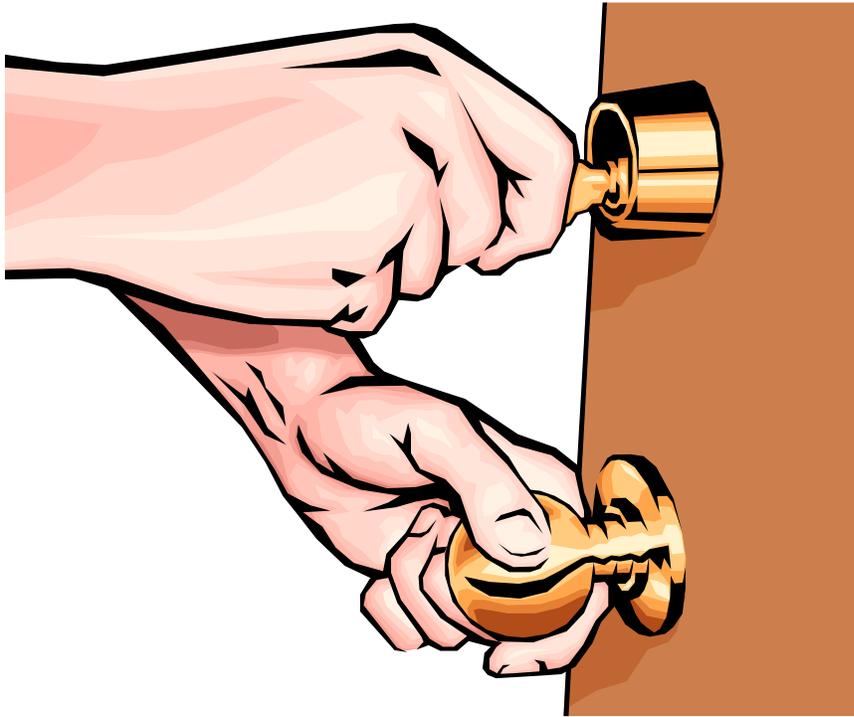


Your Key to Safety



**OKLAHOMA DEPARTMENT
OF
AGRICULTURE, FOOD AND FORESTRY**

Safety Handbook

Oklahoma Department of Agriculture
Safety Handbook Index

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Safety Handbook Introduction

The *Oklahoma Department of Agriculture, Food and Forestry (ODAFF) Safety Handbook* is designed to give you a broad look at the safest methods of doing your job. Additional safety information can be found in the *ODAFF Emergency Action Plan*.

ODAFF Safety Vision

Safety Goal: Create and maintain a culture of safety awareness on and off the worksite

Our Values: All ODAFF personnel will place a high priority on the value of life, property, equipment and resources

Daily Action: Leadership at all levels will demonstrate a commitment to safe practices and encourage open communication

Risk Statement: While we must accept a level of risk in the performance of our duties, we will not accept unsafe actions or practices

Our Objectives: Must be

- Communicated and understood by all employees
- Reviewed regularly
- Based upon employee involvement which creates buy-in-

Job Titles: Clearly describe responsibilities at all levels

- Denote authority and the chain of communication

Training: At ALL levels - no one is immune from hazards regardless of (or due to) their experience level

- Frequency based upon hazard level and changing situations
- Required by law
- Responsive, purposeful and flexible
- Requires commitment of time and real-world, current resources
- Begins the first day on the job

Follow-up: Maintaining a safe work environment is a never-ending process that requires periodic evaluation of program and proper record keeping

Why does this agency place such a focus on safety? **Because Ninety-eight percent of all accidents are the result of unsafe conditions and unsafe acts or practices.** Many accidents are caused by the use of unsafe equipment or by using tools in an unsafe manner or by neglecting to follow safe methods of doing your job.

Careful inspection and monitoring is necessary if we are to reduce the hazards that contribute to accidents and injuries. Correct or report all unsafe conditions and unsafe practices to your supervisor immediately. **No hazard is too small to bring to the attention of someone who can have it corrected before somebody gets hurt.**

The primary goal of this program is to reduce the risk of occupational injuries and illnesses and the associated costs. Investigations typically reveal that a chain of events lead up to an accident. **Break the link in this chain!** Be alert to your actions and those of others. Don't overlook small details or feelings that something is not right.

Remember: YOU are responsible for safety. So, please work safely, wear protective equipment when appropriate and keep an eye on your co-worker's wellbeing.

Notes:

1. The procedures in this handbook were designed for your safety; learn them and practice them because confusion creates casualties. All ODAFF employees should also be familiar with agency safety personnel.
2. For employees in the Oklahoma City Department of Agriculture building names and contact information of safety personnel can be found in the *ODAFF Emergency Action Plan*.

Failure to follow the direction of designated safety personnel could result in personnel injury, potential injury to others or place your continued employment status in jeopardy.

Weather Concerns

Oklahoma weather can change suddenly – be prepared! Local weather broadcasts are useful tools to alert you to dangerous situations and help plan driving times. If conditions warrant the governor's office will adjust work report times to ensure the safety of personnel. These changes will be sent to local T.V. and radio stations. Road conditions can be checked at <http://www.dps.state.ok.us/cgi-bin/weathermap.cgi>

Additionally, a weather radio is located at the receptionist desk at the Oklahoma City Department of Agriculture building. If required this person will advise the building of any weather threats. If the Secretary of Agriculture or his/her designated representative directs the agency to evacuate, follow the procedures in section 13 of this book. Do not attempt to drive home or to another area.

Exercise caution during inclement weather. Watch for and avoid ice on sidewalks and parking lots. Avoid prolonged exposure to extreme cold or heat. Dress for the weather as an emergency situation may require you to be outside for a period of time.

SAFETY RESPONSIBILITIES

1. We recognize the responsibility for safety and health is shared.
 - A. As your employer:
 - We accept the responsibility for leadership of the safety and health program, for its effectiveness and improvement, and for providing the safeguards required to ensure safe conditions; and
 - We will assign one person the responsibility to administer a safety program and provide that person with the authority to function properly.
 - B. Our supervisors and management personnel:
 - Are responsible for developing the proper attitudes toward safety and health; and
 - Are responsible for ensuring that all operations are performed with the utmost regard for the safety and health of all personnel involved.
 - C. As employees, you are responsible for wholehearted, genuine cooperation with all aspects of the safety and health program including compliance with all rules and regulations and for continuously practicing safety while performing your duties.
2. If you have an accident.
 - A. All injuries, no matter how minor, must be reported immediately to your supervisor. Call 9-11 if there is a major injury or illness.
 - B. The supervisor will arrange for emergency transportation if required and accompany the injured employee if necessary.
 - C. The individual and supervisor will thoroughly complete the official accident report forms and route as directed.
 - D. First aid, cardiopulmonary resuscitation (CPR) and the use of Automated External Defibrillators (AED) use shall be performed only in an emergency, preferably by trained personnel until professional medical help arrives. If you are untrained in CPR or First Aid you can still help save a life by calling 911.

3. General First Aid actions

Note: for all emergencies follow these steps: **CHECK, CALL, CARE**

A. Check the scene for possible dangers to both the victim and rescuers. If the scene is safe check the victim for life threatening injury or illness. If the individual is conscious, find out what is wrong. Reassure them that help is on the way.

B. Call for help. Have someone call 911. Report the condition of victim and scene. Include any medical information known about the person. Ask for assistance from nearby personnel.

C. Care for the victim. Do not move the person unless they are in direct threat of injury from fire, crushing or toxic vapors, etc. Life threatening injuries will be treated at the scene by trained ODAFF personnel until relieved by advanced life support personnel. If necessary, family notification will be made, and transportation to medical facilities will be initiated. Personnel with life threatening conditions will only be transported in emergency vehicles. (A person's condition can change suddenly or non-emergency vehicle can become stuck in traffic.)

1.00 Office Fire Safety

It is the policy of this agency that all fires will be handled by evacuating the building and allowing Fire Department personnel to contend with the fire. **Your primary concern in a fire is to safety exit the building.** Fire extinguishers and hoses are for fire department use and should only be operated by ODAFF personnel to clear an exit path. Small fires, such as in wastebaskets, may be handled by using the fire extinguishers, but again, your focus should be on evacuation of the building and ensuring that the fire department is called.

1. Evacuation:

- Whatever structure you are in, even if you work from home, have an emergency action plan such as evacuation routes (more than one), assembly areas and accountability of all persons in case of a fire.
- Practice the plan at least once a year.
- Evacuating during a fire
 - During a fire if your exit is blocked by debris or fire go to another exit. If an extinguisher is being used to clear an exit, stand back, do not rubberneck!
 - If you or someone close to you is on fire use the STOP, DROP and ROLL technique to put out the flames.
 - If you are in a smoke filled area drop on your knees and crawl cover your mouth and nose with your shirt. Look for the exit lights and doors. (Memorize their locations now as it might be difficult to find them in a smoke filled environment.)
 - If you are trapped and cannot get to an exit:
 - First floor, break a window to get out but be careful of breaking glass, use an inanimate object to accomplish this.
 - If you are on a second floor, third floor or higher try and get to an area where you can await rescue from the fire department (typically a stairwell or bathroom). Only as a desperate attempt for survival would you break a window to escape.
 - If the fire is blocking your exit, move as far upwind as possible. Close all doors behind you and stuff wet cloths, rags or what ever is available in the door cracks. If you have a cell phone call 911 and let them know your exact location.

