer - ongoing term
- 4) Building Maintenance Engineer - ongoing term
- 5) Jail Administrator - ongoing term
- 6) County Administrator - ongoing term
- 7) Department Head/Supervisor

Labor Members, including:

- 1) Local No. 49 - Highway representative
- 2) Local No. 320 - Courthouse representative
- 3) Local No. 320 - Human Services representative
- 4) Local No. 320 - Deputy representative
- 5) Local No. 320 – Jailer/Dispatcher representative
- 6) Non-union representative
- 7) State employee

Total size to be determined by the committee, a balance should exist between labor/management.

The committee will have full status with six-seven representatives from Labor and five representatives from Management.

## **ARTICLE II OFFICERS**

The officers of the AWAIR Program Committee shall be co-chairs, one Labor and one management.

Term - The Officers will serve a two-year term. The term will expire December 31st.

Selection - To be a co-chair, the individual must have been a committee representative a minimum of six (6) months, except for the initial year. Officers will be nominated by their respective parties (Management or Labor) and approved by consensus of the AWAIR Program Committee each December. The co-chairs' term will begin in January.

DUTIES - The co-chairs will perform the following duties:

- 1) Conduct Meetings
- 2) Finalize agendas (including content and time limits)
- 3) Action points will be clarified at each meeting
- 4) Keep minutes

## **ARTICLE III TERMS OF OFFICE**

Representatives will commit to a minimum of a two (2) year term.

After the first year, one half of the representatives will be rotated on a volunteer basis in order to provide the opportunity for new representatives to participate in the AWAIR Program Committee.

The Building Maintenance Engineer, Highway Engineer, Jail Administrator and Personnel Coordinator will be permanent members and will not rotate.

The number of consecutive terms will be limited to two (2) in order to provide the opportunity for new representatives to participate in the AWAIR Program Committee. In the absence of new candidates being interested, a representative can be appointed to an additional term.

## **ARTICLE IV COMMITTEE MEETING**

The meetings will be held quarterly on the second Thursday of that month. The duration of the meetings will be one (1) to two (2) hours, unless extended by consensus.

SPECIAL MEETINGS - Special meetings shall be called by the co-chairs with the approval of at least two (2) other representatives, one Management and one Labor.

## **ARTICLE V QUORUM**

One half of the Labor and one half of Management representatives plus a co-chair are needed to convene the meeting.

The representative should contact one of the co-chairs if they are unable to attend a meeting.

## **ARTICLE VI COMMITTEE ACTIONS**

By consensus only.

Committee decisions are recommendations only. All recommendations will receive a response from the County Commissioners.

The committee is not a collective bargaining forum. However, the committee recommendations can be forwarded to negotiators for consideration and incorporation into collective bargaining.

## **ARTICLE VII COMMITTEE AGENDA**

The agenda and the minutes from the previous meeting will be distributed to all committee representatives approximately one (1) week in advance. The co-chairs will finalize the agenda and distribute to the committee members. Any additions to the agenda shall be routed to the co-chairs.

## **ARTICLE VIII COMPENSATION**

Meetings will be held within the scheduled work day.

Participation by representatives will be considered time worked.

## **ARTICLE IX OTHER**

SUB-COMMITTEES - Appointment of sub-committees shall be approved by consensus.

OUTSIDE PARTICIPATION - The AWAIR Program Committee may request participation from non-representatives and will encourage employees to attend and participate in LMC meetings and sub-committee meetings.

AMENDMENTS TO BYLAWS - Changes and amendments to these Bylaws may be proposed at any meeting of the AWAIR Program Committee and shall be approved by consensus.

## Hazard Communication Safety Data Sheets

The Hazard Communication Standard (HCS) requires chemical manufacturers, distributors, or importers to provide Safety Data Sheets (SDSs) (formerly known as Material Safety Data Sheets or MSDSs) to communicate the hazards of hazardous chemical products. As of June 1, 2015, the HCS will require new SDSs to be in a uniform format, and include the section numbers, the headings, and associated information under the headings below:

**Section 1, Identification** includes product identifier; manufacturer or distributor name, address, phone number; emergency phone number; recommended use; restrictions on use.

