

WEBER COUNTY

Safety Guidebook

Safety Policies & Responsibilities

1. Weber County complies with the Utah Occupational Safety and Health Act, Utah Code Ann. 34A-6-101 et seq. Pursuant thereto, the County will:
 - a. Furnish to each employee a place of employment free from recognized occupational hazards that are causing or likely to cause death or serious physical harm;
 - b. Comply with occupational health and safety standards and rules, regulations, and orders pursuant to the Act that are applicable to company business and operations;
 - c. Comply with, and require all employees to comply with, the Act's occupational safety and health standards and regulations, which are applicable to their actions and situations;
 - d. Encourage employees to contact their immediate supervisor for information that will help them understand their responsibilities under the Act; and
 - e. Ensure copies of applicable programs and OSHA forms are maintained on-site in accordance with County practice and policy, including the hazard communication program and material safety data sheets.

2. Department Heads and Supervisors are responsible for providing first-line enforcement of Weber County's safety rules and procedures and will:
 - a. Become familiar with health and safety regulations related to their area of responsibility;
 - b. Direct and coordinate health and safety activities within their area of responsibility;
 - c. Ensure arrangements for prompt medical attention in care of serious injury, including transportation, communication, and emergency telephone numbers; and to verify a person with valid certified first aid training is available if required;
 - d. Require all employees supervised to use personal protective equipment (PPE) and safety devices where required;
 - e. Ensure safety equipment is available, maintained, used and stored correctly;
 - f. Ensure frequent and regular health and safety inspections of work areas;

- g. Direct the correction of unsafe conditions;
 - h. Conduct safety briefings and training sessions with workers and maintain a record of such sessions;
 - i. Ensure that subordinates are aware of and comply with requirements for safe practices to eliminate the cause of an accident;
 - j. Ensure employee and visitor accountability in the event of an emergency or disaster; and
 - k. Require all subcontractors and subcontractor personnel to comply with safety and health regulations.
3. Employees must accept responsibility for their own and their co-workers' safety on the job. All employees must:
- a. Recognize their responsibility to follow the County's safety and health policies and to identify and help control hazards in their immediate work area;
 - b. Use required safety devices and proper personal protective equipment (PPE);
 - c. Notify the supervisor immediately of unsafe working conditions;
 - d. Report all accidents to the supervisor immediately;
 - e. Read through and become familiar with the contents of this Safety Guidebook.

Safety Training

1. All employees should be trained and required to follow the County's safe working procedure before performing work duties. The County will provide the following training:
 - a. ***New-hire Orientation*** – Each new employee will be required to read through and become familiar with this Safety Guidebook. Supervisors or Safety Team representatives will discuss pertinent areas in more detail.
 - b. ***Employee Safety Team*** – Each department will designate a representative to serve on the Employee Safety Team. This team analyzes current safety practices in the work place, establishes safety meeting topics and coordinates employees' safety needs with appropriate decision-makers.
 - c. ***Safety Meetings*** – Regular safety meetings should be conducted covering a general safety topic that will be shared at departmental meetings.
2. Safety training records will be accurately maintained by the Risk/Training Manager.

Drugs & Alcohol

Weber County is a drug-free and alcohol-free work environment. Employees are prohibited from reporting to work under the influence of alcohol or drugs and cannot possess or consume alcohol or illegal drugs while on duty or on County property. See the Weber County Human Resources Policies (3-300 Alcohol and Drug Policy) for detailed information regarding the County's Drug-Free and Alcohol-Free workplace policy and testing procedures.