2. Fire prevention in the workplace:

- Watch out for contractors
 - Check on work at the end of a few days. If they are violating electrical safety practices, get contractors' upper management involved to eliminate the mistakes;

- May install temporary wiring – anything from extension cords to electrical boxes. They may also create temporary electrical conduits between walls that can get pretty tight. There are several other risks such as wires and electrical cords fraying, flammable dust and material next to electrical equipment.
- Do not confuse storage rooms and electrical rooms
 - Think of the big picture if there is electrical wiring in that closet don't store flammable material such as toilet paper, paper towel, etc.;
 - and
 - Do a periodic walk through your area and look for flammable items near electrical outlets and electrical wiring. Anyone can do this.
- Electrical appliances: Items purchased with personal funds such as space heaters, extension cords, halogen lamps are not allowed in any of our facilities; all items must be UL approved, 3 wire units. Do not overload power strips! Large appliance and coffee makers must be plugged directly into outlets.
- Keep a watch on janitors and contractors' make sure they don't create a fire hazard;
- There are 5000 commercial facilities that catch fire every year. Keep each other safe so we don't end up on that statistical total; and
- For those who work from home the same principles apply, just on a smaller scale.

2.00 Materials Handling and Storage

1. When lifting something:
 - Plan ahead for what you want to do and don't be in a hurry;
 - Spread your feet shoulder-width apart to give yourself a solid base of support;
 - Bend your knees;
 - Tighten your stomach muscles;
 - Stick out your chest;
 - Position the object close to your body before lifting;
 - Lift with your leg muscles;
 - Avoid twisting your body; instead point your toes in the direction you want to move and pivot in that direction; and
 - Maintain the natural curve of your spine: don't bend at the waist.
2. Employees should never attempt to lift objects, which they believe are too heavy or awkwardly shaped for safe handling. Get help or divide the load.
3. Long materials, such as a pipe or ladder, should be carried so that the front end is high enough to clear objects when necessary.
4. Portable cranes; hand trucks, skids, hoists or power lift trucks should be used to move heavy objects when possible.
5. When moving materials on hand trucks push rather than pull whenever possible.
6. Wear appropriate safety gear. Use a back brace and work gloves when handling heavy or rough objects. Never lift more than what you can safely handle.
7. Do not stand under loads suspended by ropes, chains or cables. Stand clear of these loads when tension is on the rope, chain or cable.
8. When power equipment is being used to raise or lower materials, one person in clear view of the operator shall give hand signals and the operator shall accept that person's signal only.
9. When handling powdered chemicals, which can cause skin, nose and throat irritation upon contact or inhalation:
 - Keep hands as dry as possible;
 - Keep clothing buttoned;
 - Don't wipe face with hands;
 - Don't dump the material in a manner that raises a cloud of dust;
 - Wash thoroughly after handling container; and
 - Wear disposable masks or filters to protect you from inhaling the chemical.

10. When using weed or insecticide sprays or other chemicals, follow the manufacturer's directions closely and wear the personal protective equipment recommended or provided.
11. Keep materials clear of aisles to avoid blocking or tripping traffic.
12. All loose nails, boards, etc. need to be kept off the floor where they may present a tripping or puncture hazard. Floors and aisles must be kept clear at all times.
13. Do not allow rubbish or flammable materials to accumulate.
14. Adequate light shall be provided for all work areas. If in doubt contact your safety coordinator for evaluation.
15. If you receive/handle pesticides or other hazardous substances, refer to the Safety Data Sheet (SDS) instructions before using. Be careful not to contaminate your clothes. If contaminated get medical attention immediately and follow these steps.
 - **Eyes:** Flush with water for 15 minutes or until medical help arrives. Wash in a manner that will not allow one eye to contaminate the other (tilt head to one side). Refer to the product label or SDS for further instructions.
 - **Skin:** Wash thoroughly with soap and water. Refer to the product label or SDS for more guidance.
 - **Clothing:** Remove contaminated clothing and wash skin with soap and water. Refer to the product label or SDS for more guidance. Wash clothing in strong detergent before reusing.
- Note:** Two people should be present when handling hazardous chemicals. It is recommended that containers be opened and inspected outdoors before being brought inside.
16. Pile securely, use cross tier or pyramid methods when needed. Firmly wedge rough objects.
17. Storage of chemicals in cabinets
 - Do not place chemicals in the same location as chemicals that will cause a dangerous reaction (i.e.: ammonia and bleach can produce a lethal gas).
 - All combustibles and caustic materials must be stored in a cabinet that is secured to the wall.
 - Lock cabinets to prevent unauthorized access.
 - Secure the cabinet to the wall so that it won't tip over accidentally.

18. Emergency Procedures for Spills or Leaks

- If you are trapped by a spill follow these procedures:
 - Go upstream towards the spill to where the narrowest part of the stream is, cross at this point.
 - If any chemical touches your clothes or skin follow the procedures above.

- If there is a vapor leak follow these procedures:
 - Control your breathing, the faster you breathe the more you inhale.
 - Use you hand to cover your mouth. Do not to get the vapor in your mouth where the chemical will have direct access to your bloodstream.
 - Use you thumb or any part of your hand to push down on your nose until it is hard for you to breathe. This will help filter the gas.
 - When you reach a clear area remove your hand and breathe normally.
 - If you breathed in gas call 911 immediately. Relocate to fresh air and remove any restrictive clothing. Have someone monitor your condition until medical personnel arrive.
 - Unconscious personnel should be removed from the area and checked for a pulse. If pulse is present call 911.
 - If there is no pulse immediately perform CPR.

3.00 Hand Tools

1. Hand tools are to be used only for the purpose for which they were designed.
2. Tools with burrs, cracks, and mushroom heads, broken, loose or splintered handles will not be used. Repair/replace the item to prevent injury.
3. Do not leave your tools on overhead work areas they may become a fall hazard.
4. Don't leave your tools lying around where they become a tripping hazard.
5. Use the correct tool for the job. Don't use a wrench as a hammer.
6. Don't carry sharp tools in your pockets or belt unless the point or edge is protected.
7. Keep screwdrivers in good condition to prevent slipping injuries. Always use the screwdriver that properly fits the screw. Never use a screwdriver to pry or chisel.
8. Never leave shovels or any long handled tools lying around or leaned against a wall. These can become a tripping hazard or to fall and injure someone.
9. Carry tools in a toolbox. Avoid scattering them around the floor.

4.00 Ladder Safety

1. When using a ladder make sure your ladder is on a firm flat surface or you have someone help stabilize the ladder if surface is not ideal. It's a good idea to have some with you any time you are on a ladder either at work or a home.
2. Use the right type of ladder and check it for defects; ensure all locks are secure.
3. Never use the top of the ladder as a step; you have nothing to brace your knees with.
4. Do not use tables or any other unstable object as a ladder. Never place ladders on other objects – keep them on the ground.
5. Maintain three points of contact with the ladder (2 feet, one hand, etc.). Do not over reach – move the ladder instead.
6. Ladders placed against a wall must use the 4 to 1 rule for the distance the bottom of ladder is from the wall. (If using a 10' ladder the base must be a minimum of 2.5' from the wall) If climbing to a roof, the top of ladder should extend three feet past the top of structure.

5.00 Motor Vehicle Operation

1. Only Department of Agriculture, Food and Forestry employees and designated temporary personnel are permitted to operate state vehicles.
2. All employees that drive department vehicles must have a valid Oklahoma driver's license, operator, commercial or chauffeur's license as required for the equipment being operated.
3. Employees are required to obey all Oklahoma traffic regulations. Costs for violations of traffic laws are the responsibility of the employee.
4. All employees who wish to operate an agency vehicle must attend an approved Motor Vehicle Crash Prevention course every three years.
5. Concentrate on safe, legal and respectful driving. A good driver stays in control of their vehicle and emotions at all times. Arrive alive.
6. Never assume the right of way is yours, yield the right of way to avoid an accident and don't get upset.
7. Adjust your speed so that you have clear space between you and the vehicle in front (approx. 2 to 3 seconds). Calculate this following distance by starting your count when the rear bumper of the car you are following passes a stationary object. Then count 1001, 1002, and 1003 before you pass the same stationary object. If you do this you will have ample time to act in an emergency.
8. Slow down in dense traffic, highly populated areas and parking lots.
9. Adjust speed for adverse visibility and weather conditions. Increase your following distance 1 second for each condition such as nighttime or bright sunlight, rough road conditions, rain, etc. If you are towing a trailer without brakes add 2 seconds.
10. Slow down as you approach an intersection cover your brake (take your foot off the accelerator and hover it over the brake) when you approach the intersection and make sure it's clear before you proceed through.
11. When driving in city traffic, be alert for mistakes or unexpected actions of others. Lower your speed and keep alert for pedestrians and cross traffic.
12. Before stopping or changing directions, plan ahead, signal early and slow down gradually to give drivers following you a chance to change pace and act accordingly.
13. Avoid "tailgating". Use the safe following distance formula above and avoid using cruise control in heavy traffic or on wet surfaces.

