



**FOOTHILL-DE ANZA**  
**Community College District**

# **Injury and Illness Prevention Program**

## **2025-2026**

Content developed by and coordinated with:



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## 1. INTRODUCTION

Foothill De Anza Community College District makes all reasonable efforts to:

- Protect the health and safety of faculty, staff, students, and the general public;
- Provide safe workplaces;
- Communicate and provide information about safety hazards;
- Identify and correct safety hazards; and,
- Encourage reporting of safety hazards.

Pursuant to the California Code of Regulations, [Title 8, Section 3203](#), Foothill De Anza Community College District has adopted an Injury and Illness Prevention Program (IIPP) that describes specific requirements for program responsibility, compliance, communication, hazard assessment, accident/exposure investigations, hazard correction, training, and record keeping.

## 2. EVALUATING HAZARDS

Evaluating hazards is an essential part of hazard control. It is important to identify all equipment and practices during the course of all job classifications and their duties.

To report hazards or non-emergency safety issues, submit a [Safety Issue Report](#). Another important tool used in identifying and evaluating workplace hazards is the Job Safety Analysis Form (Appendix A). These tools aid management and area safety coordinators in the “job specific” identification, evaluation, and further safety rule development.

When applicable to job, an employee shall have a documented Personal Protection Equipment (PPE) Hazard Assessment Certification form (Appendix M) completed and a copy on file with the appropriate **Safety Committee Area Member**.

### 2.1. When hazards would need to be identified & evaluated

- 2.1.1. When Safety Orders of the California Code of Regulations that govern the operation or activity (e.g., General Industrial Safety Orders, Construction Safety Orders, Telecommunication Safety Orders, Elevator Safety Orders, etc.) are revised.
- 2.1.2. During the accident investigation process.
- 2.1.3. Based on the initial hazard evaluation.
- 2.1.4. When revealed during a routine inspection.
- 2.1.5. Whenever new substances, process, procedures, or equipment are introduced to the work place that represent a new safety hazard.
- 2.1.6. Whenever the District is made aware of a new or previously unrecognized hazard.
- 2.1.7. When employee safety suggestions are made regarding a hazard.

With regard to chemicals on site, refer to the safety data sheets (SDSs) maintained in the EH&S Department for proper handling, storage, protective equipment, etc. requirements.

The Code of Safe Practices must be reviewed and updated as new hazards are identified.

When the Code of Safe Practices is updated, workers must be trained and/or alerted by the safety coordinators to the new hazard and the new proper safe practice(s) being implemented.

### 3. RESPONSIBILITIES & JOB SAFETY CLASSIFICATIONS

#### 3.1. Employer Responsibilities

California employers have many different responsibilities under the California Occupational Safety and Health Act of 1973 and Title 8 of the California Code of Regulations. The following represents a list of the most important ones.

- 3.1.1. Provide new employee with information regarding General Safety Guidelines upon onboarding and incorporate into this IIPP. (Appendix B)
- 3.1.2. Establish, implement and maintain an Injury and Illness Prevention Program and update it periodically to keep employees safe.
- 3.1.3. Make reasonable efforts that all employees comply with safe and healthful work practices.
- 3.1.4. Inspect workplace(s) to identify and correct unsafe and hazardous conditions.
- 3.1.5. Make sure employees have and use safe tools and equipment and properly maintain this equipment.
- 3.1.6. Use color codes, posters, labels or signs to warn employees of potential hazards.
- 3.1.7. Establish or update operating procedures and communicate them so employees follow safety and health requirements.
- 3.1.8. Provide medical examinations and training when required by Cal/OSHA standards.
- 3.1.9. Report immediately by telephone or fax to the nearest [Cal/OSHA Enforcement Unit district office](#) any serious injury or illness, or death, of an employee occurring in a place of employment or in connection with any employment as required by [section 342\(a\)](#), Title 8, California Code of Regulations (T8CCR). Serious injury or illness is defined in [section 330\(h\)](#), T8CCR.
- 3.1.10. Keep records of work-related injuries and illnesses on the [OSHA Form 300](#) (Log of Work-Related Injuries and Illnesses). At the end of the calendar year, copy the totals from the log 300 and transfer the information to the log 300A which must be posted February 1 through April 30 each year.
  - Post, at a prominent location within the workplace, the [Cal/OSHA poster](#) informing employees of their rights and responsibilities.
  - If required to keep one, provide employees, former employees and their

representative’s access to the Log and Summary of Occupational Injuries and Illnesses, Cal/OSHA form 300, at a reasonable time and in a reasonable manner.

- Provide access to employee medical records and exposure records to employees or their authorized representatives.

**3.1.11.** Provide the Cal/OSHA enforcement personnel with names of authorized employee representatives who may be asked to accompany enforcement personnel during an inspection.

**3.1.12.** Do not discriminate against employees who exercise their rights under the California OSH Act.

**3.1.13.** Post Cal/OSHA citations at or near the work area involved. Each citation must remain posted until the violation has been corrected, or for three working days, whichever is longer. Post abatement verification documents or tags.

**3.1.14.** Correct cited violations by the deadline set in the Cal/OSHA citation and submit required abatement verification documentation.

### **3.2. IIPP Coordinators**

#### **3.2.1. District Safety Coordinator**

The Risk Management Unit and the Risk Manager is responsible for the general oversight of the IIPP program and has the overall responsibility for safety at the District. The Risk Manager (Mark Hua) is the Safety Coordinator for the District; has the lead role and general authority to supervise all aspects of the IIPP and other safety related matters, utilizing the necessary resources to ensure hazards are reasonably resolved in a timely manner; and works closely with the Safety Committee Members who are the primary IIPP safety coordinators for each of their respective areas.

#### **3.2.2. Safety Committee Members**

The safety committee is comprised of employees from different areas. *The safety committee area members are the primary IIPP safety coordinators within each of their respective areas and have a lead role and the general authority to supervise all aspects of the IIPP and other safety related matters within their area, utilizing the necessary resources to ensure hazards are reasonably resolved in a timely manner.* The Safety Committee Area Members work with department/division heads to ensure communication and good safety practices within the individual areas. If any safety committee member has no authority to discipline or task any other employee within their area for a safety violation, they will pass all safety information to the supervisor who has the authority to do so. Safety committee members may be considered as “go betweens” from the committee to their respective area. The safety committee charter may be found in Appendix C.

<b>Safety Committee Area Member</b>	<b>Area of Responsibility</b>
Eric Olague	FH Grounds, Custodial, Warehouse
Asha Josis	FH College Campus
Karen Lauricella	EH & S

Eric Olague	DA Custodial
Henry Cervantes	DA College Campus
Mark Hua	District Safety Coordinator
Kevin Metcalf	District Educational Technology Services
Daniel Acosta	District Police Department
Joel Cortez	Facilities and Operations
ADVISORY	
Tony Brown	Human Resources
Luis Canales	Safety Consultant (Du-All Safety)

### 3.2.3. Safety Committee Area Member Responsibilities

Along with implementing the program, the safety committee will, at a minimum, be responsible for the following:

- 3.2.3.1. Attend safety committee meetings.
- 3.2.3.2. Communicate and transfer all safety related information to the local area department/division heads, managers, or supervisors.
- 3.2.3.3. Encourage periodic self-inspections of the work area or coordinate and communicate periodic site safety inspections with department/division heads.
  - Walkways, clearances, trip hazards, secured furniture/equipment, etc.
- 3.2.3.4. Relate any safety concerns within their department to the safety committee for remediation and/or compliance. Report any unsafe conditions to their supervisor.
- 3.2.3.5. Report any accidents within their department to the safety committee.
- 3.2.3.6. Coordinate and maintain good housekeeping standards and cleanliness in their departments.
- 3.2.3.7. Report any safety suggestions received to the committee.
- 3.2.3.8. Maintain a line of communication that allows employees' concerns to be handled expeditiously as well as to inform employees of new or modified safety practices.
- 3.2.3.9. Coordinate injury and illness informal investigations for appropriate action (Ex. Corrective actions, counsel, or training).