Reporting Accidents & Injuries

Work Injuries

1. Employees should immediately notify their supervisor and the Human Resource Department of any injury sustained on the job. If medical treatment is necessary, a supervisor should escort the employee or volunteer to the appropriate medical facility. For treatment during the day, supervisors should escort the employee to Work Med. DO NOT USE THE EMERGENCY ROOM UNLESS AFTER HOUR CARE IS NECESSARY OR TREATMENT IS LIFE THREATENING.
2. If the injury is too serious for normal first aid or if there is any doubt as to the severity of the injury, immediately call 911. Either the employee or the person accompanying the employee to the doctor/hospital must tell the doctor that the injury being treated occurred on the job.
3. The Employee Report of Incident/Injury must be completed regarding the injury because it provides the County with a written record. Without this report, an employee may lose their right to Workers' Compensation if complications later develop which require professional medical treatment. The supervisor must complete the Supervisor/Safety Investigation Report immediately following the accident or injury and turn it in to the Human Resource Department. Supervisor/Safety Investigation Report must be faxed/emailed to Human Resources within 24 hours of the incident happening.

Visitor/Guest Injuries

1. All accidents involving the public are to be reported to the supervisor immediately. The supervisor is then required to contact Kim Lee in the Attorney's Office.

County Vehicle Accident

1. Please refer to Policy 14.1 Vehicle Use Maintenance - Section 19.0 Collision Investigation Involving Employees and/or Vehicles

Occupational/Equipment Safety Guideline

Aerial Manlifts

1. Only trained employees shall be permitted to operate an aerial work platform.
2. Employees operating man lifts that extend away from the base must wear a full body harness and lanyard secured to the platform.

Equipment Lockout/Tagout

1. Equipment or machinery used by the County must occasionally be shut down to safely allow service or repair. The intentional isolation of machinery or equipment from the energy source is referred to as lockout/tagout.
2. Operation of equipment that is locked/tagged out may cause injury or death to employees working on the equipment. Never operate a switch, starter, circuit breaker, control, or valve that has been locked or tagged out.
3. If machinery or equipment can be locked out by means of lockable positions or controls, a lockout device must be used in combination with a tagout device. A tag used to intentionally disable a system will be marked "DANGER – DO NOT OPERATE" and a lock will be attached to an isolation point, such as a switch, circuit breaker or control panel.
4. Energy sources that may require lockout/tagout include, but are not limited to: electrical (equipment that cannot be unplugged with the plug in sight of the worker); mechanical (controls for machine tools, compressor engines, and valves); hydraulic (mobile cranes, hoists and hydraulic lifts); and pneumatic (tools and air compressors).
5. If you are required to bypass or remove guards or other safety equipment from operational equipment, you must ensure that lockout/tagout devices are used.
6. If any part of your body must be placed in an area of equipment or machine processing to do repairs, service or inspection, you must install lockout/tagout devices to disable the equipment for as long as it takes to perform the operation.
7. If a lockout device cannot be used on a piece of equipment, isolate and tagout the complete system of which the equipment is part.
8. If machinery or equipment has multiple points of energy isolation or control, lockout/tagout devices should be provided for every energy isolation point.

9. If your operation area is affected by lockout/tagout operation, or you will be affecting another area by your intended lockout/tagout, you must communicate this to all personnel involved in the intended inactivation of equipment.
10. Before assuming that equipment or machinery is inactivate because the controlling energy is isolated, test for remaining energy in a manner which does not threaten injury to yourself or others. Energy remaining in the equipment could activate a cycle of operation. Remaining energy could be in the form of electricity, hose, pipe, or cylinder pressure from air, gas, steam, hydraulics, and water or other retained fluids, spring pressure or gravity.
11. Unauthorized removal of tags and lockout mechanisms is very dangerous and is not permitted. Infraction of this safety rule is serious and will result in severe disciplinary action, including possible dismissal.

Ergonomic Safety

1. Work-related musculoskeletal disorders (WMSDs) have many names including repetitive stress injuries, cumulative trauma disorders, over use syndrome, repetitive motion injuries, golfer's/tennis elbow, white finger and game keeper's thumb. The most popular term, and perhaps the most prevalent in the workplace, is carpal tunnel syndrome.
2. Ergonomics literally means the laws or rules of human strength. The purpose of ergonomics in the workplace is to create a better match between the work, the duties the employees perform, and the equipment they use. A good match of these things increases workers' productivity and reduces or eliminates WMSDs.
3. Factors that contribute to the development of WMSDs include:
 - a. Force – strength needed to perform task;
 - b. Repetition – frequency or number of times a task is performed during shift;
 - c. Posture – positioning of the body to perform a task;
 - d. Vibration;
 - e. Temperature – cold temperatures are more harmful;
 - f. Non work related issues – health, lifestyles, hobbies, sports, activities, stress, etc.
4. Employees and supervisors should develop prevention plans which include:
 - a. Identifying tasks that may cause a problem;
 - b. Evaluating the task;
 - c. Looking at possible solutions such as:
 - i. Equipment changes;