14. Use extra caution and slow your vehicle when approaching children at play or passing through school zones and school buses.
15. Be alert at railroad crossings. Ensure you have a clear view of the tracks. Once clear, proceed across only if there is enough room for your vehicle on the other side. Never stop on the tracks!
16. When driving at night, keep the windshield clean (inside and outside). Stay to the right of your lane and avoid looking into the headlights of oncoming vehicles. Use low beams in traffic.
17. Keep headlight beams on the low beam setting to reduce the reflected glare caused by fog, rain and wet pavement.
18. Park vehicles in a manor that will not interfere with the normal flow of traffic, and not obstruct the view of other drivers.
19. When parking, remove the ignition key, put the transmission in the lowest gear or Park in an automatic and set the parking brake. If parked down hill, turn the front wheels toward the curb or chock the back tire. Opposite for parking up hill. If parking near a body of water, a drop off or railroad tracks, place vehicle parallel to the danger. If the vehicle were to slip out of gear it won't roll towards the threat.
20. All vehicle occupants shall use safety belts.
21. Frequent checks of the following equipment is essential to safe driving. Report defective items to supervisor or fleet management immediately.
 - Lights and warning reflectors;
 - Tires;
 - Safety Belts;
 - Heater defroster (fall, winter) AC (spring, summer);
 - Horn;
 - Review mirrors (before driving) (if you want to know how to reduce your blind spots from your mirrors talk with the Safety Coordinator);
 - Safety equipment such as flares, flags, chock blocks, chains, fire extinguisher, etc. (know what you have before you need to use it);
 - Brakes (while driving);
 - Steering (while driving); and
 - Muffler and exhaust system (sound, smoke, etc.).
22. Always consider proper loading and proper load distribution as a factor in safe driving.

23. Do not have any loose equipment or articles in a vehicle that can act as a projectile if you have to stop in a hurry.
24. Loads in the back of trucks must be tied down and secured.
25. Nothing is to be stored on the rear window ledge of any vehicle.
26. If your truck bed has been used to haul rocks, gravel, sand or any other loose objects sweep out the truck bed before driving. Also check your tires for rocks that can be thrown into a car trailing behind you.
27. When leaving a gravel road pull out slowly as to not to throw rocks with your tires.
28. When boarding or alighting from a vehicle, watch you're footing to avoid slipping or falling. Never try to board a vehicle while it is moving.
29. Trailers should be hitched to a vehicle with safety chains in addition to the towing ball or eye.
30. No person is permitted to ride in the bed of a pick up truck or on trailer mounted equipment while it is being towed.
31. Trailer mounted equipment shall be towed at a reasonable speed and with due regard for the safety of all. Remember it takes a lot more space to stop a vehicle towing a trailer.
32. Report all vehicle accidents; notify your supervisor as soon as you are able.
 - Your first duty is to the injured. Call 911 and treat any life treating injuries as best as you can. Move people only when necessary to render critical care or if the scene is unsafe.
 - If operational, move your vehicle out of the road way.
 - Obtain all necessary information and facts about the accident, including names and addresses of witnesses, if any. **Call police. ODAFF requires an accident report from the police on every accident.**
 - Fill out the accident report and turn it in to your supervisor within 24 hours.
33. Any driver of a motor vehicle involved in an at fault accident or accidents while functioning as an agent of the State and in which the driver acted negligently shall be required to attend and successfully complete a Motor Vehicle Improvement (MVI) course within six (6) months of the date of the accident. Failure to successfully complete an approved MVI course shall result in the driver of the state vehicle being declared uninsurable by the State Risk Management.
34. Any driver of a motor vehicle, while functioning as an agent of the State, that is involved in two at fault accidents in a twenty four (24) month period shall be

declared uninsurable by the Risk Management Administrator for a period of three (3) months following the second accident.

35. Never consume alcohol, drugs or strong medications before or while driving. Drugs, illness or extreme fatigue may affect your ability to judge distances, speed and driving conditions and slow your reaction time.
36. Drivers are not permitted to text message, wear headset-type radios, or radio earphones while operating a vehicle. Limit cell phone use. **Note:** Oklahoma Executive Order 2010-6 prohibits texting while operating a state vehicle or while driving a POV while on state business.
37. Emergency/hazard warning lights will be used when company vehicles are operating (or are parked) under conditions that may interfere with other vehicular traffic.
38. Department employees will not operate nor instruct another person to operate an unsafe vehicle or piece of equipment.
39. Never start a vehicle from outside the cab.
40. Backing of vehicles where the driver does not have a clear view of the entire area behind the vehicle will be accomplished with an assistance of a guide. If a second person is in the vehicle, he/she should guide the vehicle back using the appropriate hand and voice signals. If the driver is alone, he/she should check the area behind his/her vehicle before backing.

6.00 Office

1. Keep your work area neat and orderly.
2. Report all defective equipment such as chairs, worn electrical cords, or inoperative machines.
3. Report all unsafe conditions such as loose floor tiles, stair treads, railings, icy conditions, electrical shorts in machines, improper lighting, etc.
4. Do not leave chairs, wastebaskets, etc. in the aisle or where they will create a tripping hazard.
5. Deleted.
6. No open flames or candles are allowed. The Ag lab alone is allowed to use flames for heating specimens and agars.

7. Paper clips, matches, rubber bands, etc., will not be thrown or left on floors, landings, or stairs.
8. When opening solid doors approach from the side away from the hinges, for double doors stay to the right side door and listen for sounds on the other side. When closing doors, be watchful for others. Open door slowly.
9. Caution should be exercised when approaching blind corners.
10. Only one drawer in a file cabinet should be opened at any time to prevent tipping. Do not to overload the top drawer, place heavier items in the bottom drawer.
11. Keep desk and filing cabinet drawers closed when not in use. Use handles to prevent getting pinched when opening or closing drawers.
12. Boxes, chairs, etc. should not be used in place of ladders.
13. To prevent cuts/punctures:
 - Don't test a jammed stapler by holding your thumb over the end;
 - Wear finger guards when handling stacks of paper;
 - Keep pointed objects boxed separately in a drawer;
 - Store razor blades in a covered container; to dispose of them wrap in paper and mark the paper with content guide;
 - Broken glass should be cleaned up with a broom and dustpan not your hands; wrap the glass in paper and mark with content guide; pick up splinters with a damp towel and discard immediately; and
 - Keep fingers away from paper cutter blades; avoid cutting too many sheets at one time.
14. Horseplay of any kind is strictly prohibited.
15. Be careful of over-the-counter medications which may react dangerously with other medicines.
16. Healthy tips to help relieve stress, fatigue and a variety of problems caused by sitting at a desk all day:
 - **Off the job**
 - Plan to exercise for 30-60 minutes at least 3-4 times a week.
 - Start slowly, and don't forget to warm up and cool down.
 - Try jogging, walking, swimming, or bicycling. They're all great ways to exercise your way to good health.
 - **At work**
 - Take a brisk walk or jog during lunch, if you can.
 - To loosen tense muscles, rotate your shoulders, circle your head, flex and point your feet, and breathe slowly and deeply.

- Increase your blood circulation by getting up, stretching, or walking around occasionally.
- **See your physician first**
 - Especially if you're overweight, or have a history of medical problems.
- **Eat nutritious meals and get plenty of rest.**
- **Report to work mentally, physically and emotionally ready to work.**

We are employed in the one of the most dangerous professions. Regardless if you work in an office building, at home or out of your vehicle, please keep your focus on safety.

7.00 Personal Protective Equipment

PPE: your first line of defense against a potential life long injury.

Note: Forestry Service Division has specific SOP's related to PPE use during wildland fire suppression activities. OFS personnel should refer to this SOP.

Eye Protection

1. Suitable safety glasses, goggles, or face shields shall be worn when the work may result in hazardous exposure to your eyes.
2. Examples where proper eye protection must be worn include exposure to:
 - Relatively large flying particles (chipping, grinding, chopping, etc.).
 - Dust and small flying particles (grinding, using power tools, flying embers, grain elevators, etc.).
 - Splashing liquid (transfer of chemicals, etc.).
 - Injurious gases, fumes and mist (spraying, use of chemicals, smoke from fire, etc.).
 - Injurious radiant energy (welding, furnace tending, fire fighting, etc.).
3. Eye protection shall be kept in a sanitary and serviceable condition and shall be replaced when it becomes warped, scratched or pitted.
4. ODAFF will provide safety glasses, goggles and face shields to those persons working in areas requiring eye protection.