### 3.3. Employee Responsibilities

Employees are responsible for the following:

- Keeping themselves informed of conditions affecting their health and safety
- Participating in trainings, as required
- Adhering to healthful and safe practices in their workplace
- Advising the District of potential hazards in the workplace
- Reporting all incidents and accidents immediately

- Knowing where a copy of the IIPP is made available

### **3.4. Job Classifications**

Under the California Code of Regulations, Title 8, Chapter 4, employees are protected under the General Industrial Safety Orders (GISO), Subchapter 7, or the Construction Safety Orders (CSO), Subchapter 4, depending on the type of work being performed. When employment exists in connection with the construction, alteration, painting, repairing, construction maintenance, renovation, removal, or demolition of any fixed structure or its parts, that work will be considered construction, and will be regulated by the CSO. Based on this definition, and the High-Hazard industry list, shops and Departments will be considered as listed below:

#### **3.4.1. General Industry Safety Orders**

- Office & Administrative Staff
- Automotive Mechanics
- Engineering Services
- Custodial Services
- Gardening/Landscape Services
- Warehouse
- Teachers/Instructors

#### **3.4.2. Construction Safety Orders**

- Carpentry
- Electrical
- Glass
- Locksmith
- Paint/Plaster
- Plumbing
- Sheet metal/Ironwork

Because of the diverse nature of their assignments, laborers could be governed by either set of orders depending on the task.

Where this distinction is significant, notice shall be made in this and all subordinate programs, practices, and documents.

## **4. SAFETY RULES & SPECIFIC CODE OF SAFE PRACTICES (COSP'S)**

After all hazards are identified, they are evaluated by using the General Industry Safety Orders (GISO), the Construction Safety Orders (CSO), other pertinent regulations, employee input, and available published statistics. The Code of Safe Practices is then developed. The code includes all the proper preventive measures to work in the environment safely.

Note that although under California Code of Regulations, the Term “Code of Safe Practices” pertains only to Construction Safety Orders; for the purposes of the District’s IIPP it will refer to

safe work rules used for both Construction and certain General Work (automotive mechanics, custodial services, gardening/landscape services, and warehouse) as defined in 3.3.1. These employees are to receive specific instruction via training with respect to hazards, as found in the Code of Safe Practices.

- The Code of Safe Practices (Appendix P) must be reviewed and updated as new hazards are identified.
- When the Code of Safe Practices is updated, workers must be trained and/or alerted by the safety coordinators to the new hazard and the new proper safe practice(s) being implemented.

## 5. PERIODIC INSPECTIONS

### 5.1. Inspection Frequency and Correction Procedures

- 5.1.1. Periodic inspections are designed to ensure that the *Code of Safe Practices* as it pertains to Construction and certain General Work is being followed and to help identify new or previously unrecognized hazards.
- 5.1.2. **Periodic Inspections are to be conducted as may be required.** Hazards identified during inspections shall be corrected in a timely manner based on the severity of the risk. If a serious hazard cannot be immediately abated without endangering workers and/or property, the District will remove all exposed workers from the area except those necessary to correct the existing condition. Workers necessary to correct the hazardous condition shall be provided with the necessary protection. If there is a piece of equipment or a procedure that is immediately dangerous to life and health, correct the condition immediately. If the condition cannot be corrected immediately, the hazardous equipment should be locked and/or tagged out of service (or procedure discontinued). If there are any non-complying personnel, the employee is to be told immediately of the violation, informed of the correct procedure, asked to comply and correct actions, and reminded of the District's disciplinary policy.
- 5.1.3. All findings will be documented, and a risk assessment code assigned, based on the descriptions in 5.2.
- 5.1.4. When a problem area is identified, all personnel exposed to the hazard are to be warned of the hazard. A person is to be given the responsibility to correct the hazard and a completion date is to be established and checked off by the primary safety coordinator. When the problem is fixed, the inspection form (Appendix D) should be signed and dated by the person responsible for the work.

### 5.2. The District Safety Risk Assessment Code

The Risk Assessment Code is determined as follows:

- 5.2.1. Class 1 - Critical (may cause death, serious injury, significant environmental impact, or substantial financial losses) and/or is likely to occur soon.

- 5.2.2. Class 2 - Serious (may cause injury, occupational illness, or environmental or property damage) and/or probably will occur in time.
- 5.2.3. Class 3 - Minor (probably would not significantly affect personnel or environmental safety or health, but is a violation of specific criteria).

## 6. INJURY & ILLNESS INVESTIGATIONS AND RECORD KEEPING

### 6.1. Investigations of Occupational Injury or Illness and Corrective Actions

#### 6.1.1. Supervisor's Claim & Safety Report of Accident Form

Once an occupational illness, accident, or injury occurs, a report must be completed by the responsible manager or supervisor immediately and submit to Human Resources. Injuries that are reported to the safety committee by Human Resources will be evaluated for the cause of the injury and what actions need to be taken to protect other employees. Actions should be documented on the [Supervisor's Claim & Safety Report of Accident](#) form and should include identified hazard(s) for correction. The correction protocol that is used may include one or more of the following:

- Engineering control
- Personal Protective Equipment (PPE)
- Administrative control
- New safety rule
- Employee training

#### 6.1.2. Workers' Compensation Employee Claim Form

Information about Worker's Compensation and related forms to be completed by an injured worker and supervisor are available at <https://hr.fhda.edu/benefits/workers-comp.html>. The employer must provide the forms to the employee within 24 hours of learning of the injury or illness. The employee should return the form in a timely manner.

- Fill out Employee Claim Form ([DWC Form 1](#)) bottom portion, give the form to the employee and retain a copy in a file as evidence of submission.

#### 6.1.3. Employer's Report of Occupational Injury or Illness, [Form 5020](#)

The employer must fill out and complete the Employer's First Report when an employee suffers an occupational injury or illness if:

- 6.1.3.1. The occupational injury or illness results in a lost time, defined as absence from work for a full day or shift as a result of the injury or illness.
- 6.1.3.2. The occupational illness or injury requires medical attention beyond first aid. First aid is defined as:
  - Using a nonprescription medication at nonprescription strength (for medications available in both prescription and non-prescription form, a recommendation by a physician or other licensed health care professional to use a non-prescription medication at prescription strength is considered medical treatment for recordkeeping purposes);

- Administering tetanus immunizations (other immunizations, such as Hepatitis B vaccine or rabies vaccine, are considered medical treatment);
- Cleaning, flushing or soaking wounds on the surface of the skin;
- Using wound coverings such as bandages, Band-Aids™, gauze pads, etc.; or using butterfly bandages or Steri-Strips™ (other wound closing devices such as sutures, staples, etc. are considered medical treatment);
- Using hot or cold therapy;
- Using any non-rigid means of support, such as elastic bandages, wraps, non-rigid back belts, etc. (devices with rigid stays or other systems designed to immobilize parts of the body are considered medical treatment for recordkeeping purposes);
- Using temporary immobilization devices while transporting an accident victim (e.g., splints, slings, neck collars, backboards, etc.);
- Drilling of a fingernail or toenail to relieve pressure, or draining fluid from a blister;
- Using eye patches;
- Removing foreign bodies from the eye using only irrigation or a cotton swab;
- Removing splinters or foreign material from areas other than the eye by irrigation, tweezers, cotton swabs or other simple means;
- Using finger guards;
- Using massages (physical therapy or chiropractic treatment are considered medical treatment for recordkeeping purposes); or
- Drinking fluids for relief of heat stress.

#### **6.1.4. Doctor's First Report Form**

If the employee goes to the doctor, obtain a DOCTOR'S FIRST REPORT FORM from the doctor for the file.

## **6.2. Reporting to OSHA**

**6.2.1.** Human Resources must be immediately notified of any serious injury or death. Contact by telephone at (650) 949-6224 or by e-mail at [MyBenefits@fhda.edu](mailto:MyBenefits@fhda.edu). If there is no answer, the caller should leave his/her name along with a brief description of the incident and contact information on the voice mail.

