

CODE OF SAFE PRACTICES

GENERAL SAFETY RULES

Below is Mariposa County's Code of Safe Practices. These practices are to remind employees and contractors of the County's basic safety policies. In addition, these practices compliment the County's Injury and Illness Prevention Program, which should be reviewed in conjunction with this document.

1. All Employees shall follow safe practices, report all unsafe conditions and unsafe practices to their Supervisor, and make every attempt to work in a safe manner.
2. Supervisors shall ensure that all Employees follow County safety rules and regulations. Supervisors shall take the necessary actions to ensure compliance with County safety and health policies.
3. Supervisors shall conduct toolbox talks at least once every 10 days during staff meetings.
4. All Employees shall adhere to the County's Drug Use Policy. Employees under the influence of drugs, prescription or otherwise, which impair the member's ability to safely perform job duties shall not be allowed to perform those duties.
5. Employees who jeopardize the safety and health of their fellow Staff shall be subject to disciplinary actions in accordance with collective bargaining agreements and the County's policies. Horseplay and other acts of goofing around are prohibited.
6. Employees who are fatigued, ill, or otherwise unable to focus on performing job duties safely will not be allowed to perform duties.
7. Supervisors shall be present in mind and spirit while supervising fellow Employees. Supervisors will ensure that all work has been thoroughly planned to prevent injuries and illnesses.
8. No Staff member shall enter confined spaces, manholes, tanks, silos, vaults or other confined areas where ventilation and oxygen are questionable or permits have not been granted. All Employees who need to enter a confined space to perform job duties shall be trained and follow all County Confined Space procedures prior to entering a confined space.
9. No Staff member shall operate any forklifts, aerial lifts, boom trucks or other powered industrial truck unless they have been trained and certified to operate them.
10. No Staff Member may remove a machine guard or protective device unless for repair of the equipment. Employees may not operate any piece of equipment unless all the proper guards are attached and in proper working order.

11. No Staff Member may apply a pesticide unless they have been trained and certified to do so.
12. Employees shall always follow safe lifting practices when moving materials and objects.
13. Employees shall wear the approved County uniform and follow dress code requirements at all times. Members with worn or broken uniform equipment shall inform their Supervisor immediately.
14. No Staff Member shall handle or tamper with electrical lines, air hoses, water lines, machinery or vehicles unless they have been trained to perform these functions as part of their job duties.
15. Employees shall be polite and courteous during loading and unloading of vehicles and the like. All employees shall utilize seat belts when provided and report any damaged or broken safety belts.
16. Employees shall not throw tools, objects, or debris from building structures, trees, or other elevated positions unless safety provisions have been made in advance to ensure the safety of staff and members of the public.
17. Employees shall report injuries and illnesses immediately to Supervisors. Employees shall complete the appropriate worker's compensation forms and seek the appropriate medical treatment.
18. Machines or equipment shall not be operated until employees are properly instructed on their operation.
19. Horseplay, practical jokes, throwing things, running in aisles and stairways, distracting other at work, and unnecessary shouting are forbidden.
20. All spilled oil, grease, water, and other liquids must be wiped up immediately.
21. Areas in which overhead maintenance is being performed will be blocked off and posted to prevent possible injury from falling objects. A barricaded or posted area will not be entered except by those performing the work.
22. Any defective tool or equipment must be immediately reported. Any defective tool or equipment will not be used until repaired or replaced.
23. Failure by an employee to comply with the safety rules will be grounds for corrective disciplinary action.
24. Specific Department Safety Rules, when applicable, will be posted in appropriate work areas.

MATERIAL HANDLING

1. Lifting: Attempting to lift or push an object which is too heavy must be avoided. Get help to move a heavy object or divide the load.
2. Hand trucks will be pulled when in transit except when going down inclines or placing loads in position.
3. Hand trucks will be loaded in such a manner as to eliminate the possibility of spilling.
4. When carrying material, caution will be exercised in observance of obstructions, loose material, etc.
5. Protruding nail in boxes, skids, or other containers will be removed or made flush immediately.
6. All material will be stacked and stored in proper areas.
7. Materials will not be stored in aisles. Aisles must be kept clear at all times.