Respiratory Protection

1. Suitable respiratory protection will be worn or ventilation system provided when the work you do results in hazardous exposure to your respiratory system.
2. Examples where proper respiratory protection must be worn include exposure to:
 - Confined areas that have dust or grain, such as grain elevators.
 - Areas that use corrosive or harmful chemicals.
 - And any situation deemed hazardous to respiration.

Body Protection

1. Suitable body protection will be worn when the work you do results in hazardous exposure to your body.
2. Examples where body protection must be worn include exposure to:

- Fire;
- Caustic chemicals; or
- Situations where infectious properties, poisonous plants or chemicals can be absorbed through skin contact.

Head Protection

1. Suitable head protection will be worn when the work you do results in hazardous exposure to your head.
2. Examples where head protection is required:
 - Working in an area where there is a danger of objects falling on your head;
 - Inspecting work sites that require head protection; or

Note: a hat with a brim provides some protection from tree braches and sunburns.

Foot and Hand Protection

1. Appropriate/recommended footwear will be worn when work you do results in hazardous conditions requiring protection.
2. Gloves shall be used when work you do results in hazardous conditions requiring protection.
3. Examples where hand protection is required:
 - Working with hazardous chemicals;
 - Working with bio hazardous materials;
 - Handling sharp or rough items; or

Hearing Protection

Note: this is the most overlooked piece of PPE.

1. Hearing protection will be worn in work areas that may damage hearing. A good rule of thumb; if you have to raise your voice to be heard – consider PPE.

Disclaimer: The jobs listed here are examples and not the only ones requiring personal protective gear. If you are in a situation you feel requires personal protective equipment notify your supervisor! Be safety conscious.

8.00 Compressed Gas Cylinders

1. Compressed gas cylinders have the capacity to present both chemical hazards as well as physical hazards. If the cylinder valve breaks, the gas under high pressure escapes rapidly and the cylinder can become a dangerous projectile. The gases contained in the cylinders can be flammable, corrosive, toxic, inert (asphyxiating), or a combination of hazards.
2. Gas cylinders must be kept in racks or stands, or set in an upright position and properly latched or chained to prevent them from being knocked over.
3. Gas cylinders must never be dropped or treated roughly.
4. Areas in which compressed gasses are used must be properly ventilated. The type and degree of ventilation depends upon the type of gasses being used.
5. For those directly involved in the movement or securing of compressed gas cylinders training will be provided to you in detail and in writing by your supervisor.

9.00 Chemicals

(Aligned with 2013 OSHA GHS Revisions)

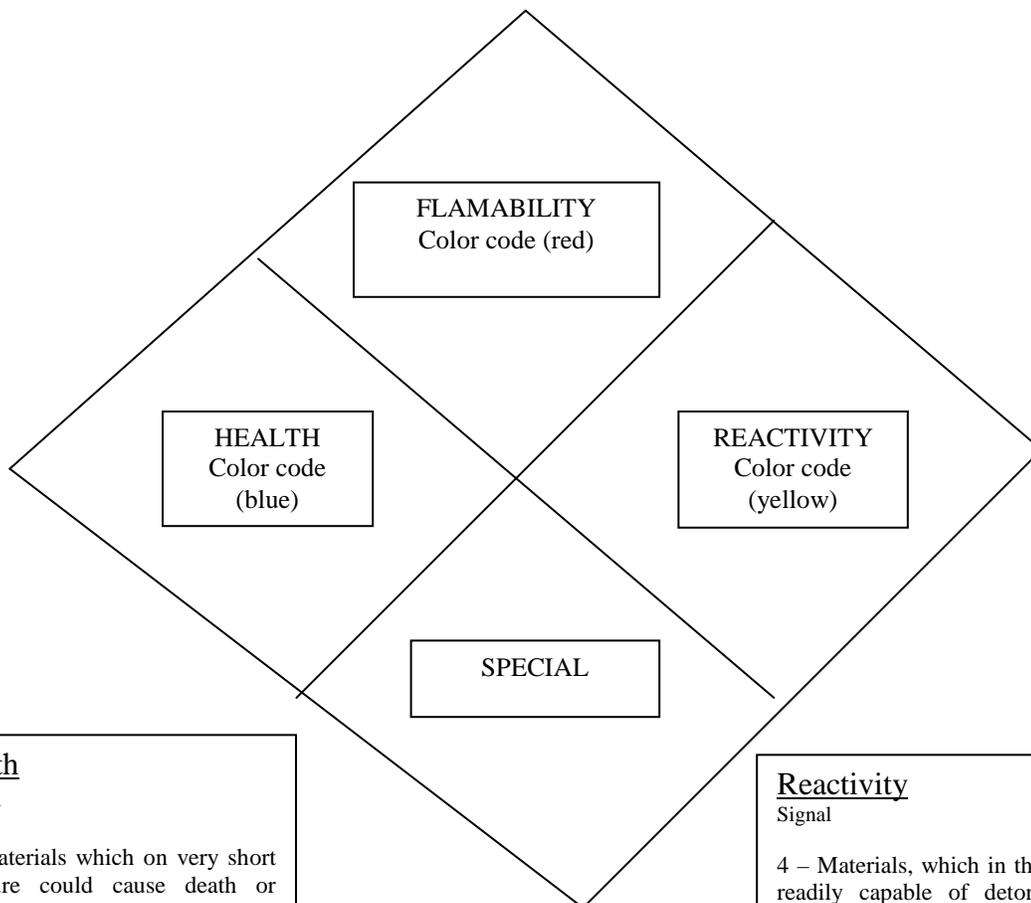
1. Refer to Materials Handling in this handbook for additional information regarding chemicals.
2. Storage and disposal of excess chemicals and empty containers must be accomplished in accordance with the manufacturer's label instructions, federal and/or state laws.
3. If the manufacturer fails to provide sufficient label instruction, a safety data sheet (SDS) shall be obtained from the manufacturer before the chemical is used.
4. If you use a chemical make sure you've read the SDS for that chemical and understand its content, before using it.
5. In order to prevent hazardous chemical reactions, chemical containers will not be used to store materials of any nature other than the original contents. Exception: if the original contents are able to be completely removed, the container may be used to store other materials (e.g. waste materials). The container must be labeled to indicate the new contents and the hazards of the new contents.
6. Questions about hazardous materials should be referred to the safety office.
7. **EMERGENCY PROCEDURES**
 - If you are trapped by a chemical spill follow these procedures:
 - Go upstream towards the spill to where the narrowest part of the stream is, cross at this point.
 - If any chemical touches your clothes immediately remove the article of clothing. Quickly flush and skin area that came in contact with the chemical.
 - If you detect chemical fumes and you are in a building;
 - Immediately leave the area – do not run as it increases breathing rate. Place your hand over your mouth and push down on your nose so that it's difficult for you to breathe. Breathe slowly.
 - If you are trained and it is safe to do so, isolate the fumes as much as possible by closing doors and windows and stuffing cracks with cloth, paper, etc. If not, evacuate the area and call emergency services.
 - Do not re-enter the area until the air is clear. If Hazmat is called, wait for the All Clear from them.

10:00 Hazard Communication

(Source OSHA Compliance Manual and Company Safety & Health Plan, 2nd Edition)

1. Hazard communication is vitally important to the employees using hazardous chemicals. Our source of hazard communication is the Safety Data Sheet (SDS). The Safety Office also maintains a list of all Hazmat chemicals.
2. The SDS will contain some of the following vital information:
 - Targeted organs that will be affected if exposed;
 - Carcinogenic risks (proper source should be NTP, IARC, or OSHA);
 - Physical hazards;
 - Acute and chronic health hazards;
 - Primary routes of entry into the body;
 - Emergency and 1st Aid procedures;
 - Types of protective equipment required;
 - Precautions for safe use;
 - Applicable control measures;
 - Permissible exposure levels;
 - Any special notes to physicians;
 - Fire and explosion hazard; and
 - Chemical incompatibilities (dangerous to mix).
3. Each division will maintain a book of SDS for all the chemicals in use in that division.
4. SDS need to be available for all chemicals used by your section/division and forwarded to the safety office. Also for new chemicals you have a fifteen-day window to obtain a copy of the SDS. For older chemicals without an SDS please call the company ASAP.
5. Employee training will consist of:
 - Informing employees of the location of SDS and written program;
 - Physical and health hazards;
 - Methods and observation techniques used to determine the presence and release of hazardous chemicals in the workplace (odor and appearance);
 - The use of engineering controls/work practices and personal protective equipment used to lessen or eliminate exposure;
 - Steps this facility has taken to lessen or prevent exposures;
 - Safety and emergency procedures to follow if exposed to chemicals;
 - How to read and understand facility container labeling methods and SDS; and
 - Emergency evacuation procedures in the event of a chemical release.