**6.2.2.** ALL SERIOUS INJURIES MUST BE REPORTED TO CAL/OSHA IMMEDIATELY. **Human Resources will notify Cal/OSHA.**

**6.2.2.1.** Cal/OSHA Enforcement District Office must be notified of a serious injury or death no longer than 8 hours after learning of the incident.

**6.2.2.2.** This notification will be made to the Cal/OSHA Enforcement District Office (Fremont Office for DeAnza College and Foster City Office for Foothill College)

<b>Office:</b>	<b>Fremont</b>
<b>Address:</b>	<a href="#">39141 Civic Center Dr. Suite 310 Fremont, CA 94538</a>
<b>Telephone:</b>	(510) 794-2521
<b>Fax:</b>	(510) 794-3889
<b>Email:</b>	<a href="mailto:DOSHFremont@dir.ca.gov">DOSHFremont@dir.ca.gov</a>

<b>Office:</b>	<b>Foster City</b>
<b>Address:</b>	<a href="#">1065 East Hillsdale Blvd., Suite 110 Foster City, CA 94404</a>
<b>Telephone:</b>	(650) 573-3812
<b>Fax:</b>	(650) 573-3817
<b>Email:</b>	<a href="mailto:DOSHFC@dir.ca.gov">DOSHFC@dir.ca.gov</a>

### 6.3. Definition of Serious Injury:

**6.3.1.** A serious injury or illness is defined as one involving:

- Any hospitalization, regardless of length of time, for other than medical observation or diagnostic testing;
- amputation;
- loss of an eye; or
- serious degree of permanent disfigurement.

**6.3.2.** Accidents that result in serious injury or illness, or death that occur in a construction zone on a public street or highway are included by statute. Work-related injuries, illnesses and deaths caused by the commission of a Penal Code violation are no longer excluded from the definition of "serious injury or illness".

**6.3.3.** A serious exposure is defined as an exposure to a hazardous substance that occurs as a result of an incident, accident, emergency, or exposure over time and is in a degree or amount sufficient to create a realistic possibility that death or serious physical harm in the future could result from the actual hazard created by the exposure.

**6.3.4.** Employees are responsible for immediately notifying their Manager or Supervisor of a serious injury or death.

**6.3.5.** A serious injury is defined as any injury in which the District employee is admitted into a hospital for treatment or observation for any period of time.

- Immediate is defined as: as soon as a call can possibly be made without interfering with medical treatment or emergency response activities:

**6.3.6.** When making notification of a serious injury or death, be prepared to provide:

- your name,
- a telephone number at which you can be reached for follow-up questions,
- the name of the injured employee,
- the nature of the injury to the best of your knowledge,
- where the employee is being hospitalized,
- a telephone number for the hospital,
- if the employee's family or other important person(s) have been contacted,
- what, to the best of your knowledge, happened,
- where did the injury occur (site or location),
- when did the incident happen,
- the names of any other parties involved with the injury, as well as the names of witnesses,
- any other information you consider to be important.

**6.3.7.** In the event of a serious injury or fatality, an inspection by Cal/OSHA should be expected. The following is a list of suggested questions from the Cal/OSHA Policy & Procedure C-170. Managers and Safety Coordinators should be prepared to answer:

- How long has the employee been employed by the employer?
- What was the employee doing at the time of the accident?
- Was the employee assigned to do the job (s)he was doing at the time of the accident, and who did the assigning?
- Who was the employee's immediate supervisor, or other supervisor, for the job the employee was doing at the time of the accident?
- Was the employee trained in the specific job and the hazards of that job? Who provided the training? Is there documentation of the training?
- Were there any written procedures for the job that was being performed and was the employee following those procedures?
- Was the employee working alone? If not, who were the other employees and what were they doing at the time of the accident?
- Was the proper equipment, including personal protective equipment, being used for the job?
- Is the process, operation or job new to the worksite?
- Was the injured employee being supervised? What was the proximity and adequacy of supervision?
- Did the employee receive hazard recognition training prior to the accident?
- What was the location of the accident? What was the physical condition of the area where the accident occurred?
- What immediate or temporary action(s) could have prevented the accident or minimized its effect?
- What long-term or permanent action(s) could have prevented the accident or minimized its effect?
- Had corrective action been recommended in the past, but no corrective action been taken?

**6.3.8.** The following documents may be requested by the Cal/OSHA investigator; Managers and Safety Coordinators should be prepared to present them:

- Injury and Illness Prevention Program
- Records that establish management policies governing the activity involved in the accident, e.g., Code of Safe Work Practices
- Condition reports, hazard reports and analysis records that reflect decisions regarding the accident environment
- Facility specifications and descriptions that construct the work environment
- Purchasing specifications and directives that reflect decisions regarding equipment and work materials
- Equipment installation, repair, maintenance and critical parts inspection records that reflect priorities and control of work
- Equipment manufacturers' and company's operator manuals, work instructions, operator training criteria and skill certification requirements that reflect program standards
- Employee selection, placement, and training records that relate to operators, repair and maintenance workers and supervisors
- Work records that relate to the job and individual employee with respect to task assignment, classification, hazard exposure or health exposure
- Employer's Report of Injuries and Illnesses (5020) for accident and any other identified injuries or illnesses of interest.
- NOTE: This list is not exhaustive and is intended to provide guidance as to the types of documents and records that may be relevant to the investigation. The guiding principle for compliance personnel is to collect all records relating to the accident until knowledge of factors or examination of individual records determines that certain records are not relevant to the accident investigation.

#### **6.4. Record Keeping**

Records kept by the Human Resources Benefits Director include:

- 6.4.1.** Periodic inspections identifying unsafe work practices and conditions including:
- The name of the person(s) conducting the investigation.
  - The unsafe condition or work practice(s) identified.
  - The action taken to correct the unsafe condition or practice.
  - Copies to the appropriate persons and files.
- 6.4.2.** Documented accident, injury and illness investigations including the completed form(s).
- 6.4.3.** Safety Suggestion Forms (Appendix J) and the documented responses.
- 6.4.4.** Copies of all required workers' compensation forms (Employer's First and Employee Claim Forms).

Records kept by the District Safety Coordinator include:

- 6.4.5.** Documented safety and health training including:

- Employee name.
- Training dates.
- Type(s) of training.
- Name(s) of trainer(s).

6.4.6. Safety Committee meeting minutes.

6.4.7. Toolbox Safety meeting records (Appendix H)

## 6.5. Records Retention

The legally mandated minimum records retention durations are given in Appendix F.

## 7. COMMUNICATION

Communication is an important part of the program. The District believes the best way to maintain the safety "mind set" is through the following means:

- 7.1. Safety bulletin boards for written communication, relevant safety topics, and posted temporary hazards.
- 7.2. Since the employee is often in a better position to spot potential hazards in the work areas employees can submit a [Facilities Work Order/Service Request](#) for urgent or non-urgent safety issues. Alternatively, we have provided a [Safety Issue Report](#) to all employees and have placed a suggestion box and forms in certain areas of the District. Employee input with regard to safety is encouraged. All suggestions will be reviewed at the Safety Committee Meeting with a response given in a timely manner to the person making the suggestion. In the event of an anonymous suggestion, a response will be written and posted in the safety committee meeting minutes. The safety committee meeting minutes can be obtained from the Risk Management Dept. upon request.
- 7.3. Safety posters and signs will be posted in areas of concern to help remind employees of certain hazards and to protect themselves.
- 7.4. A standing Safety Committee meets regularly as scheduled by the Risk Manager. The Charter for that committee can be found in Appendix C.
- 7.5. For those areas identified as being covered by the Construction Safety Orders, the supervisor shall conduct "toolbox" or "tailgate" safety meetings, or equivalent, with their crews about every 10 working days to emphasize safety.
- 7.6. The IIPP can be obtained in My Portal under the Employee Safety Resources tab or by requesting a soft copy to Risk Management at [risk@fhda.edu](mailto:risk@fhda.edu).