**Section 2, Hazard(s) identification** includes all hazards regarding the chemical; required label elements.

**Section 3, Composition/information on ingredients** includes information on chemical ingredients; trade secret claims.

**Section 4, First-aid measures** includes important symptoms/ effects, acute, delayed; required treatment.

**Section 5, Fire-fighting measures** lists suitable extinguishing techniques, equipment; chemical hazards from fire.

**Section 6, Accidental release measures** lists emergency procedures; protective equipment; proper methods of containment and cleanup.

**Section 7, Handling and storage** lists precautions for safe handling and storage, including incompatibilities.

**Section 8, Exposure controls/personal protection** lists OSHA's Permissible Exposure Limits (PELs); Threshold Limit Values (TLVs); appropriate engineering controls; personal protective equipment (PPE).

**Section 9, Physical and chemical properties** lists the chemical's characteristics.

**Section 10, Stability and reactivity** lists chemical stability and possibility of hazardous reactions.

**Section 11, Toxicological information** includes routes of exposure; related symptoms, acute and chronic effects; numerical measures of toxicity.

Section 12, Ecological information\*

Section 13, Disposal considerations\*

Section 14, Transport information\*

Section 15, Regulatory information\*

**Section 16, Other information**, includes the date of preparation or last revision.

\*Note: Since other Agencies regulate this information, OSHA will not be enforcing Sections 12 through 15(29 CFR 1910.1200(g)(2)).









**Employers must ensure that SDSs are readily accessible to employees.**

See Appendix D of 1910.1200 for a detailed description of SDS contents.

For more information: [www.osha.gov](http://www.osha.gov)

The OSHA logo, featuring a blue circle with a white 'S' inside, followed by the text 'OSHA' in a large, bold, black serif font.  
(800) 321-OSHA (6742)



<b>Health Hazard</b>  <ul style="list-style-type: none"> <li>• Carcinogen</li> <li>• Mutagenicity</li> <li>• Reproductive Toxicity</li> <li>• Respiratory Sensitizer</li> <li>• Target Organ Toxicity</li> <li>• Aspiration Toxicity</li> </ul>	<b>Flame</b>  <ul style="list-style-type: none"> <li>• Flammables</li> <li>• Pyrophorics</li> <li>• Self-Heating</li> <li>• Emits Flammable Gas</li> <li>• Self-Reactives</li> <li>• Organic Peroxides</li> </ul>	<b>Exclamation Mark</b>  <ul style="list-style-type: none"> <li>• Irritant (skin and eye)</li> <li>• Skin Sensitizer</li> <li>• Acute Toxicity (harmful)</li> <li>• Narcotic Effects</li> <li>• Respiratory Tract Irritant</li> <li>• Hazardous to Ozone Layer (Non-Mandatory)</li> </ul>
<b>Gas Cylinder</b>  <ul style="list-style-type: none"> <li>• Gases Under Pressure</li> </ul>	<b>Corrosion</b>  <ul style="list-style-type: none"> <li>• Skin Corrosion/ Burns</li> <li>• Eye Damage</li> <li>• Corrosive to Metals</li> </ul>	<b>Exploding Bomb</b>  <ul style="list-style-type: none"> <li>• Explosives</li> <li>• Self-Reactives</li> <li>• Organic Peroxides</li> </ul>
<b>Flame Over Circle</b>  <ul style="list-style-type: none"> <li>• Oxidizers</li> </ul>	<b>Environment (Not Mandatory)</b>  <ul style="list-style-type: none"> <li>• Aquatic Toxicity</li> </ul>	<b>Skull and Crossbones</b>  <ul style="list-style-type: none"> <li>• Acute Toxicity (fatal or toxic)</li> </ul>

## First Report of

### Offensive Violence

in Accordance with Section III of  
Le Sueur County Policy Offensive Violence

*The County encourages reporting parties to use this form to report an incident of Offensive Conduct, Harassment or Violence. However, oral reports shall be considered reports as well. Oral or written reports shall be made in person to your supervisor, department head or to the Assistant to the Administrator.*

