



Welcome to the Yamhill County Campus!

Your Employee Safety Advisory Committee offers some tips to keep you safe.

Weather

- Watch your footing around wet leaves on steps, sidewalks, and near icy, snow-covered curbs, painted curb edges can be especially slippery.
- Be cautious of porches, walkways and parking areas, especially in ice and snow.
- Shake water off umbrellas before entering a building.
- Dry your feet on entry carpets before stepping onto hard surface floors or stairs.
- In case of inclement weather, check the status of the County offices by dialing the main County number, 503 472-9371 or 503 538-7302. The after hours greeting will be updated to let you know if County offices are closed. Clarify with your supervisor as to what the expectations are for your specific department in the event that County offices are closed. **NOTE:** The Circuit Court operates independently from Yamhill County. Do not assume that County offices are closed if the Courts are closed and vice versa.

Safety

- Be cautious when walking to/from parking lots, especially in dark areas. Use pedestrian crossings.
- When using pedestrian crossings be aware that other drivers may not see you. When you're behind the wheel, drive with care. The Yamhill County campus is a busy pedestrian and vehicular traffic area with a lot of people unfamiliar with the area.
- Pay extra attention to your surroundings if you are using an electronic device while walking.
- Extension cords are prohibited.
- Plug surge protectors directly into the wall outlet. Never plug a surge protector into another surge protector.
- Use handrails on ramps and inner and outer stairways.
- All office heaters must have the automatic shut off when tipped over—ceramic is preferred.
 - All office heaters:
 - Must be plugged into a wall socket. Do **NOT** use a surge protector or extension cord
 - Must be at least 3 feet away from anything that can burn, including people
 - Must be out of foot traffic and never block an exit
 - Must be turned off and unplugged at the end of the day

Other

- Lock your car; theft has occurred.
- No candles or other flames are allowed.
- Be considerate of fellow employees when using scented room fresheners or diffusers.
- Report on-the-job accidents to your supervisor as soon as possible.
- Discuss safety concerns with your manager immediately.
- Participate in all fire drills by evacuating your building as directed.
- Contact your supervisor regarding:
 - location of first aid kit and AED
 - location of Material Safety Data Sheets (MSDS); and
 - the place to gather outside your building during a fire drill or emergency evacuation.
- Follow safety precautions and never leave a microwave in use unattended.

If you have questions concerning this information, please contact your supervisor or a Safety Committee member. More information is available on the intranet under 'Safety Committee' for your reference.

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