- ii. Administrative changes;
 - iii. Retraining
 - d. Modifying the task whenever possible;
 - e. Making reasonable accommodations when necessary; and
 - f. Following up and making additional accommodations as needed.
5. If there is a problem, professionals are available to help with an evaluation as needed.

Fall Protection

1. The purpose of a Fall Protection Plan is to ensure that every employee recognizes workplace hazards and takes appropriate measures to address those hazards. The plan is designed to enable supervisors and employees to recognize the fall hazards associated with various jobs and to establish the safest procedures to be followed in order to prevent falls to the lower levels or through holes and openings in walking/working surfaces.
2. It is the responsibility of department heads to implement this Fall Protection Plan. Observational safety checks of work operations and the enforcement of the safety policy and procedures will be regularly enforced. The supervisor will be responsible for correcting any unsafe practices or conditions immediately.
3. All fall protection devices must comply with the following requirements:
 - a. They must be clearly and uniquely marked.
 - b. They must only be used for their intended purpose as fall protection devices.
 - c. They must be capable of withstanding the environment in which they will be used for the maximum expected period of time.
 - d. They must have anchor points that will not deteriorate when exposed to corrosive elements in the environment, such as acidic or alkaline chemicals.
 - e. They must be able to withstand a load of 5,000 pounds for the maximum period of time that exposure is expected.
 - f. They must be tied off in such a way as to prevent a free fall of more than 6 feet and avoid contact with a lower level. The sum of the worker's height, lanyard length, and an elongation length of 3.5 feet will yield the appropriate tie off length above the landing surface.
 - g. They must not be attached to guardrails or hoists.
 - h. They must be removed from service immediately after being subjected to impact.
4. Fall protection systems may consist of some or all of the following components:

- a. **Full body harness systems.** These systems consist of full-body harnesses, lanyards, energy shock absorbers, and self-locking snap hooks. Full body harnesses are required; body belts are prohibited. When using full body harness systems, employees must adhere to the following regulations:
 - i. Employees must use the center D-ring on the back as the attachment point of the harness.
 - ii. Employees must always tie off at or above the D-ring, except when using lanyards 3 feet or less in height.
 - iii. Harnesses or lanyards that have been subjected to an impact load must be destroyed.
 - iv. Load testing must not be performed on fall protection equipment.
 - v. Harnesses and all related components must be inspected before each use and every 6 months.
- b. **Connecting devices.** Connecting devices can consist of either a lanyard or retractable lifeline, and they must meet the following criteria:
 - i. Only locking snap hooks may be used.
 - ii. Lanyards and vertical lifelines need a minimum breaking strength of 5,000 pounds.
 - iii. Retractable lifelines should be used by one person at a time.
 - iv. Lanyards may not be clipped back to themselves (e.g., around an anchor point) unless specifically designed to do so.
 - v. Retractable lifelines may be considered for certain working areas and platforms, such as vertical fixed ladders, towers, manholes, scaffolds, and roofs.
 - vi. Connecting devices must be inspected before each use and every 6 months.
 - vii. Horizontal lifelines must be designed and installed by a qualified person.
- c. **Standard harnesses.** Harnesses for general purpose work should be Class III and constructed with a sliding D-ring. Standard harnesses are suitable for continuous fall protection while climbing, riding, or working on elevated personnel platforms. They are suitable for positioning, fall arrest, and the rescue/evacuation of people who are working at elevated heights.
- d. **Anchorage.** Anchor points are critical for fall arrest equipment and must be secure. While certain existing structures (e.g., steel beams) can be used as anchor points, some locations may require the installation of either

temporary or permanent anchor points. Regardless of type, all anchor points must meet the following criteria:

- i. The structure must be capable of withstanding a 5,000 pound static load, with a person attached.
 - ii. The structure/anchor must be easily accessible in order to avoid fall hazards during hook up.
 - iii. Chafing pads or abrasion-resistant straps must be used around sharp-edged structures to prevent breakage of safety lanyards or lifelines.
 - iv. Structures used as anchor points must be at the worker's shoulder level or higher to limit free fall to 6 feet or less and prevent contact with any lower level (except when self-retracting lifelines or 3-foot lanyards are used).
 - v. Structures for anchor points must not create swing fall hazards.
 - vi. Anchors must be compatible with a worker's fall arrest equipment.
 - vii. Anchors must be destroyed and replaced if subjected to fall arrest forces.
 - viii. Permanent anchors must be inspected every 6 months.
 - ix. Temporary anchors must be removed at the completion of a job and inspected prior to reuse.
- e. **Guardrail Systems.** Guardrails are necessary at the edge of work areas 6 feet or more in height or depth. Guardrail systems must meet the following criteria:
- i. Guardrails must be placed along each unprotected side, ramp edge or runway edge.
 - ii. The top rail must be 42 inches +/- 3 inches above the walking/working level.
 - iii. The middle rail must be located midway between the top rail and the walking/working level.
 - iv. Rails should be constructed of materials at least one-quarter inch in thickness or diameter. If wire rope is used for the top rails, it must have no more than 3 inches of deflection, and it must be flagged with high-visibility material at least every 6 feet.
 - v. Top rails must be able to withstand forces of 200 pounds when applied in any downward or outward direction.
 - vi. Middle rails must be able to withstand forces of 150 pounds when applied in any downward or outward direction.

- vii. Guardrail systems should be smooth to prevent punctures, lacerations, or clothing snags.
- viii. The ends of the top rails should not hang over the terminal posts, except when such overhang does not present a projection hazard.
- ix. Chains, gates, or removable guardrails must be placed across accessing openings of hoisting areas when hoisting operations are not taking place.
- x. Guardrails must be inspected as often as needed to ensure that they meet all strength requirements.

5. Equipment Maintenance

All fall protection equipment must be inspected prior to each use and every 6 months. The 6-month inspection must be documented and must be conducted in accordance with manufacturer recommendations.

The following procedures should be included in equipment inspections:

1. **Harness Inspection.** The entire surface of the webbing should be inspected for damage. Special attention should be given to frayed edges, broken fibers, pulled stitches, cuts, burns, and chemical damage. Buckles, grommets, and D-rings should be inspected for distortion, cracks, breaks, rough or sharp edges, and appropriate motion.
2. **Lanyard Inspection.** Lanyard materials should be inspected for worn, broken, or cut fibers as well as burns or discolorations. All hardware should be inspected for distortions, cracks, pitting, corrosion, and breakage.

All fall protection equipment that has been subjected to a fall or impact load must be removed from service immediately and returned to the manufacturer for recertification. Damaged equipment must be tagged as unusable and removed from the location where serviceable equipment is stored. A detailed checklist must be created and used to assist with inspections on equipment that has been stored for longer than one month.

Hand & Power Tools

1. Do not use or operate tools you have not been trained to operate and have not been authorized to operate by your supervisor.
2. Use the proper tool for the job to be performed.

3. Do not use makeshift or substitute tools.
4. Never operate equipment with guards removed or safety devices inactivated.
5. Never attempt to circumvent or defeat guards or safety devices. They are there to protect employees.
6. Do not use defective or damaged tools or equipment. Check all tools before use. Report problems to your supervisor.
7. Take special precautions when using power tools. Remove defective tools from service.
8. Turn power tools off and wait for motion to stop before setting tools down. Disconnect tools from power source before changing drills, blades, or bits, or attempting repair or adjustment.
9. Never leave a running tool unattended.