6. Labeling information is found on the next page specifying content hazard for building and containers.
- Fire fighters use these so they know the hazards associated with the fire they are called to fight.
 - These labels are also on specific containers so that you store them properly or handle them carefully.
 - These are also very useful if you are working with the hazard to know the dangers associated with it.
 - Understanding the rating system will protect you from unnecessary risk.



Health
Signal

4 – Materials which on very short exposure could cause death or major residual injury even though prompt medical treatment was given.

3 – Materials, which on short exposure, could cause serious temporary or residual injury even though prompt medical treatment was given.

2 – Materials, which on intense or continued exposure could cause temporary incapacitation or possible residual injury unless prompt medical treatment is given.

1 – Materials, which on exposure would cause irritation but only, minor residual injury even if no treatment is given.

0 – Materials, which on exposure under fire conditions, would offer no hazard beyond that of ordinary combustible material.

Flammability
Signal

4 – Materials, which will rapidly or completely vaporize at atmospheric pressure and normal ambient temperature, or which are readily dispersed in air and which will burn readily.

3 – Liquids and solids that can be ignited under almost all ambient temperature conditions.

2 – Materials must be moderately heated or exposed to relatively high ambient temperatures before ignition can occur.

1 – Materials must be preheated before ignition can occur.

0 – Materials that will not burn.

Reactivity
Signal

4 – Materials, which in themselves are readily capable of detonation or of explosive decomposition or reaction at normal temperatures and pressures.

3 – Materials which in themselves are capable of detonation or explosive reaction but require a strong initiating source or which must be heated under confinement before initiation or which react explosively with water.

2 – Materials that in themselves are normally unstable and readily undergo violent chemical change but do not detonate. Also materials, which may react violently with water or which may form potentially explosive mixtures with water.

1 – Materials, which in themselves are normally stable, but which can become unstable at elevated temperatures and pressures or which may react with water with some release of energy, but not violently.

0 – Materials, which in themselves are normally stable, even under fire exposure conditions, and which are not reactive with water.

7. The following is a list of chemicals that require an SDS included in the SDS book if they are in use by the division. You will see some items that you have at home. That's a personal choice for you and you should read the labels of those products every time you use them. This is by all means not an all-inclusive list and you will undoubtedly find other chemicals.

COMMON CHEMICALS

Acids	Gasoline	Shellac
Acetylene	Glue	Silk Screen Solvents
Adhesives	Grease	Solvents
Aerosols		Spray Paint
Anti-Freeze	Hydrogen	Swimming Pool Chemicals
Art Supplies	Hydrogen peroxide	
Ammonia		Toilet Bowl Cleaners
Asbestos	Inks	Turpentine
Auto Body Supplies	Insecticides	
		Varnish
Battery Acid	Lab Chemicals	
Benzene	Lead	Weed Control Chemicals
Bleach		Welding Supplies
Brake Fluid	Kerosene	Window Cleaner
Butane		Wood Preservatives
Carbon Tetrachloride	Metal polish	
Carcinogens	Mineral Spirits	
Caustics		
Chlorine	Nitrogen	
Combustibles		
Compressed Gases	Oil	
Corrosives	Oven Cleaner	
Cutting Fluids	Oxidizers	
	Oxygen	
Denatured Alcohol		
Diesel Fuel	Paints/Primer	
Disinfectant	Paint Stripper/Remover	
Drain Cleaners	Paint Thinner	
Duplicating Fluid	Permanent Markers	
Dyes	Photocopy Toner	
	Photography Chemicals	
Fertilizers	Pigments	
Fiberglass	Poisons	
Flammables	Propane	
Floor Cleaners/Supplies	Printing Inks & Solvents	
Flux		
Formaldehyde	Resins	
Fuel Oil	Rubber Cement	
Furniture Cleaners	Rust Remover	

11:00 Heavy Equipment

Note: Forestry Services division has additional SOP's related to use of heavy equipment related to wildland firefighting.

1. Don't attempt to operate any power equipment, such as cranes, graders or bulldozers without proper instruction and authorization.
2. Keep clear of power equipment, especially when at the rear where operators cannot see you. Do not get caught in a position where you can be struck without warning. Under no circumstances are you permitted to work under a suspended load.
3. Don't overload trucks so that materials can fall off on to the street. Make sure loads are properly secured and do not project out where they can strike other cars or persons.
4. Don't ride on trucks or other equipment unless they are designed for this purpose and you are authorized to do so.
5. Use barricades and warning signals to protect your work area.

12:00 Mail Handling Procedures

1. Due to the continued threat of potential terrorist activity it's prudent to maintain vigilance. There is no defense that we presently have against a biological or chemical attack. However, there are precautions you can take to lessen your exposure to them. The following procedures were taken from The Department of Central Services Mail and Package Handling Policy October 22, 2001 and modified slightly by the ODAFF Safety Office.
2. How to identify suspicious packages and letters.
 - Some characteristics of suspicious packages and letters include the following:
 - Excessive postage;
 - Handwritten or poorly typed addresses;
 - Incorrect titles;
 - Title, but no name;
 - Misspellings of common words;
 - Oily stains, discoloration or odor;
 - No return address;
 - Excessive weight;
 - Lopsided or uneven envelope;
 - Protruding wires or aluminum foil;
 - Excessive security material such as masking tape, string, etc.;
 - Visual distractions;
 - Ticking sounds;
 - Marked with restrictive endorsements, such as "Personal" or "Confidential"; or
 - Shows a city or state that doesn't match the return address.
3. Procedures
 - Before opening any mail, make sure you recognize the sender's name or be sure the mail is marked with a name and return address for the envelope.
 - Wear latex gloves when handling the mail. When finished opening the mail, deposit the gloves inside out, into a container for disposal.
 - Wash your hands with soap and water.
 - For any marked mail or packages received that are leaking any substance, call the sender and ask what is in the package that could be coming out. Handle the package according to the response received from the sender. If the sender cannot be located, handle as a suspicious package under the guidelines below.
 - Any mail that appears suspicious should be placed in a zip-lock bag, proper authorities called and your supervisor notified. The bag will be transported to the Health Department to be analyzed.

- If in the Oklahoma City Department of Agriculture building call Capital Patrol at 521-2316 or 521-4455.
 - All other ODAFF offices should contact local police or the Highway Patrol.
 - If package has a threatening message on it.
 - Put on latex gloves;
 - **Do not open the envelope or package;**
 - Place the suspicious envelope or package in a plastic bag, if you do not have a plastic bag cover it with paper towels, cloth, trash can etc.;
 - Place any gloves worn in a plastic bag and mark it biohazard, remove your gloves so that you do not touch the outside of the gloves with your bare hands;
 - Then leave the room and close the door, or section off the area to prevent anyone from entering the area;
 - If possible wash your hands with a mixture of 50% bleach and 50% water to prevent spreading any powder to your face;
 - Call your local law enforcement; and
 - Make a list of those individuals who were in the vicinity and give that list to law enforcement personnel, health investigators and your supervisor for follow up and advice.
 - If the package has powder on it or is spilling powder
 - Do not try to clean up the powder;
 - Remove contaminated clothing as soon as possible and place them in a bag or container that can be sealed. Give the clothes in the bag to the emergency responders for proper handling; and
 - Do the same procedures listed for the threatening message mail.
 - Response to room contamination by aerosolization
 - Turn off local fans or ventilation units in the area;
 - Cover your mouth with your hand and push down on your nose as soon as you realize that an aerosol contaminate is in the area, and don't uncover until you are well away from the aerosol contaminate;
 - **Leave the area immediately;**
 - Close the door or seal off the area;
 - Report incident to local law enforcement and your supervisor;
 - Notify your plant manager to shut down the air handling system; and
 - Make a list of personnel or visitors that may have been contaminated.
4. For all these possibilities an incident report must be filed within 24 hrs, to your supervisor.

13:00 Shelter during Severe Weather, Earthquakes and HazMat Emergencies

(Note: For employees in the Oklahoma City Department of Agriculture building additional information is available in the *ODAFF Emergency Action Plan*.)

1. Choosing shelter during severe straight winds or tornado:

- Avoid overpasses as they increase the likelihood of injury.
- If caught outside get in a ditch away from electrical lines and gas tanks and stay low.
- Immediately evacuate a metal temporary building or trailer. Go to a safe suture or ditch.
- If in a permanent building go to the interior part of the lowest floor. Do not take refuge in a hall; find a room and shut the door.
- If there is no warning, take immediate shelter under something solid like a desk and avoid windows.
- Become familiar with the hazards in your area as these may become a threat once the storm passes.
- Prepare ahead of time. The wrong time to discover your flashlight needs batteries is when the power is lost. Conduct a yearly severe weather drill with your family or roommates.

Note: following the emergency check your surroundings for hazards such as propane cylinders or high voltage electrical lines.

2. Choosing shelter during an earthquake:

- If you are outside, remain there being observant of your surroundings and possible hazards such as collapsing walls. Be alert to rifts in the soil, the smell of gas and unusual noises such as downed power lines.
- If you are inside a solid structure seek shelter in the sturdiest part of the building. Stay away from windows or heavy furniture items. Do not run outside.
- Become familiar with the hazards in your area as these may become a threat once the shock wave passes.