## 8. TRAINING

- 8.1. Training is an important part of this program. It is critical that everyone understand their workplace hazards and is provided information about, or trained by, the safety coordinator in:
  - The code of safe practices, when applicable.
  - Accident reporting.
  - Communication.
  - The District's safety policies, including disciplinary and recognition policies.
- 8.2. Supervisors, Safety Committee Area Members and/or Safety Coordinators may be offered training to familiarize them with the health and safety hazards to which employees under their immediate direction and control may be exposed.
- 8.3. Supervisors and/or Safety Coordinators are responsible for ensuring that those under their direction receive training on general workplace safety as well as on health and safety issues specific to their job.
- 8.4. Training may be provided:
  - 8.4.1. To employees and those given new job assignments for which training has not yet been received.
  - 8.4.2. Whenever new substances, processes, procedures or equipment are introduced to the workplace that represents a new hazard.
  - 8.4.3. Whenever the employer is made aware of a new or previously unrecognized hazard.
- 8.5. The Training Log is to be filled out completely, upon the completion of any formal training. All training logs should be forwarded to the Safety Coordinator or Safety Committee Area Member.

## 9. DISCIPLINARY PROCEDURES

- 9.1. The District shall make reasonable efforts that employees comply with healthful and safe work practices. Employees who fail to comply with the District's IIPP or safety rules (or the Code of Safe Practices) may be subject to disciplinary action, up to and including, termination. Depending on the circumstances and the safety issues involved, the progressive disciplinary process may be appropriate.
- 9.2. Employees who fail to comply with the District's safety rules (or the Code of Safe Practices) will be subject to disciplinary action, up to and including, termination. Depending on the circumstances and the safety issues involved, the progressive disciplinary process may be appropriate. Typically, progressive discipline consists of:
  - Verbal counseling
  - Written warning
  - Suspension without pay
  - Termination

- 9.3. For those employees participating in a collective bargaining unit, specific procedures for discipline may be contained in the Bargaining Unit Agreement.
- 9.4. Supervisors and the Safety Coordinator will be subject to progressive discipline, up to and including termination, for their role in a safety violation. Incidents that would be subject to discipline would include, but not be limited to:
  - 9.4.1. Repeated safety rule violation by their department's employees
  - 9.4.2. Failure to provide adequate training prior to job assignment
  - 9.4.3. Failure to report accidents and provide medical attention to employees injured at work
  - 9.4.4. Failure to maintain good housekeeping standards and cleanliness in their departments
  - 9.4.5. Failure to control unsafe conditions or work practices.

END

**APPENDIX A -JOB SAFETY ANALYSIS FORM**

**A. EXAMPLE FORM (completed)**

	Job: <b>Example</b>		Date:
JOB SAFETY ANALYSIS FORM	Title of Person who does Job:	Title of Supervisor:	Analysis by:
Department:	Division/section:		Reviewed by:
Required personal protective equipment:	Required material safety data sheets:		Approved by:
<b>SEQUENCE OF BASIC JOB STEPS</b>	<b>POTENTIAL ACCIDENTS OR HAZARDS</b>		<b>RECOMMENDED SAFE JOB PROCEDURE</b>
Break the job down into its basic steps, e.g. what is done first, what is done next, and so on. You can do this by 1) observing the job, 2) discussing it with a knowledgeable person, 3) drawing on your knowledge of the job, or 4) a combination of the three. Record the steps in the normal order of occurrence. Describe what is done, not the details of how it is done. Usually three or four words are sufficient to describe each basic job step.	For each job step, ask yourself what accidents could happen to the person doing this job step. You can get the answers by, 1)observing the job, 2) discussing it with a knowledgeable person, 3) recalling past accidents, or 4) a combination of the three. Ask yourself, can the person be struck by or contacted by anything, can the person strike against or come in contact with anything; can the person be caught in, on or between anything, can the person fall, can the person overexert, does the step require repetitive motions; is the person overexposed to anything injurious, such as hazardous chemicals, noise, extreme temperatures, etc.?		For each potential accident or hazard, ask yourself how the person should do the job step to avoid the potential accident, or what should the person do or not do to avoid the accident. You can get your answers by, 1) observing the job for leads, 2) discussing precautions with a knowledgeable person, 3) drawing on your personal experience, or 4) a combination of all three. Be sure to describe specifically the precautions a person must take. Don't leave out important details. Number each separate recommended precaution with the same number as the potential accident or hazard. Use specific do and don't statements. Where appropriate, include the use of personal protective equipment, and safety apparatus, materials, and facilities that would mitigate the hazard.

**B. BLANK FORM**

	Job:		Date:
JOB SAFETY ANALYSIS FORM	Title of Person who does Job:	Title of Supervisor:	Analysis by:
Department:	Division/section:		Reviewed by:
Required personal protective equipment:	Required material safety data sheets:		Approved by:
<b>SEQUENCE OF BASIC JOB STEPS</b>	<b>POTENTIAL ACCIDENTS OR HAZARDS</b>		<b>RECOMMENDED SAFE JOB PROCEDURE</b>

## APPENDIX B – GENERAL GUIDELINES

1. Employees shall use extreme care and consideration in performing their duties to see that they do not cause injury to others or create work hazards that could cause injury to others.
2. All employees should take the time BEFORE an emergency to read the emergency procedures in place for responding to fires, earthquakes, or first aid emergencies. Flip charts of emergency procedures are posted in classrooms and offices throughout the District.
3. Food and liquid spills must be wiped up immediately.
  - *Employees should NEVER eat, drink or use personal items in the lab areas.*
4. Personal equipment, such as extension cords, chemicals, or electrical heaters should not be brought to campus without the permission of your supervisor.
  - *Extension cords/electrical cords should NEVER be run under rugs or floor mats.*
  - *Using electrical heaters to provide warmth for extended periods of time can cause building fires. Employees are discouraged from using electric heaters.*
5. Employees should not attempt to lift heavy or bulky objects. Doing so could cause injury to the back or other body parts. When in doubt, **contact Facilities by telephone at ext. 6156 (Foothill) or ext. 5438 (De Anza) or submit a Work Order request at:**  
<http://facilities.fhda.edu/tile-service-requests/>.
6. Bookshelves, storage cabinets, and other elevated storage areas should be well secured, securely bolted to the wall, or secured as a unit in such a way to reduce tipping in an earthquake.
  - Cabinets can be very dangerous if used improperly. Opening two drawers simultaneously can cause a file cabinet to crash to the floor. Whenever possible, cabinets should be bolted together in tandem or secured to the wall.
  - For earthquake safety, heavy objects should be stored on lower shelves while lighter and less dangerous items can be stored on middle and upper shelves.
7. Defective equipment, furniture, worn carpets, stairs, loose handrails, and other facilities defects that create accident hazards should be reported to Facilities via a Work Order request so it can be removed from service or repairs can be completed.
  - *Employees should never attempt to repair electrical equipment or appliances.*
  - *Failure to report facility conditions can result in injuries.*
8. All employees should know the location of fire extinguishers and have some familiarity with their use. If necessary, specific training can be given by Facilities.
  - *Notify Facilities as soon as possible if a fire extinguisher has been used, so*

*that it can be recharged or replaced.*

9. Hazard communications where individuals must use chemicals and toxic materials in the course of their work is an important responsibility required by CAL OSHA. The Hazard Communication law dictates that Safety Data Sheets (SDS) be kept in the work area, and be easily accessible for ready reference.
  - All employees who work with or around hazardous materials should be familiar with the requirements and responsibilities of the management of hazardous materials as indicated in the department's Hazardous Materials Management Plan. Questions about hazardous materials should be directed to ***Environmental Health & Safety (EH&S) at ext. 6146.***
10. Flammable liquids should always be stored in UL – approved cabinets or by other appropriate means described by the fire department. If in doubt, contact Facilities or EH&S.
  - *Flammable liquids should never be left out on an open counter; an earthquake could cause a spill or possible fire.*
  - *All storage should be ventilated to the outside.*