Heavy Equipment

1. Operators must:
 - a. Be trained and certified (i.e. CDL);
 - b. Always wear seatbelts;
 - c. Obey all traffic laws;
 - d. Allow no one to ride on or in heavy equipment or a vehicle without a seatbelt;
 - e. Not allow alcoholic beverages or illegal drugs or chemicals aboard a County vehicle at any time;
 - f. Be authorized County employees to operate County vehicles;
 - g. Obey travel speeds, and;
 - h. In accordance with federal Motor Carrier Safety regulations, maintain a current Medical Examiner's Certificate at all times as evidence of the required physical examination. The driver will be responsible to provide the certificate for the driver's personnel file.
2. The following equipment rules must be observed:
 - a. Whenever heavy equipment is parked, the parking brake must be set.
 - b. All equipment must be turned off before performing repairs, fueling, cleaning, or lubricating.
 - c. All vehicles shall be checked at each shift to ensure that brakes, tires, steering, seatbelt, operating controls, and safety devices are not damaged

and functioning properly. Also check mirrors, windshield wipers, defrosters, and fire extinguishers, etc.

- d. Secure all tools and materials when transporting to prevent movement.
- e. Do not attempt to operate special equipment without permission and instructions.
- f. Do not repair or adjust equipment while it is in operation. Never oil moving parts except on equipment fitted with safeguards for this purpose.
- g. Never work under vehicles that are supported by jacks or chain hoist without protective blocking in case of hoist or jack failures.
- h. Keep guards and protective devices in place at all times. When guards are removed for repairs, replace in proper order before starting up.
- i. Manually operated horns or other audible warning devices provided on heavy machinery as a safety feature shall be maintained in functional condition.

Ladders

1. Ladder side rails should extend at least three feet above the upper landing surface.
2. Do not climb higher than the third rung from the top on straight ladders or the second tread from the top on stepladders.
3. Ladders should be periodically inspected to identify unsafe conditions. Those ladders with structural defects will be removed from service and be either repaired or replaced.
4. Straight ladders used on other than stable, level and dry surfaces must be tied off, held, or secured for stability.
5. Workers are prohibited from carrying any object or load that could cause the employee to lose balance and fall while using a ladder.

Lifting & Material Handling

1. Get help to lift heavy objects or use power equipment.
2. Inspect the outside of the object to be lifted by hand for sharp, ragged, or protruding surfaces. Use gloves if necessary.
3. When two or more people are carrying one object, face the direction in which the object is being carried, if possible, and have a signal for releasing the load.
4. Avoid strains from lifting objects by being sure of footing, bending the knees, and keeping the back straight. When ready to lift, straighten the legs slowly, distributing the strain over the stronger muscles of the body.

5. Carry objects as close to the body as possible and place at or near waist level when practicable.

Personal Protection Equipment (PPE)

Eye & Face Protection

When deciding whether or not eye and/or face protection is necessary to perform a specific job, department directors should consider the following questions regarding potential eye or face injuries:

1. Does the job include activities such as chipping, grinding, sawing, hammering, power tool usage, or strong wind forces that could cause dust, dirt, metal, wood, or other particles to enter the eyes and/or mouth?
2. Does the job require exposure to corrosive substances, hot liquids, solvents, or other hazardous solutions that can splash into eyes and/or face?
3. While performing the job, could objects swing into the face or eyes, such as tree limbs, chains, tools, or ropes?
4. Does the job require exposure to radiant energy, harmful light rays, heat, glare or sparks?

When selecting appropriate eye or face protection for employees, department supervisors should consider the following elements:

1. Ability to protect against specific workplace hazards;
2. Fit and comfort;
3. Ability to provide unrestricted vision and movement;
4. Durability;
5. Ability to be cleaned;
6. Ability to function properly in conjunction with other PPE.

If employees wear prescription corrective lenses, they must have access to eye protection that either incorporates their prescription into the design or functions over their existing prescription lenses. Employees with corrective lenses should avoid eye protection that interferes with proper positioning of the corrective lenses; vision should not be hindered in any way while wearing eye protection.