Reporting Party	Department	Ext	Report Date
Alleged Victim	Department	Ext	Incident Date
Alleged Perpetrator	Department/Address		Ext/Phone
Incident Location	Incident Time		Incident Type
Witness	Department/Address		Ext/Phone
Witness	Department/Address		Ext/Phone
Witness	Department/Address		Ext/Phone

	Yes	No	
1. Was there a weapon involved?	<input type="checkbox"/>	<input type="checkbox"/>	Please explain "yes" answers in "Incident Narrative" below
2. Were any threats made?	<input type="checkbox"/>	<input type="checkbox"/>	
3. Was anyone in fear of being harmed?	<input type="checkbox"/>	<input type="checkbox"/>	
4. Was an assault committed?	<input type="checkbox"/>	<input type="checkbox"/>	
5. Was anyone injured?	<input type="checkbox"/>	<input type="checkbox"/>	
6. Was law enforcement notified?	<input type="checkbox"/>	<input type="checkbox"/>	



# ACCIDENT REPORT

PLEASE PRINT CLEARLY. COMPLETE WITHIN 24 HOURS.

## 1. GENERAL INFORMATION

Employee First, Middle, Last Name

Employee Address, City, Zip Code

( )

Employee Home/Work/Cell Telephone Number

Job Title/Department

Date of Hire

Date of Birth

Social Security Number

Marital Status

Hourly Rate/Weekly Rate

Time Work Day Started

Employer

Location of Accident, Address, City, Zip Code

Date/Time of Accident

Date/Time of Injury Report and To Whom

## 2. DESCRIPTION OF INJURY/ILLNESS (Be as specific as possible.)

- Type of Accident (fall):
- Type of Injury (sprain):
- Body Part(s) Affected (Circle area):

Was first aid administered on job site? Yes No If yes, by whom?

Were employee's injuries treated by a medical provider? (If yes, fill in provider information below.):

- Hospital: Telephone Number:
- Clinic: Telephone Number:
- Doctor: Telephone Number:

Loss of time? Yes No

First day of lost time:

Has employee returned to work? Yes No

Date:

## 3. DESCRIPTION OF INCIDENT (To be completed by SUPERVISOR AND EMPLOYEE)

What happened? How did it happen? Was the injury caused by equipment malfunction? Specify what job was being performed:

Name(s) of Witnesses (Use witness statement form on back of sheet):

## 4. ANALYSIS

What was the cause of the incident?

Contributing factors (physical surroundings, etc.):

Did employee violate safety regulations or instructions?

What actions will be taken to prevent a recurrence?

