



## ADMINISTRATIVE MEMORANDUM COUNTY OF SAN MATEO

SUBJECT: Hazardous Working Conditions

RESPONSIBLE DEPARTMENT: Personnel

NUMBER: E-10

APPROVED: David H. Nichols  
County Manager

DATE: February 1, 1984

When a health or safety hazard arises due to temporary loss of electricity, mechanical breakdown, construction activities or the threat of violence including bomb threats, the following guidelines should be followed:

### 1. Temporary Electrical or Mechanical Breakdowns

- a. During a temporary electrical or mechanical failure, the person in charge should immediately inform the General Services Maintenance Services Center. General Services will ascertain the nature of the failure, take whatever remedial action is possible, and determine when services can be restored.
- b. The person in charge should also immediately inform the department head or designee. When it is known when the breakdown will be repaired, the department head will decide whether services can continue without danger to the employees and the public. The department head will determine whether employees should be retained on the job until the necessary repairs are made. The person in charge of the activity should also contact the Personnel Department and the Safety Officer in the General Services Department to provide assistance in arriving at a decision. Employees cannot be released on regular pay status (01 time) without the approval of the Personnel Director.
- c. If there are continuing problems, the department head should be informed and consult with the Safety Officer to determine what corrective action can be taken.

### 2. Temporary Construction

When temporary construction or accidents (such as spills, breakage, slippery floors) create a hazard, the General Services Department should be asked to take corrective action to determine if a safety hazard exists.

### 3. Threatened Violence

- a. All immediate threats of violence, fire or other emergency should be reported to the County Emergency Center (Ext. 2222 in Redwood City, Ext. 8-2222 in San Mateo and 5-2222 in North County.) The emergency center will notify the appropriate authorities.
- b. When threats are made against employees the department head as well as the County Emergency Center, should be immediately informed as to the nature of the threat and when and how the threat was communicated. The County Manager, District Attorney, Sheriff, and Personnel Department may also be called upon for advice.
- c. The department head should decide as soon as possible whether to evacuate the facility and, if so, whether employees should be sent home or be instructed to wait until it is determined that safe conditions exist.
- d. In case of immediate danger and/or bomb threats in the Redwood City Government Center complex, call the Sheriff's patrol desk and the Redwood City Police Department.