3. Choosing shelter during a hazardous chemical spill:

- If you see a cloud of vapor or smell chemicals and you are outside or in a vehicle;
 - Place your hand over your mouth and push down on your nose so that it's difficult for you to breath.
 - Breath slowly - do not run – running will increase your breathing rate. Move perpendicular to wind direction.

- If in a car roll up all windows and close vents/turn off fan. If some of the chemical gets inside the vehicle drive to a clear area while holding your hand over your mouth as above. Once clear, exit the car and breathe normally. Air out the vehicle before getting back in.
- If you detect chemical fumes and you are in a building;
 - Immediately leave the area – do not run as it increases breathing rate. Place your hand over your mouth and push down on your nose so that it's difficult for you to breathe. Breathe slowly.
 - If you are trained and it is safe to do so, isolate the fumes as much as possible by closing doors and windows and stuffing cracks with cloth, paper, etc. If not, evacuate the area and call emergency services.
 - Do not re-enter the area until the air is clear. If Hazmat is called, wait for the All Clear from them.

Note: Oklahoma ranks number one in weather related disasters in the USA. Additionally, as the crossroads of the country we have many dangerous materials being transported on our highways and railways.

14:00 INSECTS, SNAKES AND OTHER CRITTERS

1. Spiders of Oklahoma

- Brown Recluse (aka: Fiddleback):
 - Identification: usually light brown in color; this spider's body is delicate with thin, long legs. This is not a fuzzy spider!
 - Prevention: do not wear clothes that have been on the floor. Check bed sheets and shoes carefully.
 - First Aid: there is no antidote available for brown recluse spider bites. Seek medical help if suspect a brown recluse bite or notice a wound with a dark center. See the end of this chapter.

- Black Widow
 - Identification: large black bulbous body with red hourglass or spot on the abdomen of the female. Males have light streaks on their abdomen.
 - Prevention: typically non-aggressive, reclusive spider that rarely leaves the web. Would rather hide than bite. Avoid stacks of firewood, low-use storage sheds, and other unbothered places.
 - First Aid: See the end of this chapter.

- Tarantulas
 - Identification: large, furry tan or brown colored body with segmented puffy looking legs. Generally does not spin a web.
 - Prevention: non-aggressive, but will bite if disturbed. First line of defense is to rub its hind legs on its abdomen throwing off hair that may cause a rash. If further disturbed the Tarantulas will raise its front legs and bite.
 - First Aid: If allergic to these tiny hairs you may develop swelling all over and experience shortness of breath. Call 911. See the end of this chapter.

- Jumping spiders
 - Identification: There are a number of jumping spiders common to Oklahoma. If confronted by humans it will track your movements with its body position.
 - Prevention: while a very fast spider, it is not considered hazardous to humans and is not likely to bite unless cornered. However, if threatened it will raise its front legs like a tarantula.
 - First Aid: See the end of this chapter.
 -

2. Ticks (Mites)

- Identification: generally small green or brown bodied, eight-legged mite found all over Oklahoma. Ticks are capable of transmitting Rocky Mountain Spotted Fever, Colorado Tick Fever, Lyme disease and even Tularemia.

- Prevention: Avoid exposure. When walking in a wooded or tick-infested area, wear light colored full-length clothing on which the ticks can easily be seen (Long sleeved shirts, long pants tucked into your sock, a cap or scarf). Doubled sided tape placed around the cuffs of pants can entrap ticks.
 - Examine family members for ticks after being outdoors.
 - Examine pets frequently for embedded ticks.
- First Aid: Don't handle ticks. Disease may be transmitted by improper removal and disposal. Use tweezers to remove ticks Grasp (don't squeeze or crush the body of the tick, as that may cause it to inject its stomach contents into the wound.) the tick as close to the skin as possible and remove with a steady slow pulling motion. Wash hands and bite thoroughly after removing the tick. Seed ticks may be removed with the same shampoo that is used for treating body lice.
- Do not** use a match to make the tick move.
- Do not** cover the tick in any cream or Vaseline, as it will make removal difficult.

Mark the date of the bite on a calendar.

Watch for any flu like symptoms, such as fever, muscle pain, extreme fatigue, headaches, chills, joint pain, swollen glands or if a rash develops at the site of the bite within three days to two months after the bite see your physician. Lyme disease symptoms may not develop for up to two months.



3. Bees, Wasps, Hornets, and Yellow jackets:

- Identification: Bees have a stinger attached to a venom sack that is left inside the wound when the sting occurs. Wasp and hornets can sting repeatedly.
 - Prevention: Most wasp and hornets live above ground while yellow jackets often build underground nests containing as many as 6,000 cells. While Yellow Jackets are the most aggressive of this group, they do not attack unless they are protecting a food source (trash cans or hummingbird feeders) or their nests.
 - Avoid wearing fuzzy, dark-colored clothing as yellow jackets attack dark furry objects when confronted.
 - First Aid: Yellow Jackets - Although stings normally cause only a painful wound, serious allergic reactions have occurred in some people. Multiple stings, especially to the head or neck, are more serious and can be life threatening. If stung, leave the area immediately (indoors if possible) because the yellow jackets release a strong pheromone that attracts any nearby nest mates and signals them to attack you as well.
- Bee, Wasp and Hornet stings: for a honey bee sting remove the stinger from the wound by scraping with a blunt object, such as a dull knife across the wound. Do not remove stinger with tweezers

or fingers because the venom sac will be crushed and inject venom in the wound. Symptoms usually resolve within a few hours within a few hours, if symptoms such as difficulty breathing or rapid, severe swelling occurs, call a doctor.

- General Advice for Avoiding Bees, Wasps, Hornets, and Yellow Jackets:
 - **Don't** wear perfume or scented lotions.
 - **Control odors** when camping, picnicking, and around garbage cans, especially in the fall when foraging yellow jackets are most numerous.
 - **Avoid** brightly colored clothing, which may look like the color of flowers to an insect, and shiny objects, that may look like water reflections. Wear tan, khaki, and dark colored clothes (not fuzzy though).
 - **Relocate** or destroy any nest near your areas.
 - **Don't** leave sugary drinks outside unattended, and use covered containers to limit their odor. It doesn't take a yellow jacket very long to find a warm cola can sitting in the sun. Don't throw watery drinks in the grass when the ice melts. Take them inside and pour down the drain.
 - **Don't** picnic, sit or stand near trashcans, fallen fruit, or other wasp/yellow jacket-feeding places.
 - **Don't** swat or move rapidly when a wasp visits you or your food; move slowly!
 - **Don't** approach the nest, if you do disturb a nest, **Run Away** from attacking wasps.
 - **Do** clean up food and drink refuse, clean trashcans, and fit the lid on tightly.
 - When in break areas or public recreation areas, check your food and drinks before consumption! Stings in the mouth and throat are particularly dangerous because of the potential swelling and closing of the windpipe.
 - Because the yellow jacket may have been rooting in the trash before stinging you, properly treat the sting even if it does not hurt, as a secondary infection may develop.

4. Scorpions

- Identification: while they can vary in color, all scorpions fluoresce under ultraviolet lights. They have eight legs with a segmented body and are easily identifiable by their tail-mounted stinger.
- Prevention: do not wear clothes that have been on the floor. Check bed sheets and shoes carefully.
- First Aid: All scorpions in Oklahoma can produce a painful sting, but serious life threatening symptoms are rare. Swelling is generally limited. Sensation of numbness and tingling (due to the type of hemotoxins and neurotoxins in the venom) may occur in the area of the sting for four to six hours, but usually disappear in 24hrs. Though toxins in scorpions are very different than in most

bee/wasp type stings, first aid is similar to the treatment of a wasp sting. See general first aid notes at the end of this section.

5. Snakes:

- **Identification:** Oklahoma has many different species of snakes. **Most of these snakes are non-venomous.** However, the bite of a non-venomous snake can cause pain and infection. **There are three types of venomous snakes in Oklahoma and their bites can cause serious illness and even death.**
- The first type of venomous snakes in Oklahoma is the “rattlesnake” Eastern diamondback and Western diamondback rattlesnakes have facial pits, elliptical, rather than round pupils, and a triangularly shaped head that is larger than the neck. (Oklahoma is home to a non-venomous water snake that has a triangularly shaped head, but no facial pits on the side of the face between its eyes and nostril.)
 - **Diamondback rattlesnake venom** is the **most potent** of the three venomous species of snakes in Oklahoma. A diamondback rattlesnake can lunge about two-thirds the length of its body. Thus a six-foot long diamondback can strike you from four feet away! **Give them a wide berth!!**
 - Likely periods for snake encounters are warm summer nights. Rattlesnakes often search for prey at this period of the day. Be alert while in a tall grass or low light situation for a loud, distinctive rattle. Never put your hand where you can't see it such as on an overhang as you may disturb a rattlesnake sunning itself.
 - Diamondbacks generally come out of hibernation and venture out of their dens as springtime temperatures increase. They can often be seen sunning themselves on rocks between late spring and early fall. Rattlers rarely venture out of their dens in the heat of day but rather search for food at night
 - The other two venomous snakes are the cottonmouth (aka: water moccasin) and the copperhead.
 - A mature Cottonmouth is generally dark black in color with a lighter belly and gets its name from its contrasting white mouth. Unlike other venomous snakes in Oklahoma, which typically will not attack humans unless, crowded or provoked, **cottonmouths have been reported to exhibit more aggressive behavior.**
 - Juvenile cottonmouths are brightly colored with copper, black, and tan markings and may be mistaken for a young copperhead.
 - Copperheads are reddish brown and tan. They have a broad, flat head, and somewhat “hourglass shaped pattern on their bodies. They are generally two to three feet in length compared to an average three to six foot rattlesnake.
 - Copperheads are a non-aggressive snake and take a defensive posture only when threatened. A copperhead may shake its tail-

like a rattlesnake (even though it has no rattles) that may make noise in dry leaves and help draw attention to it if you are crowding it unintentionally.