## APPENDIX C - SAFETY COMMITTEE CHARTER

Committee Name	Sponsor	District Safety Coordinator	Safety Committee Area Members
FHDA Safety Committee	Foothill - DeAnza Community College District	Risk Manager	Primary Safety Coordinators as identified in the Injury and Illness Prevention Program
Meeting Times/Location:	As coordinated by the District Safety Coordinator		
Purpose	<p>To help insure a safe and healthful workplace and compliance with federal, state, and local safety regulations through participation in:</p> <ul style="list-style-type: none"> <li>• Bi-monthly safety committee meetings per CCR, 8 3203, (c) et. al.</li> <li>• Review quarterly safety inspections to help identify and correct hazards</li> <li>• Injury and illness investigations to evaluate cause of injury and corrective action to prevent recurrence</li> <li>• Communication between employees and management</li> <li>• Schedule and review employee safety training</li> </ul>		
Scope/Authority	<ul style="list-style-type: none"> <li>• Provide advice and input to individual departments on safety matters</li> <li>• Ensure that all employees are provided with a safe and healthy workplace</li> <li>• Identify and discontinue unsafe practices and/or use of unsafe equipment</li> <li>• Schedule required safety training</li> <li>• Recommend corrective actions to address safety hazards</li> <li>• Serve as communications conduit between employees and management on safety concerns</li> </ul>		
Success Criteria	<ul style="list-style-type: none"> <li>• Compliance with safety regulations and receive no OSHA citations.</li> <li>• Provide regularly scheduled employee safety training</li> <li>• Fewer accidents and injuries</li> <li>• Establishment of required safety programs</li> <li>• Improved feedback regarding employees' sense of safety and well-being</li> </ul>		
Decision-Making Process	<ul style="list-style-type: none"> <li>• Strive for consensus; majority vote by area safety coordinators present to pass on recommendations or take action. Roberts Rules of Order will be loosely followed.</li> </ul>		
Product(s)	<ul style="list-style-type: none"> <li>• Develop written safety programs in compliance with CCR, 8.</li> <li>• Provide safety training and recordkeeping</li> <li>• Produce quarterly periodic inspections reports</li> <li>• Respond to employee safety concerns and/or suggestions</li> </ul>		
Decision Communication	<ul style="list-style-type: none"> <li>• Agenda and minutes of meetings to members and posted at employee worksites</li> <li>• Use of internal and external communication tools to disseminate major actions</li> </ul>		
Evaluation	<ul style="list-style-type: none"> <li>• Annual review by the Safety Committee and Management on committee effectiveness.</li> </ul>		

**APPENDIX D - INSPECTION AND CORRECTION FORM**

**INSPECTION AND CORRECTION FORM**  
**Foothill De Anza Community College District Inspection Findings**  
**Inspection Date:**

The following are violations of Cal/OSHA regulations, other standards, or are hazardous conditions that may cause injury or illness to employees, or property loss at the District. These conditions require corrective action so as to ensure a safe and healthful workplace for employees and employer. Please initial and date corrections as they are completed.

The following hazards were identified during the safety inspection conducted by \_\_\_\_\_

For explanation of Risk Assessment Codes see below.

<b>Item Number</b>	<b>Hazard Identified</b>	<b>Risk Assessment Class</b>	<b>Correction Date</b>	<b>Initials</b>
1.				
2.				
3.				
4.				
5.				
6.				
7.				

Keep one copy of these findings and use a copy as a working correction aid.

Correction notes that are required are: 1. Whom corrected the hazard, 2. The date of the correction

Risk Assessment Class:

- Class 1 - Critical (may cause death, serious injury, significant environmental impact, or substantial financial losses) and/or is likely to occur soon.
- Class 2 - Serious (may cause injury, occupational illness, or environmental or property damage) and/or probably will occur in time.
- Class 3 - Minor (probably would not affect personnel or environmental safety or health, but is a violation of specific criteria).

**APPENDIX E – CLAIMANTS REPORT OF INJURY FORM**

[https://hr.fhda.edu/benefits/downloads/WC%20Report%20of%20Injury\\_02052024.pdf](https://hr.fhda.edu/benefits/downloads/WC%20Report%20of%20Injury_02052024.pdf)

**WORKERS' COMPENSATION**

**Claimant's Report of Injury Form**

In order for the District to expedite your claim promptly, please complete the form in its entirety and return it to the address below:

<b>FOOTHILL – DE ANZA COMMUNITY COLLEGE DISTRICT</b>		
Attn: Benefits Unit, HR Dept. 12345 El Monte Rd Los Altos Hills, CA 94022		
Tel: (650) 949 – 6224	FAX: (650) 949-6299	E-Mail: MyBenefits@fhda.edu

State your full name: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_  
(No. & Street) (City) (State) (Zip)

Male  Female  SS#: \_\_\_\_\_ CWID: \_\_\_\_\_ Date of hire: \_\_\_\_\_

Job title: \_\_\_\_\_ Dept.: \_\_\_\_\_

Are you a student intern? Yes  No  Name of Program: \_\_\_\_\_

Supervisor's name: \_\_\_\_\_ Phone #: \_\_\_\_\_

How many hours do you work per day? \_\_\_\_\_ Per week? \_\_\_\_\_

What is Your gross salary? \$ \_\_\_\_\_ Per month  Per hour  N/A

Full-time/benefits:  Full-time/no benefits:  Part-time:  Seasonal:

Date of injury: \_\_\_\_\_ Time of injury: \_\_\_\_\_ a.m.  p.m.

Exact location of your accident/exposure: \_\_\_\_\_

Time you began work on the day of your injury: \_\_\_\_\_ a.m.  p.m.

Did you miss at least one full day of work after your injury? Yes  No

Date last worked: \_\_\_\_\_ Date returned to work: \_\_\_\_\_

Were you on the District's premises at the time of your injury? Yes  No

Describe your injury (i.e. cut, strain, fracture, etc.): \_\_\_\_\_

Part of body affected (i.e. back, left wrist, right eye, etc.): \_\_\_\_\_

Was your injury caused by a third person(s)? Yes  No

If yes, list name(s)? \_\_\_\_\_

Describe in detail about what happened to you at the time of your injury. If lifting was involved, give estimated weight of object lifted. Use additional sheet(s) if necessary:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Name, address, and phone number of physician treating you for this injury \_\_\_\_\_  
 \_\_\_\_\_

If hospitalized, give name & address of hospital: \_\_\_\_\_  
 \_\_\_\_\_

(OVER)

Was anyone else present at the time of your accident? Yes  No   
If yes, list name(s): \_\_\_\_\_

Did you tell anyone that you were injured at the time of your accident? Yes  No   
If yes, list name(s): \_\_\_\_\_

Did you feel pain at the time of your injury? Yes  No   
If yes, where? \_\_\_\_\_

Who did you report your injury to? \_\_\_\_\_  
If you did not report your injury, explain why: \_\_\_\_\_

Were you sent to a doctor for your injury or did you go on your own? \_\_\_\_\_  
Name & address of your family physician: \_\_\_\_\_  
\_\_\_\_\_

Have you seen him regarding your present injury? Yes  No   
If yes, when? \_\_\_\_\_

Are you disabled because of your injury? Yes  No

Are you disabled for any other reasons? Yes  No

Have you ever been hospitalized for a similar condition? Yes  No   
If yes, when? \_\_\_\_\_

Where? \_\_\_\_\_

When did you last see a physician before your present injury? \_\_\_\_\_

Physician's name & address: \_\_\_\_\_

Reason for physician visit(s): \_\_\_\_\_

Second employer: Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ ext.: \_\_\_\_\_

Please make any additional remarks regarding your claim:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Updated – 09/06

