

RULE 12 – Workspaces, Food and Chemical Hazards

This policy covers all employees in the classified and unclassified service as defined in the Gila County Merit System Rules and Policies Manual without regard to regular, temporary, part-time, probationary or emergency status, although nothing in this policy waives the at will status of an unclassified employee.

12.1 Workspaces.

- A. Concept: To establish guidelines covering the use and appearance of Workspaces within Gila County facilities.
- B. Statement of Policy: Employees assigned specific workspaces within Gila County facilities are personally responsible for maintaining such areas in a manner that will not produce safety hazards to the employee or others and which produce an image of neatness, orderliness, and efficiency when viewed by others.
- C. Scope: Workspace safety and appearance standards are established by the Gila County Board of Supervisors, Elected Officials, and Division Directors within their areas of responsibility. Within such established standards, employees may personalize their individual workspaces to include photographs, wall hangings, plants and small items of a personal nature if in keeping with good taste and professionalism expected of County employees by the public. Employees are particularly discouraged from eating in public view at their work stations and in the proximity of computer equipment.

12.2 Cleaning Chemicals.

- A. Concept: Employees have both a need and a right to know the hazards and identities of the cleaning agents they are exposed to when working. This policy will help to provide a safer workplace by taking steps to reduce exposures and prevent the occurrence of work-related illnesses and injuries caused by cleaning chemical products.
- B. Statement of Policy: Under no circumstances will a cleaning chemical that is not pre-approved by Gila County Facilities Management Department be brought on to the premises. This includes but is not limited to dish washing soap, window cleaners, disinfectants, bleach or ammonia agents. Most cleaning agents used in the workplace have some hazard potential and will be covered by this policy.
- C. Scope: Chemical manufacturers and distributors are required to provide the appropriate labels and material safety data sheets (MSDS) when requested. Gila County requires this information to be on site and available to anyone that is exposed to the chemical. Proper training in the use and the potential hazards of using the cleaning chemical will be required before any employee is allowed to use such a product on County property.

12.3 Food Sanitation.

- A. Concept: This policy shall apply only where employees are permitted to consume food or beverages, or both, on the premises.
- B. Statement of Policy: Eating and drinking areas: No employee shall be allowed to consume food or beverages in a toilet room nor in any area exposed to a toxic material. No food or beverages shall be stored or prepared in a toilet room. Specimens or evidence shall not be put into a refrigerator storing food. Waste disposal containers: No food, wrapper, seed shell, peel or beverage containers will be disposed of in trash receptacles at individual work stations. Each department will provide receptacles constructed of smooth, corrosion resistant, easily cleaned, or disposable materials, and used for the disposal of waste food. The number, size, and location of such receptacles shall encourage their use and not result in overfilling. They shall be emptied not less frequently than once each working day, unless unused, and shall be maintained in a clean and sanitary condition. Receptacles shall be provided with a solid tight-fitting cover.
- C. Scope: All facilities and operations shall work in accordance with sound hygienic principles. The floor of every workroom shall be maintained and kept clean of food and debris. This policy is meant to provide better air quality and sanitation for employees and the public in Gila County facilities.