\*\*\*OVER\*\*\*

What other concerns do you have about this injury, if any? \_\_\_\_\_

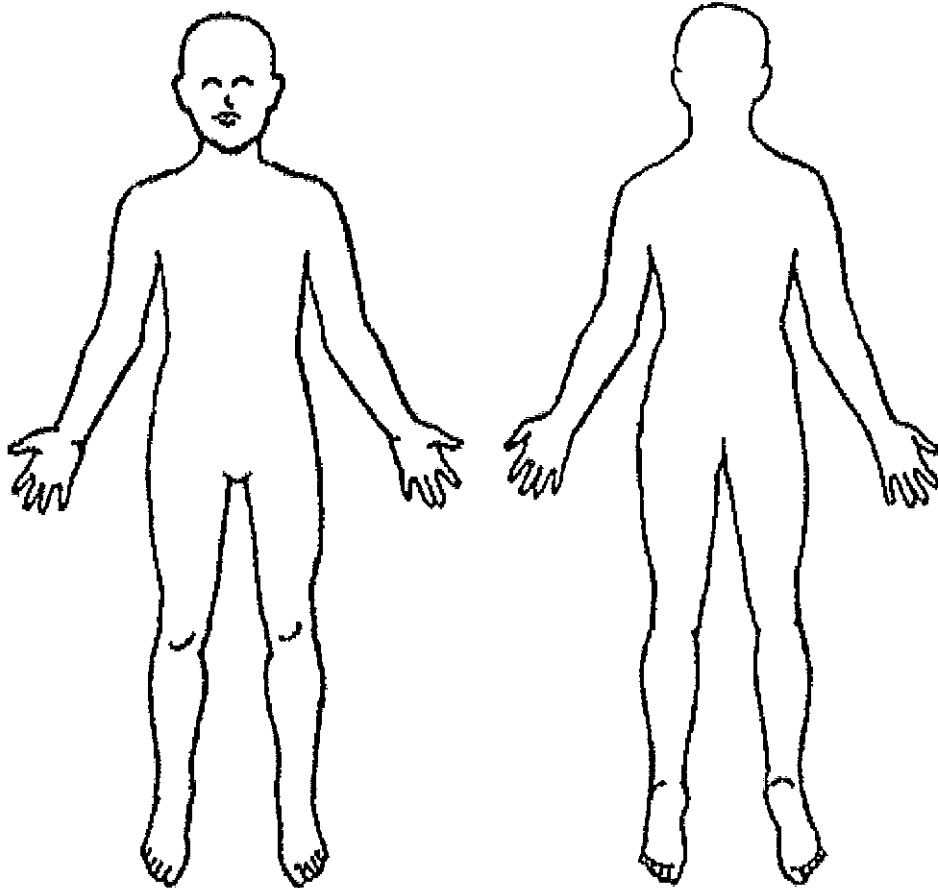
Does the employee have other employment?      Yes      No      If yes, where? \_\_\_\_\_

Contact Person at Other Employer: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Hours/Week: \_\_\_\_\_ Hourly Wage: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Right Side

Right Side

#### Witness Interview Questions

- Your name and phone number? \_\_\_\_\_
- What is your position? \_\_\_\_\_
- What is your connection with those in the accident? \_\_\_\_\_
- Please explain what you witnessed. \_\_\_\_\_
- Were other witnesses around? Please provide names. \_\_\_\_\_
- Would you like to provide any additional information? \_\_\_\_\_

The purpose of this document is to establish guidelines to be followed by employees/visitors in the event of a biological/bomb/chemical threat.

**NOTE:** The person who receives the threat shall notify your On Site Emergency Manager A.S.A.P. as listed on Appendix A. The person who receives a threat of mass destruction via phone, mail, fax, e-mail, etc. shall remain available throughout the period of the incident to the Emergency Responders.

**I. Receiving the Threats:**

- a. Telephone Threat-follow format established in Appendix A
- b. Written/suspicious package threat – do not handle the note, letter or package unnecessarily.
- c. E-Mail – Message should be left on screen for sender identification.

**II Alerting & Evacuation Procedures:**

The Safety Committee Members and On Site Emergency Manager shall comprise the Evacuation Committee. Member of the Safety Committee shall lead evacuees to the gathering place away from the County Building. Notice will be given to employees and visitors regarding evacuation and procedures at the designated gathering site facility.

Employees should: leave doors and windows unlocked and open, leave lighting and other office equipment as is, take personal property with them i.e. purses, lunches, briefcases, keys. They will discontinue use of and turn off all cell phones, pagers, walky-talkies, unplug cordless phone and other electronic devices until they are at least 1000 ft. away from the County Facility. **Do not pull Fire Alarm.** No one shall leave the facility-gathering site until cleared by search team and upon approval by immediate supervisor.

It will be the decision of the On Site Emergency Manager after consultation with Emergency Responders, Board and Personnel Representatives to set up a time for re-entry into the County building(s).

**III Building Re- Entry**

It is the decision of the On Site Emergency Manager, with in-put from Emergency Responders to re-enter the building. Re-entry guidelines are included in Appendix B.