**APPENDIX F –SUPERVIORS CLAIM & SAFETY REPORT OF ACCIDENT**

**SUPERVISOR'S CLAIM & SAFETY REPORT OF ACCIDENT**

1 Name of Injured _____ Social Security Number _____ CWID _____	
Date of Birth _____ Sex <input type="checkbox"/> Female <input type="checkbox"/> Man Marital Status <input type="checkbox"/> Single <input type="checkbox"/> Divorced <input type="checkbox"/> Married <input type="checkbox"/> Legal Separation Number of Dependents _____	
Home Phone Number _____ Alternate Phone Number _____ Email Address _____	
Home Address _____	
2 Date of Injury or Illness _____ Time of Day _____ a.m. _____ p.m. Was Employee Unable to Work on Any Day After Injury? _____ (mm/dd/yyyy) On Employer's Premises? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes, Date (mm/dd/yyyy) _____ <input type="checkbox"/> No	
3 Has Employee Returned to Work? <input type="checkbox"/> Yes, Date Returned _____ <input type="checkbox"/> No, Still Off Work Did Employee Die? <input type="checkbox"/> Yes, Date _____ Wages \$ _____ Per Week Full Time? <input type="checkbox"/> Yes <input type="checkbox"/> No Occupation _____	
4 Accident Cause Check Appropriate Boxes STRUCK AGAINST <input type="checkbox"/> STRUCK BY <input type="checkbox"/> FALL ON SAME LEVEL <input type="checkbox"/> CAUGHT IN OR BETWEEN <input type="checkbox"/> OVEREXERTION <input type="checkbox"/> CONTACT WITH TEMPERATURE <input type="checkbox"/> EXTREMES <input type="checkbox"/> LIFTING <input type="checkbox"/> OTHER (SPECIFY) <input type="checkbox"/>	7 What happened? _____ Describe what took place or what caused you to make this investigation _____  Why did it happen? _____ Get all the facts by studying the job and situation involved question by use of WHY-WHAT-WHERE-WHEN-WHO-HOW _____  What Should Be Done? _____ Determine Which of The 12 Items Under EMP Require Additional Attention EQUIPMENT <input type="checkbox"/> MATERIAL <input type="checkbox"/> PEOPLE <input type="checkbox"/> Check Appropriate Boxes ARRANGE <input type="checkbox"/> PLACE <input type="checkbox"/> PLACE <input type="checkbox"/> USE <input type="checkbox"/> HANDLE <input type="checkbox"/> TRAIN <input type="checkbox"/> MAINTAIN <input type="checkbox"/> PROCESS <input type="checkbox"/> LEAD <input type="checkbox"/>
5 Description of Injury Check Appropriate Boxes SIDE OF BODY <input type="checkbox"/> RIGHT <input type="checkbox"/> LEFT ABRASION <input type="checkbox"/> BRUISE <input type="checkbox"/> SWELLING <input type="checkbox"/> SPRAIN <input type="checkbox"/> PUNCTURE <input type="checkbox"/> ILLNESS <input type="checkbox"/> DISLOCATION <input type="checkbox"/> CUT <input type="checkbox"/> FRACTURE <input type="checkbox"/> OTHER (SPECIFY) <input type="checkbox"/>	What Have You Done Thus Far? _____ Take or Recommend Action Depending Upon Your Authority Follow Up -- Was Action Effective? _____
6 Part of Body Injured Check Appropriate Boxes ANKLE <input type="checkbox"/> HIP <input type="checkbox"/> ARM <input type="checkbox"/> KNEE <input type="checkbox"/> BACK <input type="checkbox"/> LEG <input type="checkbox"/> CHEST <input type="checkbox"/> LIP <input type="checkbox"/> MOUTH <input type="checkbox"/> CHIN <input type="checkbox"/> EAR <input type="checkbox"/> NECK <input type="checkbox"/> SHOULDER <input type="checkbox"/> NOSE <input type="checkbox"/> FINGER <input type="checkbox"/> EYE <input type="checkbox"/> FOOT <input type="checkbox"/> TOOTH <input type="checkbox"/> HAND <input type="checkbox"/> WRIST <input type="checkbox"/> HEAD <input type="checkbox"/> OTHER (SPECIFY) <input type="checkbox"/>	How Will This Improve Operations? _____ Objective: _____ Eliminate Job Hindrances _____
8 Name and Address of Physician/Hospital _____	
9 Employer Name: FOOTHILL- DE ANZA COMMUNITY COLLEGE DISTRICT 9A Location Code _____ Witnesses _____	
10 Mailing Address: 12345 EL MONTE RD, LOS ALTOS HILLS, CA 94022 10A Phone Number _____	
11 Nature of Business: EDUCATION 12 Date of Hire (mm/dd/yyyy) _____	
Remarks _____	
Equipment Failure/Malfunction (Describe) _____	
Non-Employee Involved (Name/Address/Phone) _____	
Automobile Accident (Driver/License Plate) _____	
Unusual Circumstances _____	
Completed by (Type or Print) _____ Date Reported by Employee (mm/dd/yyyy) _____	
Signed Supervisor _____ Date (mm/dd/yyyy) _____	

**APPENDIX G - RECORDS RETENTION REQUIREMENTS**

<b>Record</b>	<b>Minimum Retention (yrs)</b>	<b>Code citation</b>
Workplace inspections	1	8CCR3203(b)(1)
Workplace Violence Incident Log	5	California Labor Code section 6401.9 (SB553)
Training records (See below for exceptions)	1	8CCR3203(b)(2)
Safety committee meeting records	1	8CCR3203(c)(2)
Accident investigation records	None	
OSHA300, 300A, 301	5	8CCR14300.33
Employee medical records	Termination of employment + 30 yrs	8CCR3204(d)(1)(A)
Employee exposure records (Includes all workplace monitoring data, MSDSs, Chemical inventories)	“At least” 30 yrs	8CCR3204(d)(1)(B)
BBP training	3	8CCR5193(h)(2)(B)
Sharps injury log	5	8CCR5193(h)(3)
Hazwaste manifest receipts	3	HSC25160.2(b)(3)&(4)
Asbestos training records	Termination of employment + 1 year	8CCR1529(n)(4)
Notification of identification, location and quantity of asbestos	Duration of ownership of building; must be transferred to new owner	8CCR1529(n)(6)
Noise exposure measurements	2	8CCR5100(d)(1)
Audiometric test records	Duration of employment	8CCR5100(d)(2)
Maintenance of fire extinguishing systems	5	19CCR904.1(b)
Fire Alarm systems acceptance tests & as-builts	Life of system	NFPA 72, 7-5.1
Fire Alarm systems annual maintenance, inspection & testing	1 year past next test (e.g., 2 years)	NFPA 72, 7-5.2.1
Fire Sprinkler Maintenance & Service Reports	5 yrs	19 CCR 904.1 & 904.2
Fire Sprinkler Maintenance & Service Reports	1 year past next test (e.g., 2 years)	NFPA 25, 4.3.5
Reports of testing on mechanical ventilation systems such as fume hoods	5 yrs	8 CCR 5143
Reports of testing on HVAC systems for building ventilation	5 yrs	8 CCR 5142(b)(2)

**APPENDIX H - SAFETY DISCIPLINE FORM**

**This form is for use by Safety Coordinators to report an unsafe condition or practice caused by an employee.**

**Warning number 1 2 3 4 (circle one)**

**Date:** \_\_\_\_\_

- 1 = Verbal warning
- 2 = First written warning
- 3 = Final written warning
- 4 = Termination

Employee name: \_\_\_\_\_

Job title: \_\_\_\_\_

Description of Unsafe Condition or Practice: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Safety Coordinator's Signature : \_\_\_\_\_

Employee Signature : \_\_\_\_\_



**SAFETY COMMITTEE**

<Date>

<Time>

**Main Conference Room**

---

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**Agenda Topics**

- **Approval of Agenda**
- **Approval of Minutes**
- **Progress Report/Action Items**
  - Written Programs
  - Employee Training
- **Periodic Inspection Report**
- **Safety Suggestions**
- **Review of Injury/Accident Reports**
- **Next Meeting Date**
  - (Establish Monthly Meeting Date):

**APPENDIX K - SAFETY SUGGESTION FORM**

**Foothill De Anza Community College District  
Safety Suggestion Form**

**This form is for use by employees who wish to make suggestions or report an unsafe condition or practice.**

Area of Unsafe Condition or Action: \_\_\_\_\_

What Unsafe Condition or Action Did You See?: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What Do You Think Might Have Caused This?: \_\_\_\_\_

\_\_\_\_\_

How Would You Suggest Improving Safety?: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Has This Been Reported to the Safety Coordinator? \_\_\_\_\_

Name (optional): \_\_\_\_\_ Date: \_\_\_\_\_

THE DISTRICT ENCOURAGES EMPLOYEES TO PARTICIPATE IN COMMUNICATIONS INVOLVING SAFETY.