- Like rattlesnakes and cottonmouths, the copperhead is a pit viper, and can hunt for prey by day or night. In the heat of summer copperheads generally only come out at night to hunt. In the spring and fall they will come out in the day. They're most active from April till late October.
- While the venom of a copperhead is relatively weak (compared to most rattlesnakes) and rarely fatal, bite victims should seek medical help immediately, just as with any other Oklahoma venomous snakebite.
- Juvenile copperheads usually have a bright greenish-yellow tail, similar to young cottonmouths.
- A picture guide to snakes can be found in the publication, "Reptiles of Oklahoma" available from the Oklahoma Department of Wildlife.

Prevention: Leave snakes alone! Many people are bitten because they try to kill a snake or to get a closer look at it.

- ❑ If you encounter a snake, stay out of the snakes striking distance (at least the length of the snake away). Most snakes can only strike half to two-thirds of its body length. Walk **around** the snake! Oklahoma venomous snakes, with the possible exception of the water moccasin, are non-aggressive and won't attack unless crowded, threatened, or surprised.
- ❑ Stay out of tall grass unless you wear thick leather boots, and remain on paths as much as possible.
- ❑ Keep hands and feet out of areas you can't see. Be careful when picking up rocks or firewood.
- ❑ Be alert when climbing rocks.

First Aid:

- **First Aid for non-venomous snakebite**
 - Remove all rings, bracelets, watch or other jewelry from the bitten hand or shoes from the foot of a bitten leg.
 - Wash the wound with soap and water.
 - Place a cold pack or ice pack on the wound, 15 minutes on and 15 minutes off.
 - Keep bite area at or below heart level.
 - Keep the victim calm; do not give sedatives or alcohol.
- **First Aid for Venomous Snakebite Call 911**
 - Stay calm. Do not waste time trying to capture the snake just remember what it looked like if possible.
 - Follow general first aid, except **don't put ice or cold packs on the wound** and keep the bite at the level of the heart. Research has

shown that using ice/cold packs on snakebites is potentially harmful.

- Apply a light-constricting band one to two inches wide (**Not a tourniquet**) approximately two or four inches above the bite area. The band should be snug, but not tight. It should be loose enough to slip one finger underneath the band and a pulse should clearly be felt below the band.
- **Do not** cut off the blood supply to the wound area.
- **Do not** apply a constricting band around a joint, head, neck, or around the trunk of the body.
- **Do not** cut into the wound – this will spread the venom and cause infection.
- **Do not** suck on the wound with your mouth – this will cause infection and little venom will actually be removed.
- **Do not** apply a tourniquet to the wound – this cuts off circulation to the wound.
- **Proceed immediately to a hospital for evaluation and treatment of venomous snakebite. An antivenin is available but is reserved for patients with life threatening symptoms.**
- While many experts disagree on what to do for treating snakebites, almost all agree on the above listed things **not to do!**

6. Insects

- Chiggers

- Identification: Chiggers are different than other mites, in that they feed on humans and other animals only in the larval stage. The adults and nymphs feed on vegetable matter, insect eggs, and other insects.
- While difficult to see individually, they are often visible in groups on plant leaves as very, very tiny red bugs.
- When humans come in contact with infested grass or other vegetation, the chigger larvae get on the skin and travel until they meet an obstacle such a waistband. At this point they attach to the skin and begin to feed.
- After feeding for three or four days, the larvae drop off the body to continue their growth cycle. When feeding, the larvae secrete a fluid that causes intense itching.
- Within 24 hours of attachment, a reddened area up to one inch in diameter will appear, which a blister may accompany. Continued itching is usually due to delayed sensitivity reaction that may persist for several weeks.

- Prevention: Avoiding exposure to Chiggers
- Avoid uncultivated areas and heavy vegetation where chiggers are known to exist if possible.

- If that type of avoidance is not possible, then clothing should fit snugly at any possible entry point for the chigger, such as at the ankles, wrists, and collar.
- When camping, use a cot in order to avoid contact with the ground. Floored tents will help, as long as you don't track them in on your boots. When backpacking seal "dirty" clothes in a plastic bag so that any chiggers or ticks on them will not contaminate your clean clothes in the pack. Alternately keep your clean clothes in a plastic bag until you're ready to wear them. (Let any dirty clothes air dry before bagging to prevent mildew if possible.)
- Insect repellents may be beneficial in preventing the attachment of chiggers, if applied every 2 to 3 hours. Spray (or otherwise apply) lightly on possible entry points as discussed above.
-
- First Aid: Treatment consists of reducing discomfort and preventing infection. Household remedies aimed at killing the chigger are unlikely to help with the itching, since the larvae frequently have dropped off before treatment is started. The affected area should be kept clean by washing with soap and water.
- A topical hydrocortisone cream, antihistamine, or local anesthetic may be of value in reducing the itching. Consult your physician or pharmacist.
- If signs of infection occur, consult your physician.

7. Fire Ants

- Identification: Range of color is from blackish-brown to bright red. Fire ant stings are similar to bee stings, but they do not leave the stinger in the skin and symptoms tend to last longer. The ant attaches to the skin with its jaws and then may sting several times. This sting usually causes immediate intense pain and formation of a blister or pustule that can easily become infected.
- Prevention: Avoid ant piles and dead trees. Do not sit on the bare ground. In areas of heavy ant population keep moving or shake your feet periodically to kick off ants.
- First Aid: Fire ant venom may also cause local tissue damage, though not as much as that of the brown recluse spider. As with bee stings, severe, life-threatening reactions are possible if you are allergic.

8. Millipedes

- Identification: Non-venomous creatures that do not bite or sting. Millipedes have a cylindrical body divided into several segments. Each segment has two pairs of legs.
- Prevention: Do not handle! As a self-defense mechanism, millipedes may give off a foul-smelling liquid that can irritate the skin enough to cause blisters.
- First Aid: See the end of this chapter.

9. Centipedes

- Identification: Centipedes have flattened bodies, long antennae, and only one pair of legs on each body segment.
- Prevention: Avoid! Centipede bites produce immediate pain, redness, itching and swelling that can persist for several hours. Swollen glands, irregular pulse, headache, dizziness, and vomiting are less commonly seen but are possible.
- First Aid: Consult a physician if these symptoms occur. Death has not been reported in the United States. First aid is the same as for wasp sting. See the section below for general First Aid.

10. Caterpillars

- Identification: A caterpillar's color is a warning to predators. Green caterpillars depend on camouflage and are less likely to be venomous.
- Prevention: Avoid! Caterpillars have fine hairs that act like hypodermic needles to inject venom. Symptoms are usually minor and self-limiting. Mild pain, swelling, redness and itching can be expected at the site.
- First Aid: Wide masking tape can be applied to the site area to lift these tiny hairs from the skin. To avoid further injury, the area should not be rubbed until these hairs are removed. The wound area should then be washed with soap and water and treated the same as the General First Aid outline below.

11. General First-Aid For Bites and Stings

- Follow these procedures for general first aid for bites and stings that were mentioned in the paragraphs above:
 - Wash bite/sting area well with soap and water.
 - Place an ice pack or cold compress on the wound intermittently (15 min on and 15 min off). Never place ice directly on the skin.
 - Elevate and rest the wound area to decrease swelling.
 - **Do not use heat.**
 - If a tetanus vaccination has not been given within the last five to seven years, consult a physician.
 - Normal reaction: within minutes a small red area appears at the site of the injury, gradually surrounded by a whitish and a reddish flare. A welt or raised area forms that may itch, be hot to touch, and feel irritated. These symptoms usually subside in a few hours except from the bites and stings of a few creatures.
 - Observe for signs of a severe allergic reaction such as wheezing, difficulty breathing or rapid breathing, severe swelling, abdominal cramps, vomiting, dizziness, chest tightness, hoarseness, or blue discoloration to lips. If these signs occur go to an emergency room or consult a physician immediately. **Call 911.**

- People with a higher risk factor: children under three years of age, the elderly or debilitated patients, heart patients and persons with allergies. Multiple stings/bites, especially to the neck and head, may be particularly serious. Consult a physician immediately.
- Do not handle biting or stinging creatures. However, when possible save the animal for later identification. Small creatures can be killed by dropping in scalding water or freezing without altering their appearance. Emergency rooms do not like **LIVE** specimens! Identification may be important for treatment and for predicting diseases these creatures may carry. **Do not waste time trying to catch snakes.**
- If you think you may be allergic to stinging insects, see an allergist who can verify your hypersensitivity by performing a scratch skin test or intradermal skin (shots) test.
- Most physicians recommend that persons with demonstrated hypersensitivity wear an identification tag and carry a small sting emergency kit.