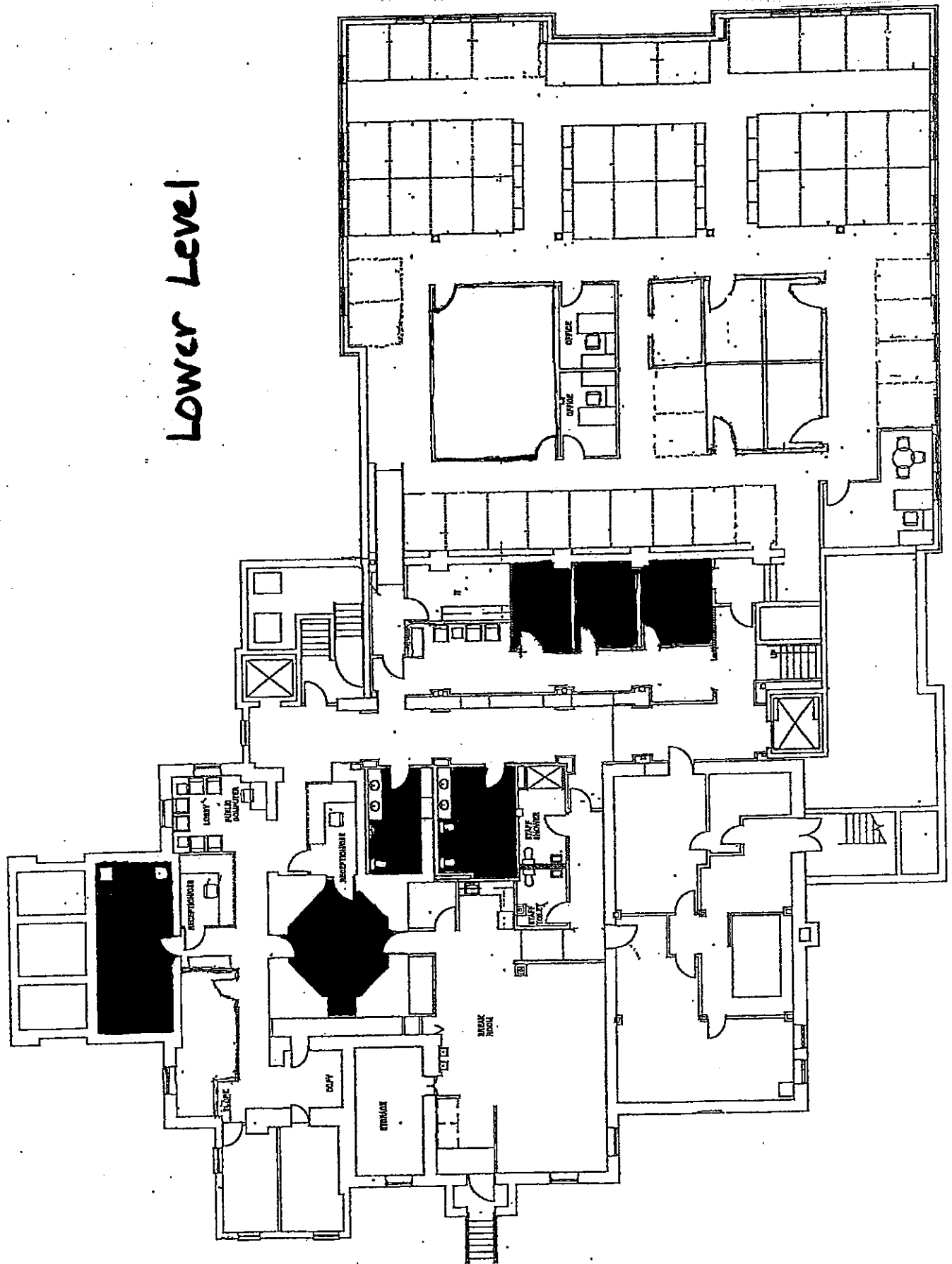
# **LE SUEUR COUNTY COURTHOUSE SEVERE STORM SHELTER AREAS**

The list below refers to the shaded areas on the attached maps.