THE DISTRICT WILL INVESTIGATE EVERY SUGGESTION AND ADVISE THE EMPLOYEE OF THE RESPONSE IN A TIMELY MANNER.

**Anonymous Suggestions: A response will be written and documented in the safety committee meeting minutes.**

**APPENDIX L - FIRE PREVENTION AND PREPAREDNESS CHECKLIST**

**Fire Prevention and Preparedness Checklist  
Foothill De Anza Community College District**

<b>Item Check</b>	<b>Yes</b>	<b>No</b>
Have all emergency systems and equipment been properly tested and inspected?		
Are exits arranged and maintained to provide free and unobstructed exit from all parts of the building at all times when occupied? No lock or fastener shall be installed to prevent free escape from the inside of any building.		
Does the emergency lighting in the building allow safe access and light the direction to the exits when the main power has failed?		
Are door openings or means of egress 32 inches or greater in clear width?		
Do all exit doors swing in the direction of exit travel?		
Does the force required to fully open any door in an exit pathway not exceed 50 pounds force?		
Are latches or other fastening devices on a door provided with a knob, handle, panic bar or other simple type of releasing device, which is obvious, even in darkness?		
Self-Closing Devices: Are the doors designed to be kept closed in an exit pathway and not, at any time, secured in the open position?		
Does the changeover of illumination energy sources in an emergency take less than 10 seconds?		
Do the battery-operated lights only use reliable types of rechargeable batteries, with suitable facilities for maintaining them in properly changed out condition?		
Is each exit route, in its entirety, arranged or marked so that the way to a place of safety is indicated in a clear manner? Any door or passageway that is not an exit or way to reach an exit, but is capable of being confused with an exit, shall be arranged or made to prevent occupant confusion with acceptable exits.		
Are the access routes to exits marked by readily visible signs in all cases where the exit is not immediately visible to an employee or visitor? Is sign placement such that no point in the exit access is more than 100 feet from the nearest visible sign?		
Is every exit sign suitably illuminated by a reliable light source? Externally and internally illuminated signs shall be visible in both normal and emergency lighting mode.		
Are all doors, passageways or stairways that are neither exits nor a way to an exit, and so located or arranged as to be easily mistaken for an exit, identified by a sign reading "Not An Exit"?		
Are fire extinguishers inspected and documented on the tag on a monthly basis within each department? Discharged, damaged or improper fire extinguishers must be removed from the area and replaced with fully charged fire extinguishers of the proper type.		
Extinguisher correct for hazard?		
Pin is in place?		
Plastic tab (seal) in place and secured to pin?		
Fully charged (Gauge is in green zone)		
Is the distance of travel to a fire extinguisher for Class A (Wood, Paper) fires within 75 feet?		
Is the distance of travel to a fire extinguisher for a Class B (Burning Liquids) fires within 50 feet?		
Are the handles of portable fire extinguishers no more than 5 feet above the ground when mounted to the wall?		

**APPENDIX M - EMERGENCY PREVENTION AND PREPAREDNESS CHECKLIST**

**Emergency Preparedness and Prevention Checklist  
Foothill De Anza Community College District**

Date: \_\_\_\_\_

	<b>Item Check</b>	<b>Yes</b>	<b>No</b>
1.	Have you been trained in the use of fire extinguishers? If yes, do you know the location of the closest fire extinguisher?		
2.	Are all exit doors, hallways and aisle ways in your work area clear (32” minimum) and unobstructed for emergency exiting?		
3.	Are all windows closed securely each night?		
4.	Are files and storage areas purged and cleared regularly to eliminate unnecessary paper storage?		
5.	Are chemicals, paints, and fluid storage areas checked regularly to eliminate storage of old and unnecessary products?		
6.	Are enough electrical plugs provided to eliminate the use of extension cords for daily operations?		
7.	Do you know the best route to your assigned Assembly Area in the event of an evacuation?		
8.	Do you know who to report to following an evacuation?		
9.	Have you been trained in first aid and/or CPR?		
10.	If provided, do you know where the closest First Aid Kit is located in your work area?		
11.	Are all bookcases and other tall furniture secured to avoid tipping in the event of an earthquake?		
12.	Do you know where your Emergency Action Plan is located?		

**APPENDIX N - PPE HAZARD ASSESSMENT CERTIFICATION FORM**

**California Code of Regulations, Title 8, Section 3380(f)(2)**

Name of Workplace:  Work Place Address:	Assessment Conducted By: Date of Assessment:
---	---

WORK AREA(s):

JOB/TASK(s):

**EYES**

Work activities, such as: <input type="checkbox"/> Abrasive blasting <input type="checkbox"/> Chipping <input type="checkbox"/> Chopping <input type="checkbox"/> Computer work <input type="checkbox"/> Cutting <input type="checkbox"/> Drilling <input type="checkbox"/> Grinding <input type="checkbox"/> Hammering <input type="checkbox"/> Punch press operation <input type="checkbox"/> Sanding <input type="checkbox"/> Sawing <input type="checkbox"/> Soldering <input type="checkbox"/> Torch brazing <input type="checkbox"/> Welding <input type="checkbox"/> Working outdoors <input type="checkbox"/> Other: _____	Work related exposure to: <input type="checkbox"/> Airborne dust <input type="checkbox"/> Dirt <input type="checkbox"/> Flying particles/objects <input type="checkbox"/> Glare/high intensity lights <input type="checkbox"/> Hazardous liquid chemical mist <input type="checkbox"/> Hot sparks <input type="checkbox"/> Intense light <input type="checkbox"/> Laser operations <input type="checkbox"/> UV <input type="checkbox"/> Other: _____	Can hazard be eliminated without the use of PPE? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, Use: <input type="checkbox"/> Chemical goggles <input type="checkbox"/> Chemical splash goggles <input type="checkbox"/> Dust-tight goggles <input type="checkbox"/> Impact goggles <input type="checkbox"/> Laser goggles <input type="checkbox"/> Shading/Filter # _____ <input type="checkbox"/> Safety glasses <input type="checkbox"/> Safety goggles <input type="checkbox"/> Welding helmet/shield <input type="checkbox"/> Welding shield <input type="checkbox"/> Other: _____	With: <input type="checkbox"/> Face shield <input type="checkbox"/> Prescription <input type="checkbox"/> Shaded <input type="checkbox"/> Side shields <input type="checkbox"/> Other: _____
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**FACE**