Hearing Protection

1. Ear plugs or earmuffs will be provided and must be worn while working with exposure to noise at high levels.

Protective Footwear

Employees who face possible foot injuries from slips, falls, rolling objects, or penetrating materials should wear protective footwear. Some examples of situations that would require protective footwear are:

1. When heavy objects, such as barrels or tools, could roll or fall onto an employee's feet.
2. When working with sharp objects, such as nails or spikes, that could penetrate soles or uppers of shoes.
3. When working on or around hot, wet, or slippery surfaces.
4. When working around electrical hazards.

Employees who require protective footwear should care for the footwear according to manufacturer recommendations. Employees should inspect protective footwear on a regular basis for cracks, holes, separation of materials, and broken laces or buckles.

Protective Gloves

Weber County employees who are exposed to potential injuries to hands and arms – such as absorption of harmful substances, burns, abrasions, punctures, or fractures – should wear protective gloves. Factors to consider when choosing appropriate gloves are:

1. Types of chemicals handled;
2. Nature of contact (e.g., total immersion, splash);
3. Duration of contact;
4. Area requiring protection;
5. Grip requirements;
6. Thermal protection;
7. Abrasion/resistance requirements; and
8. Size and comfort.

Protective gloves come in a wide range of materials, and each material varies in its ability to protect against harmful exposure. Before choosing protective gloves for

employees, department supervisors should consult the OSHA website for glove material properties and chemical resistant ratings.

Emergency Preparedness

Bomb Threats

Bomb threats should always be treated seriously. Often, they are done as a hoax to cause fear or disrupt activity. Most bomb threats are received by telephone to security or the receptionist. Information gained from the caller may save lives and property. Threats of this nature are usually done very quickly as the caller does not want to be identified.

Should you receive a threatening call you should do the following:

Telephone Bomb Threats:

1. Remain calm, courteous, and attentive.
2. Make note of what is on the display screen of the telephone.
3. Listen carefully to what the caller is saying. Do not interrupt the caller.
4. Obtain as much information as possible. Use the Bomb Threat Checklist. (See pages 20-21. You should also keep a copy at your phone.) This form will assist you in obtaining pertinent information about the bomb threat allowing for proper evaluating of the threat and possibly assist in identifying the caller. Attempt to identify voice and speech characteristics and any distinguishing background noise.
5. Try to silently notify someone nearby of the situation and have him/her contact the appropriate authorities. Do not break contact with the caller.

When Caller Has Hung Up:

1. Notify appropriate authorities.
2. Remain calm; wait for follow-up threat from caller. Do not throw checklist away.
3. Do not discuss call with any co-workers or patrons – panic may be worse than the bomb itself.
4. Follow instructions for evacuating the area/building, as recommended by authorities.
5. Make a visual sweep of your area, looking for unusual or unfamiliar objects that could house a bomb. Once evacuated, report anything unfamiliar or suspicious to authorities.
6. Authorities will determine when it is safe to re-enter building.

Safety Tips

Destructive devices can be hidden almost anywhere. Be aware of the following areas of concealment:

1. On the person of an employee, patron or serviceman,
2. In a purse, handbag, lunch box, briefcase, toolbox, shopping bag, or carried parcel.
3. Look for suspicious objects and items that are out of place. If you find a suspicious object, **do not touch it**. Immediately report your findings to authorities.

Remember to always be aware!

Earthquakes

Should an earthquake occur you should do the following:

Earthquake Safety:

1. Avoid panic and locate a safe area. The majority of earthquake injuries are suffered by people who try to move outside or away from safe places and are hit by falling objects.
2. If you are outside, stay in an open area away from buildings or power lines.
3. If you are inside, take cover under a heavy desk, table, bench, doorway, or against inside walls. Keep head covered.
4. Stay away from all windows, glass, outside walls and stairways.
5. Remain stationary until earthquake has ceased.
6. Follow evacuation procedures as directed.
7. Elevators and escalators should not be used.

