

Duplin County	Personnel Policies
New Hire Orientation	Page 1 of 5 Adopted 10-20-08

PURPOSE

To provide all new employees with a standardized orientation to the county's safety program.

INTRODUCTION

The new hire orientation program is intended to provide a general overview of the county's safety program specifically covering the following safety topics:

- Responsibility - Safety is everyone's job
- Use of County Owned Vehicles – Review County Vehicle Policy
- Emergency Action Plan and Fire Protection
- Hazard Communication Program – Material Safety Data Sheets (MSDS)
- Personal Protective Equipment (PPE)
- Hearing Conservation
- Respiratory Protection
- Security
- Blood Borne Pathogens
- Basic First Aid
- Injury Reporting

PROVISIONS

Responsibility

It is the responsibility of all employees to report all faulty equipment or unsafe acts to their supervisor as soon as possible. If you are unsure how to perform a task or what personal protective equipment is needed to do the task safely, **ask your supervisor.**

Employees may also report safety concerns to the Duplin County Emergency Management Coordinator / Safety Officer by calling **296-2160 Ext. 231** or by email to reids@duplincountnc.com.

Use of County Owned Vehicles

County vehicles are intended solely for county employees conducting county business. Use of county owned vehicles is prohibited unless directed by your supervisor.

Drivers must possess the appropriate valid operator license and review the Duplin County Vehicle Policy before operating any vehicle.

Drivers must obey all traffic laws. Seat belts must be worn at all times.

A card outlining “What to do in case of an accident” is included in the glove compartment of every county owned vehicle.

For more detailed information, see the Duplin County Vehicle Policy available from your supervisor or by visiting the “Employees Corner” on the County’s web page at www.duplincountync.com.

Emergency Action Plan and Fire Protection

In the event of an emergency **remain calm, do not panic.**

In the case of fire or other emergency **dial 911.**

Fire extinguishers are available in each building and work area and should be used on small fires using the **P. A. S. S.** system:

Pull the safety pin to engage the fire extinguisher handle.

Aim the nozzle or outlet at the base of the fire.

Squeeze the handle.

Sweep the base of the fire until the fire is out.

If the fire extinguisher fails to extinguish the fire, dial 911 and exit the building.

Emergency exits are designated in every building.

Emergency exit plans showing evacuation routes are posted in every building.

For more detailed information, see the Emergency Action Plan contained in the Duplin County Safety Manual available from your supervisor or by visiting the “Employees Corner” on the County’s web page at www.duplincountync.com.

Hazard Communication Program

The goal of the Hazard Communication Program is to reduce workplace illness and injury caused by hazardous chemicals by providing information and training to employees who work with hazardous chemicals.

Federal law insures all employees have the “right to know” about chemicals or other hazardous substances they may come in contact with on the job.

Each department maintains detailed information on all chemicals that employees may come into contact with. This information is referred to as Material Safety Data Sheets (M.S.D.S). Your immediate supervisor will provide specific information about the location of your department’s MSDS file.

When in doubt about the proper use or potential hazards of a chemical **ask your supervisor.** Proceed only if you are trained to do so.

For more detailed information, see the Hazard Communication Policy contained in the Duplin County Safety Manual available from your supervisor or by visiting the “Employees Corner” on the County’s web page at www.duplincountync.com.

Personal Protective Equipment (PPE)

Personal Protective Equipment (PPE) refers to protective clothing such as safety glasses, steel toe boots, hearing protection and helmets designed to protect workers from job related injuries or hazards such as heat, chemicals, flying debris etc...

Duplin County provides all employees that are exposed to potential hazards with personal protective equipment appropriate for the job.

Employees are responsible for the use and care of Personal Protective Equipment issued to them.

Supervisors are responsible for issuing Personal Protective Equipment and seeing that employees properly use personal protective equipment.

For more detailed information, see the Protective Clothing and Equipment section of the Duplin County Safety Manual available from your supervisor or by visiting the “Employees Corner” on the County’s web page at www.duplincountync.com.

Hearing Conservation

Ear protection may consist of earmuffs or earplugs (referred to as hearing protective devices – HPD’s). When hearing protection is required due to high noise levels, suitable hearing protective devices will be provided at no cost to the employee.

The supervisor will demonstrate proper use of hearing protective devices.

For more detailed information, see the Protective Clothing and Equipment section of the Duplin County Safety Manual available from your supervisor or by visiting the “Employees Corner” on the County’s web page at www.duplincountync.com.

Respiratory Protection

There are many tasks involving exposure to fumes, gases, mists and dusts that are harmful to the respiratory system. If you are performing a task that could possibly result in the inhalation of toxic materials, you will be required to wear respiratory protective equipment.

If required for your job duties, you will be “fit tested” and shown how to wear and care for the equipment you are given.

For more detailed information, see the Protective Clothing and Equipment and Respiratory Protection sections of the Duplin County Safety Manual available from your supervisor or by visiting the “Employees Corner” on the County’s web page at www.duplincountync.com.

Security

Employees are required to wear their Duplin County Employee name tag while on the job.

Do not leave keys in vehicles and keep doors locked when not in use.

Employees are responsible for insuring that office doors remain locked when unattended.

Employees are encouraged to maintain an awareness of their surroundings and immediately report any suspicious activity or unauthorized individuals in restricted areas to your supervisor.

For more detailed information, see the Safety and Security Operations Policy contained in the Duplin County Safety Manual available from your supervisor or by visiting the “Employees Corner” on the County’s web page at www.duplincountync.com.

Blood Borne Pathogens

New employees are cautioned that unprotected exposure to body fluids and blood presents the possible risk of infection from a number of blood borne pathogens such as Hepatitis and HIV.

Employees that are exposed to potential risk of contact with bodily fluids will receive Personal Protective Equipment and specialized training by qualified County staff.

Employees are offered appropriate vaccines such as Hepatitis-B and/or Hepatitis-A if their job duties place them at risk for exposure. These vaccines are provided at no expense to the employee.

For more detailed information, see the Blood Borne Pathogen section of the Duplin County Safety Manual available from your supervisor or by visiting the “Employees Corner” on the County’s web page at www.duplincountync.com.

Basic First Aid

Sudden injuries or illnesses could occur at work.

Each department or work area is equipped with a basic first aid kit suitable for the treatment of minor cuts, burns, insect bites and stings. Supervisors are responsible for showing newly hired employees where first aid kits are located.

Injuries that are more severe or that could become life threatening should receive prompt medical attention.

If there is any doubt about the level of medical treatment needed, **call 911 for assistance.**

For more detailed information about basic first aid, refer to the booklet published by the American Red Cross entitled First Aid Essentials, which is included in first aid kits located in each work area.

Injury Reporting

Employees are responsible for immediately reporting **all injuries** to their supervisor.

Supervisors are responsible for insuring employees receive the prompt medical attention from one of the list of approved network medical/prescription providers.

For more detailed information, the Duplin County On-The-Job Accident/Incident Reporting Procedures and a listing of Network Medical/Prescription Providers is posted in each department and can be reviewed by visiting the “Employees Corner” on the County’s web page at www.duplincountync.com.

EMPLOYEE ACKNOWLEDGEMENT

This is to acknowledge that I have been received and understand the above information contained in the Duplin County New Hire Orientation.

Employees Signature

Date