Lower Level:	Public bathrooms, rotunda office, interview rooms B1, B2, and B3, fiscal vault
First Floor:	Meeting room behind Information Center, public bathrooms
Second Floor:	Public Defender room, public bathrooms, rotunda area
Third Floor:	Rotunda conference room, bathrooms, kitchen, lab, exam room, storage room

Please refer to the list below for locations other than the Courthouse:

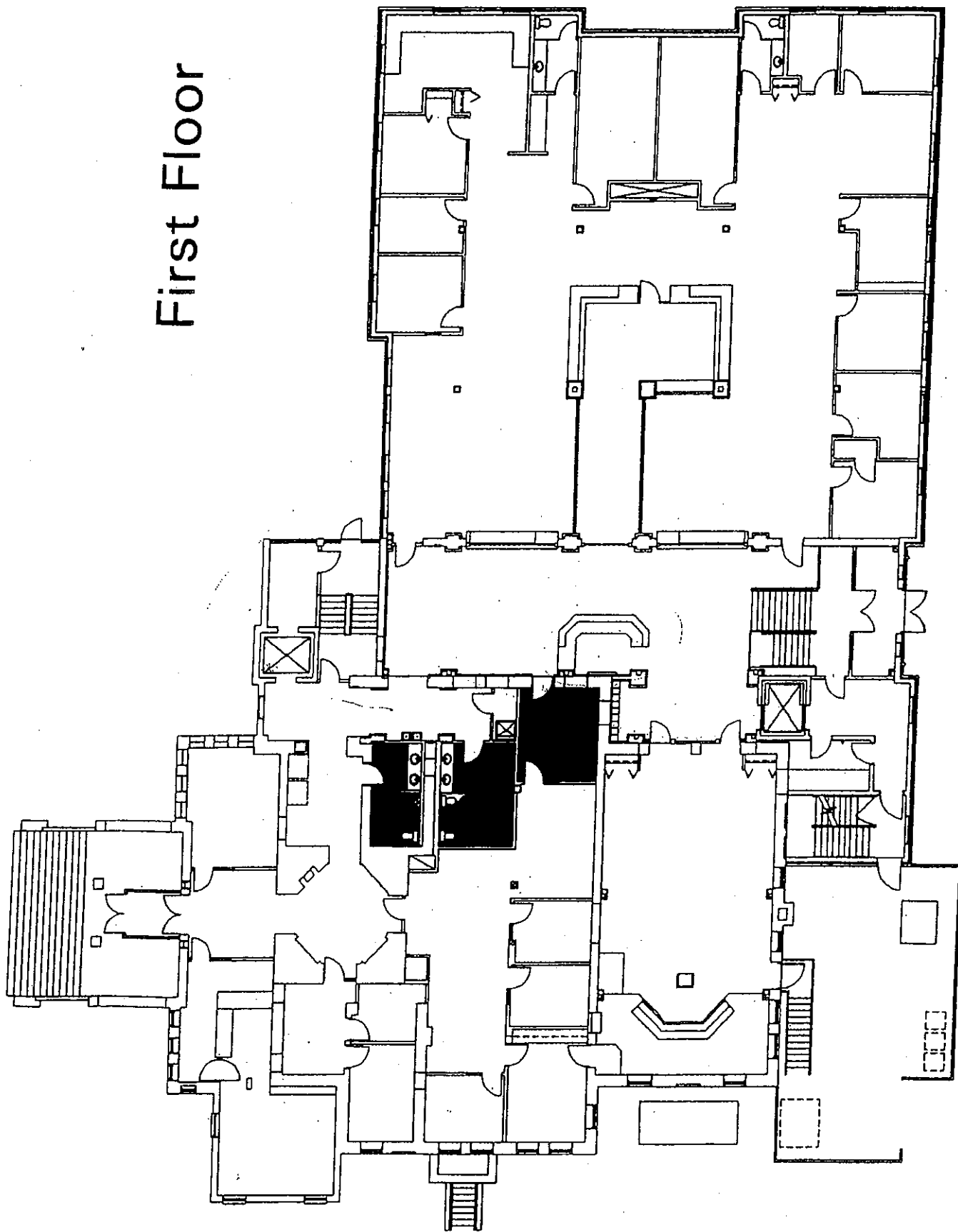
Attorney's Office:	Basement
Law Enforcement Ctr:	Old Jail basement, booking room, holding cell, shower room
Environmental Services:	Lab
Highway Dept: (incl. satellite locations)	Smallest interior room