Post-Earthquake:

1. Respond to or report injured persons when you feel your personal danger is minimal.

2. Lend assistance to any injured persons you encounter. If they are not seriously injured, note their location. Do not attempt to move seriously injured persons unless they are in immediate danger of further injury.
3. Perform only those first-aid techniques you have been trained in.
4. If you believe it is best to remain with an injured party, call out loudly for assistance.
5. **DO NOT** use candles, matches, or any open flame during or after an earthquake.
6. Be prepared for after-shocks.
7. Look for dangers of building collapse or other hazards. Take any action needed to prevent persons from entering these areas.
8. Follow the emergency evacuation procedure for your specific area.
9. Once in a safe area, Supervisors should re-check staff and visitor accountability.

Fire

If you discover a fire, immediately notify authorities or activate the fire alarm system at the nearest pull station. All fires, regardless of size or status, should be reported immediately. Inform them of the type of fire, severity, injuries, and other pertinent information.

Safety Tips

1. Stay low to avoid smoke inhalation.
2. Before opening a door feel the door for heat. If the door is hot do not open it. Always stand to the side of the door when opening it, not directly in front of it.
3. If you are in a smoke filled area, breathe through your nose with short breaths. If possible cover your face with a damp cloth.
4. Watch for falling materials or electrical wires.
5. Know the locations of fire extinguishers and how to use them.
6. Know where emergency exits are located.

Hazardous Materials

Hazardous materials are substances or materials which, because of their chemical, physical, or biological nature, pose a potential risk to life, health, or property if they are released. Potential hazards can occur during any stages of hazardous materials use: production, storage, transportation, use and disposal.

If you suspect that a hazardous material has been spilled:

1. Immediately notify authorities of the location and type of hazard. The type of spill or leak must be known for the fire department to respond properly.
2. Authorities will notify appropriate Emergency Response Agencies.
3. Prevent anyone from entering the hazardous area. Assume the substance to be a health hazard.
4. Do not inhale the substance fumes, gas, or smoke, and ask patrons to evacuate the area until the substance is contained or judged harmless.
5. Do not touch the substance or attempt to clean it up unless you know exactly what the substance is and how to contain it.

Bomb Threat Check List

BE CALM, BE COURTEOUS. LISTEN, DO NOT INTERRUPT. ACTIVATE TRACE & NOTIFY ANOTHER EMPLOYEE OF THE CALL

Exact Date & Time of Call: _____/_____/_____ Exact time call ended: _____ Exact

Wording of Threat: _____

QUESTIONS TO ASK THE CALLER (if possible)

1. When is the bomb going to go off: _____

2. Where is the bomb located: _____

3. What does the bomb look like: _____

4. What kind of bomb is it: _____

5. What will cause it to explode: _____

6. Did you place the bomb: _____

7. Why did you put the bomb here: _____

8. What is your name: _____

9. Where are you calling from: _____

10. Where do you live/what is your address: _____

Sex of Caller: _____ Race of Caller: _____ Age of Caller: _____

Callers Voice: Calm Angry Excited Slow

Rapid Soft Loud Laughter

Crying Normal Distinct Slurred

Nasal Stutter Lisp Raspy

Deep Ragged Accent Disguised

Familiar Stressed Broken Squeaky

Deep Breathing Cracking Voice

If voice is familiar, whom does it sound like: _____

Background: Street Noise Voices Crockery PA System

Music House Noise Motor Office Machinery

Factory Machinery Animal Noises

Clear Static Local Long Distance

Other: _____

Person Receiving Call:

Person Notified: _____

Additional Notes: _____

REPORT CALL
IMMEDIATELY TO SECURITY/ENGINEERING & GENERAL MANAGER.

DATED this _____ day of _____, 2018.

BOARD OF COUNTY COMMISSIONERS OF
WEBER COUNTY:

James H. Harvey, Chair

ATTEST:

Ricky Hatch, CPA
Weber County Clerk/Auditor

Sarah Swan
Human Resources

Approved as to form and legality:

Courtlan Erickson
Deputy County Attorney