Note: for more information contact OKC Poison Control at **271 – 5454**

The contents of this section are based on information produced by the UNIVERSITY OF OKLAHOMA HEALTH SCIENCES CENTER and from OKLAHOMA COOPERATIVE EXTENSION SERVICE publications. This information can also be found at this web address: <http://www.ou.edu/oupd/peril.htm>

15.00 Workplace Violence

The purpose of this section is to make you aware of certain procedures to take for instances of workplace violence. For personnel in the Oklahoma City Department of Agriculture building additional information is available in the ODAFF Emergency Action Plan.

1. Workplace violence is any act or threat of physical aggression by any individual that occurs at your worksite. The intended may be another individual(s) or object(s), and there is reasonable potential for physical or psychological trauma to victims and/or witnesses.
 - Workplace violence may be initiated by:
 - Coworkers;
 - Spouses or other family members;
 - Customers/clients; or
 - Random acts.
 - Recognizing inappropriate behavior:
 - Unwelcome name-calling, obscene language, and other abusive behavior;
 - Intimidation through direct or veiled verbal threats, throwing objects in the workplace regardless of size or type of object or whether a person is the target of a thrown object;
 - Physically touching in an intimidating, malicious, or sexually harassing manner. That includes such acts as hitting, slapping, poking, kicking, pinching, grabbing, and pushing; or
 - Physically intimidating others including obscene gestures, “getting in your face”, and fist shaking. Or carrying a weapon/object in an intimidating manner.
 - Warning signs of potentially violent individuals:
 - Irrational beliefs and ideas or drastic change of beliefs;
 - Verbal, nonverbal or written threats or intimidation;
 - Fascination with weaponry and/or acts of violence;
 - Expressions of a plan to hurt his/her self or others;
 - Externalization of blame;
 - Unreciprocated romantic obsession;
 - Reoccurring behavior or performance problems; or
 - Fear reaction among coworkers/law community.
2. Procedures for dealing with workplace violence:
 - If you are a target of an act of violence;
 - **Don't panic**, think and size up the situation;
 - Attempt to stay in control of the situation;
 - If the attacker demands money or valuables, give them up immediately;
 - Do not enter an elevator or stairwell with someone you feel uncomfortable with;

- Exit an elevator or stairwell as soon as possible if a person seems threatening;
- If working late, ask for an escort from someone you trust to your car;
- Before unlocking your car check the seats and floor,
- Lock your door as soon as you are in the vehicle – before you put on your seat belt!
- If you are caught in a violent situation but are not the target:
 - Stay calm;
 - Signal for help discretely;
 - Keep eye contact with the assailant(s);
 - Stall for time;
 - Follow instructions;
 - **Do not try to be a hero!** Hero's usually get themselves or others hurt or killed;
 - Let trained personnel handle the situation;
 - Watch for a chance to escape to a safe area; and
 - If you cannot escape and are not a hostage and you can fort up do so. That is barricade yourself so that it would take a lot of time for the person to get to you; they are either in an extreme rush to get out before the police or have to watch the hostages.
- All employees will have access to group or individual counseling as needed after witnessing or caught up in a violent situation.
- To prevent an act of violence from starting:
 - Remain calm, speak clearly and do not raise your voice, **Do not argue;**
 - Signal for help discretely;
 - Keep eye contact;
 - Keep your voice and manner of speaking friendly; and
 - Be courteous at all times.
- To keep yourself safe:
 - Keep the phone number of your supervisor, the Emergency Coordinator, Investigative Services and local law enforcement handy;
 - Develop a danger signal for use with co-workers, neighbors;
 - If you know of a potential threat i.e. ex-husband, boyfriend, ex-wife, or girlfriend let you supervisor know about it and your local law enforcement community;
 - Consider a small personal alarm and let your co-workers, neighbors, and friends no about it; and
 - Have a notification plan if the alarm is activated.
- If you witness an act of violence:
 - Notify your supervisor and call the Emergency Coordinator, Investigative Services and the police, ;
 - Move away from the area as quickly as possible to avoid becoming a victim yourself; and

- As soon as possible, carefully and accurately describe the act and the attacker to the police.

3. In an act of violence involving an instrument of immediate lethal force

- Gun:
 - If shots are fired immediately drop to the floor/ground before you look around for the source or recipient;
 - If you can see the person with the gun they can also see you. Try to move out of the line of vision very slowly and carefully;
 - The barricade yourself, such as locking the door to the room you're in or pushing furniture against the opening. If you are already in a room when the shooting started and the person with the gun is not in that room lock the door and stand where if you had a window in the door, and you don't want them to see you. It will reduce your chance of being shot.
- Bomb:
 - If a bomb goes off, immediately drop to the floor and cover your head. Open your mouth if the shock wave has not reached you;
 - When and if you can do so safely, leave the area ASAP.
- Bomb threat:
 - Get information, everything you can from the caller, even ask the name, you never know? And while you are getting information have someone else call the police; and
 - For a bomb threat evacuate only when the command is given. Pay attention and note any unusual or suspicious items on your way out. Assemble and stay in your assigned site for accountability.

16:00 Highway Work Zone Safety

Purpose: The purpose of these safety requirements is to protect Oklahoma Department of Agriculture, Food and Forestry personnel when working in roadway work zones. Source for this material was found in the Manual on Uniform Traffic Control Devices.

Note: Forestry Services Division has specific SOP's related to highway work zone safety during wildland fire suppression activities. OFS personnel should refer to this SOP.

1. Work zone setup

- Buffer zone:
 - In high-speed work zones the buffer zone facing oncoming traffic should be a minimum of 500 feet;
 - In slower speed work zones the buffer zone facing oncoming traffic should be a minimum of 200 feet; and
 - Past the work zone taper the traffic back using a 200 foot tapering zone this will allow traffic to clear your work zone before entering your area.
- Flagger position and procedures:
 - The flagger should position himself or herself on the right shoulder. Never position yourself in the traffic lane. If the driver of the vehicle is not paying attention we would rather they hit the cones instead of you;
 - Flaggers should always have an escape route;
 - Do not use a radio, Walkman, etc, or become distracted. You must remain alert for your safety and the safety of your co-workers. If you are chosen to be the flagger in a work crew; know that your job is extremely important to the safety of the whole crew;
 - To stop traffic, use your left hand and hold it up like a policeman would to stop traffic and at the same time raise your sign with stop facing the traffic and hold it away from your body, horizontally. If you are using a flag instead of a sign do not wave the flag, it confuses drivers. Hold the flag out and still. Once the traffic is stopped you may step into the traffic lane;
 - To slow traffic, use the slow side of your sign; and
 - To release traffic from a stop, walk back to the shoulder turn your paddle to slow or drop your flag by your side. Don't turn around always face the traffic.

2. Flagger equipment requirements:

- Clothing requirements
 - Wear the proper clothing (contrasting colors, highly visible). Day time: your vest or shirt must be one or a combination of these colors, orange, yellow, strong yellow green, or fluorescent version of these colors;

- Nighttime: similar outside garments and they should be retro-reflective. The retro-reflective material shall be orange, yellow, white, silver, strong yellow green, or a fluorescent version of one of these colors and should be visible from a minimum of 1000 feet; and
- The retro-reflective clothing should be of a design that clearly identifies the wearer as a person and be visible through the full range of body motions.
- Hand signaling devices:
 - The STOP/SLOW paddle should be the primary hand-signaling device;
 - The STOP/SLOW paddle should be at least 18 inches wide and octagonal in shape with letters at least 6 inches high. And have a rigid handle;
 - At night the paddle must be retro-reflectorized;
 - Flashing lights may also be used on the STOP face;
 - Flag use should be limited to emergency situations and at slow-speed and/or low-volume locations that can best be controlled by a single flagger;
 - Flags used for signaling shall be a minimum of 24 inches square; and
 - Flag must be made of good grade red material, and securely fastened to a staff about 3 feet long. When used at night the flag must be retro-reflective red.
- Other suitable equipment:
 - Hard hat;
 - Suitable clothes/footwear;
 - Air horn or whistle to communicate between flaggers; and/or
 - “FLAGGER AHEAD” signs and other work zone traffic control devices to establish your work zone buffers.