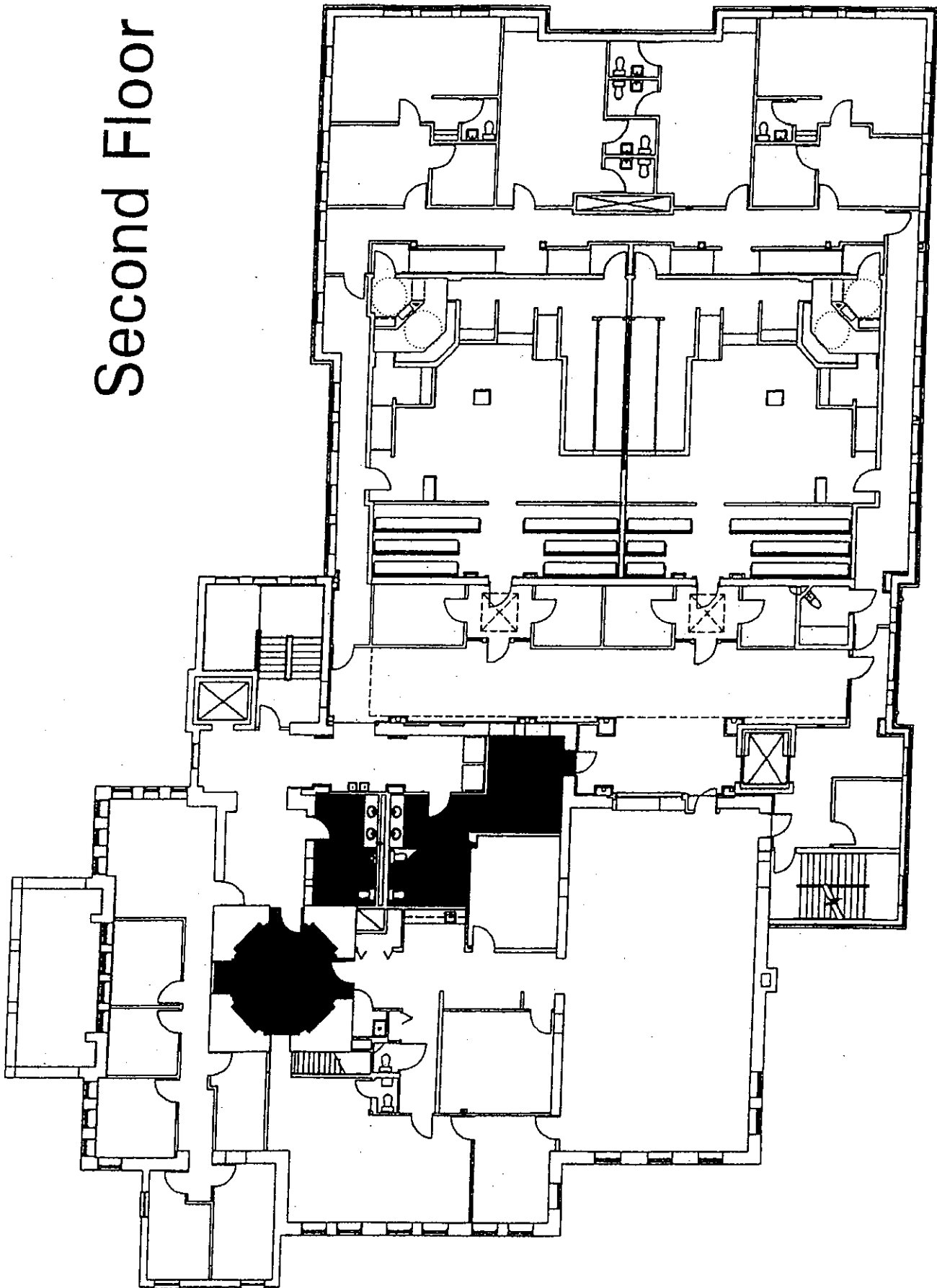
Lower Level



# First Floor



# Second Floor



# THIRD FLOOR

