

STANDARD SAFETY OPERATIONS MANUAL

TABLE OF CONTENTS

BOARD OF SUPERVISORS RESOLUTION

PART ONE - SAFETY PROGRAM ADMINISTRATION		
Section		Date Issued/Revised
100	BASIC PROGRAM ELEMENTS – INJURY & ILLNESS PREVENTION PLAN	07/01/18
200	RESPONSIBILITIES	
201	All Employees	07/01/18
202	Managerial Personnel	07/01/18
203	Senior Management	07/01/18
204	County Safety Division	07/01/18
205	Departmental Safety Representatives	07/01/18
206	Safety Committees	07/01/18
207	Bargaining Unit Representatives	07/01/18
208	Contractors and Vendors	07/01/18
300	LEADERSHIP AND SUPERVISION	
301	Safety Code of Ethics & Compliance	07/01/18
400	HAZARD RECOGNITION & CONTROL	
401	Reporting Unsafe Conditions and/or Acts	07/01/18
402	Safety Inspection Programs	11/25/02
403	Accident Investigation	07/01/18

500	SAFETY TRAINING	
501	Employee Safety Training & New Hire Orientation	07/01/18
502	Summary of OSHA Mandated Training and Safety Division Provided Training	07/01/18

600	SAFETY COMMUNICATION	
601	Methods for Effective Communication	07/01/18

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
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

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

Form Description	Form Number	Last Rev. Date
Authorization to Drive Riverside County vehicle or Private Vehicle for County Business	General Form 30	Apr - 2013
Confidential Report of Vehicle Accident	942-6	May - 2013
Employee Comfort Survey		Jan - 1993
Hazard Reporting Form	SOP Form No. 401	May - 2013
Immediate supervisor's Report of Employee Injury	Safety Form 674	Jul - 2011
Office Ergonomic Assessment Form		Jan - 1993

Workplace Threat Incident Report against County of Riverside Employee	SOP Form No. 2010-1	May - 2013
Reimbursement for Damaged and/or Lost Clothing/Property	Board Policy C-5	Sep - 2007