PROTECTIVE EQUIPMENT

1. Safety glasses will be worn where eye protection is required. Photo-gray or sunglasses will not be allowed in shop areas.
2. Safe shoes are required of all employees. Shoes with exposed heels, toes or archways will not be permitted in shop areas. Shoes constructed of materials other than leather or synthetic leather will be explicitly prohibited from shop areas.
3. Where there is a danger of hair (4" from the scalp in length) entangling in moving machinery or equipment, a hair closure (cap, net, or hat) must be worn.
4. Personal protective equipment required when performing specific tasks will be worn and used as directed by County Safety Procedures.

MACHINE OPERATING

Use of machinery or equipment is restricted to that employee whom has been trained, qualified, and authorized to operate.

1. Immediate notification must be made for any equipment that is missing protective guards or has improperly positioned guards. Such equipment shall not be operated until corrected.
2. Power machinery will be kept free of unnecessary tools, rags, and scrape while in operation.
3. Machinery will be turned off when not in use.

4. Brush, chip hook, or rake will be used to remove chips.
5. Work pieces and cutters will be secured before setting machine in motion.
6. Correct speed and feed will be used when operating equipment.
7. Rings, jewelry, watches, gloves, neckties, long sleeves, or loose clothing will not be worn when near or when operating machinery.
8. Tampering with or removal of safety guards is prohibited.

COMPRESSED AIR

1. Compressed air will not be used to clean floors.
2. When blowing chips from a hole, the hole must be covered with a shop towel.
3. Flow from an air hose will not be directed toward another person or toward the operator of the air hose.
4. Compressed air will not be used to clean clothes, hands, or other part of the body.
5. When danger of flying particles is present, employees working with compressed air hoses will wear safety glasses with side shields.
6. The working pressure of an air nozzle will not exceed 30 psi.
7. Altering or tampering with safety air nozzles is forbidden.

HOUSEKEEPING

1. The foundation for a safe, healthful, and pleasant place to work is good housekeeping.
2. Materials, equipment, and supplies will be kept out of aisles.
3. Materials and supplies will not be stored against doors or exits, equipment, fire ladders, or fire extinguisher stations.
4. Tools and other equipment will be returned to their proper storage area each time after use.
5. Tools will be kept dry; spilling of liquids will be avoided; all spills will be wiped up immediately.
6. Trash and scrape will be thrown in proper waste containers.
7. Good housekeeping practices will be exercised within each employee's work area.

CHEMICALS

Chemicals meeting the definition of "Hazardous Material," as defined by the California Department of Industrial Relations (CDIR) Safety and Health Regulations, will not be purchased and/or brought into a County facility for usage without:

1. A Safety Data Sheet (SDS) or equivalent information on file; and
2. Express consent or approval of the appropriate member of management.
3. No chemicals meeting the definition of a "Hazardous Material," as defined by the CDIR, Safety and Health Regulations, will be used without strict adherence to the data, precautions, procedures for handling, storage, training, disposal, and usage contained on the appropriate Safety Data Sheet.
4. All container contents will be labeled.

FIRE EMERGENCY

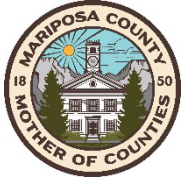
1. All fires must be reported immediately. A fire emergency number (9-1-1) will be called and the location of the fire given.
2. All employees must know the location of fire extinguishers.
3. Tampering with fire extinguishers is prohibited.
4. Supplies, stock, or parts will not block fire extinguishers, sprinklers, fire exits or risers at any time.
5. Smoking or open flame is prohibited in areas where flammable materials are used or stored. The County prohibits smoking in any County-owned or leased facility or vehicle.
6. All employees will comply with posted "No Smoking" areas.
7. A person who is reporting a fire must stay on the telephone line, if safe, until released by the answering party.

MEDICAL EMERGENCY

All medical emergencies will be reported immediately. 9-1-1 must be called and the location of emergency given. Stay on the line, if safe, until emergency personnel say it is okay to hang up.

REFERENCES

<u>Agency</u>	<u>Section</u>	<u>Link</u>
Cal-OSHA	Title 8	https://www.dir.ca.gov/samples/search/query.htm
Cal-OSHA	1509. Injury and Illness Prevention Program	https://www.dir.ca.gov/title8/1509.html



Code of Safe Practices Acknowledgment

By signing this form, I certify I have read and understand the preceding code of safe practices. As a County employee, I will follow these safety rules as well as the County's written safety programs to work safely.

Print Name

Signature

Date

Department