Work activities, such as: <input type="checkbox"/> Cleaning <input type="checkbox"/> Dip tank operation <input type="checkbox"/> Foundry work <input type="checkbox"/> Mixing <input type="checkbox"/> Painting <input type="checkbox"/> Pouring <input type="checkbox"/> Pouring molten metal <input type="checkbox"/> Siphoning <input type="checkbox"/> Welding <input type="checkbox"/> Working outdoors <input type="checkbox"/> Other: _____	Work related exposure to: <input type="checkbox"/> Beams <input type="checkbox"/> Exposed electrical wiring or components <input type="checkbox"/> Falling object <input type="checkbox"/> Flying objects from nearby vehicles <input type="checkbox"/> Machine parts <input type="checkbox"/> Pipes <input type="checkbox"/> Other: _____	Can hazard be eliminated without the use of PPE? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, Use: <input type="checkbox"/> Hair net or soft cap <input type="checkbox"/> Protective helmet <input type="checkbox"/> Type A (low voltage) <input type="checkbox"/> Type B (high voltage) <input type="checkbox"/> Type C <input type="checkbox"/> Bump cap <input type="checkbox"/> Other: _____
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<b>HANDS / ARMS</b>			
<p>Work activities, such as:</p> <input type="checkbox"/> Garbage disposal <input type="checkbox"/> Grinding <input type="checkbox"/> Hammering <input type="checkbox"/> Material handling <input type="checkbox"/> Sanding <input type="checkbox"/> Sawing <input type="checkbox"/> Using knives <input type="checkbox"/> Using power tools <input type="checkbox"/> Welding <input type="checkbox"/> Working outdoors <input type="checkbox"/> Working with glass <input type="checkbox"/> Other: _____	<p>Work related exposure to:</p> <input type="checkbox"/> Animal bites <input type="checkbox"/> Blood <input type="checkbox"/> Electric shock <input type="checkbox"/> Extreme cold <input type="checkbox"/> Extreme heat <input type="checkbox"/> Irritating chemicals <input type="checkbox"/> Musculoskeletal disorders <input type="checkbox"/> Sharps injury <input type="checkbox"/> Tools or materials that could scrape, bruise, or cut <input type="checkbox"/> Vibration <input type="checkbox"/> Other: _____	<p>Can hazard be eliminated without the use of PPE?  <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If no, Use:</p> <input type="checkbox"/> Ergonomic equipment: <input type="checkbox"/> Gloves <input type="checkbox"/> Abrasion/cut resistance <input type="checkbox"/> Anti-vibration <input type="checkbox"/> Chemical resistance <input type="checkbox"/> Latex or Nitrile <input type="checkbox"/> Liquid/leak resistance <input type="checkbox"/> Slip resistance <input type="checkbox"/> Protective sleeves <input type="checkbox"/> Other: _____	
<b>FEET / LEGS</b>			
<p>Work activities, such as:</p> <input type="checkbox"/> Building maintenance <input type="checkbox"/> Construction <input type="checkbox"/> Demolition <input type="checkbox"/> Plumbing <input type="checkbox"/> Trenching <input type="checkbox"/> Use of highly flammable materials <input type="checkbox"/> Welding <input type="checkbox"/> Working outdoors <input type="checkbox"/> Other: _____	<p>Work related exposure to:</p> <input type="checkbox"/> Blood <input type="checkbox"/> Chemical penetration <input type="checkbox"/> Chemical splash <input type="checkbox"/> Crushing <input type="checkbox"/> Explosive atmospheres <input type="checkbox"/> Explosives <input type="checkbox"/> Exposed electrical wiring or components <input type="checkbox"/> Extreme cold <input type="checkbox"/> Extreme heat <input type="checkbox"/> Fall <input type="checkbox"/> Heavy equipment <input type="checkbox"/> Impact from objects <input type="checkbox"/> Pinch points <input type="checkbox"/> Sharps injury <input type="checkbox"/> Slippery surfaces <input type="checkbox"/> Slippery/wet surface <input type="checkbox"/> Other: _____	<p>Can hazard be eliminated without the use of PPE?  <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If no, Use:</p> <input type="checkbox"/> Foot/leg guards <input type="checkbox"/> Leggings or chaps <input type="checkbox"/> Safety shoes or boots <input type="checkbox"/> Anti-slip soles <input type="checkbox"/> Chemical protection <input type="checkbox"/> Cold protection <input type="checkbox"/> Electrical protection <input type="checkbox"/> Heat protection <input type="checkbox"/> Metatarsal protection <input type="checkbox"/> Puncture resistance <input type="checkbox"/> Toe protection <input type="checkbox"/> Other: _____	
<b>BODY / WHOLE</b>			
<p>Work activities, such as:</p> <input type="checkbox"/> Building maintenance <input type="checkbox"/> Computer work <input type="checkbox"/> Construction <input type="checkbox"/> Logging <input type="checkbox"/> Utility work <input type="checkbox"/> Working near vehicle traffic environment <input type="checkbox"/> Working outdoors <input type="checkbox"/> Other: _____	<p>Work related exposure to:</p> <input type="checkbox"/> Blood <input type="checkbox"/> Chemicals <input type="checkbox"/> Electrical/static discharge <input type="checkbox"/> Elevated walking/working surface <input type="checkbox"/> Extreme cold <input type="checkbox"/> Extreme heat <input type="checkbox"/> Hot metal <input type="checkbox"/> Impact from flying objects <input type="checkbox"/> Impact from moving vehicles <input type="checkbox"/> Musculoskeletal disorders <input type="checkbox"/> Slip/trip/fall <input type="checkbox"/> Sparks <input type="checkbox"/> Sharps injury <input type="checkbox"/> Working from height <input type="checkbox"/> Working near/over water <input type="checkbox"/> Other: _____	<p>Can hazard be eliminated without the use of PPE?  <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If no, Use:</p> <input type="checkbox"/> Cut resistant sleeves/wristlets <input type="checkbox"/> Ergonomic equipment <input type="checkbox"/> Fall arrest/restraint system <input type="checkbox"/> Flame resistant jacket/pants <input type="checkbox"/> Hoists/lifts <input type="checkbox"/> Insulated jacket <input type="checkbox"/> Static coats/overalls <input type="checkbox"/> Traffic vest <input type="checkbox"/> Other: _____	<p>With:</p> <input type="checkbox"/> Full Sleeves <input type="checkbox"/> Hood <input type="checkbox"/> Other: _____
<b>EARS / HEARING</b>			
<p>Work activities, such as:</p> <input type="checkbox"/> Conveyors	<p>Work related exposure to:</p> <input type="checkbox"/> Loud noises	<p>Can hazard be eliminated without the use of PPE?  <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	

<input type="checkbox"/> Generator <input type="checkbox"/> Grinding <input type="checkbox"/> Machining <input type="checkbox"/> Motors <input type="checkbox"/> Pneumatic equipment <input type="checkbox"/> Punch or brake presses <input type="checkbox"/> Routers <input type="checkbox"/> Sanding <input type="checkbox"/> Sawing <input type="checkbox"/> Sparks <input type="checkbox"/> Ventilation fans <input type="checkbox"/> Other: _____	<input type="checkbox"/> Loud machines/tools <input type="checkbox"/> Loud work environment <input type="checkbox"/> Punch or brake presses <input type="checkbox"/> Other: _____	<u>If no, Use:</u> <input type="checkbox"/> Ear muffs <input type="checkbox"/> Ear plugs <input type="checkbox"/> Leather welding hood <input type="checkbox"/> Other: _____
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**DISCLAIMER**

This assessment is designed to provide accurate and authoritative information in regard to the subject matter gathered at the time of the assessment. Although all of the material contained was carefully selected and reviewed. Du-All Safety claims no liability for its accuracy and specifically disclaims any warranty, real or implied, as to its accuracy after the assessment date. The parties using this information do so at their own risk and specifically hold the company harmless from anyone claiming damage by using the above referenced material.

## APPENDIX O – PROTECTION FROM WILDFIRE SMOKE

### 1.0 PURPOSE

Smoke from wildfires contains chemicals, gases and fine particles that can harm health. The greatest hazard comes from breathing fine particles in the air, which can reduce lung function, worsen asthma and other existing heart and lung conditions, and cause coughing, wheezing and difficulty breathing. The purpose of this Standard Operating Procedure (SOP) is to state the requirements for protecting employees from harmful exposure to wildfire smoke. When exposure to wildfire smoke is considered harmful, employers are required by Cal/OSHA's Control of Harmful Exposure standard to take the measures to protect workers.

### 2.0 SCOPE

Exposure is harmful when the pollution or contaminants in the air cause (or are likely to cause) injury, illness, disease, impairment or loss of function. Shortness of breath, difficulty breathing, frequent coughing, and severe eye and throat irritation are signs of impairment or loss of function. This SOP covers all affected employees regardless of indoor or outdoor work environments. The action level is when current Air Quality Index (current AQI) for PM2.5 is 151 or greater, regardless of the AQI for other pollutants and the employer reasonably anticipates that employees may be exposed to wildfire smoke. PM2.5 = solid particles and liquid droplets suspended in air, known as particulate matter, with an aerodynamic diameter of 2.5 micrometers or smaller. The following workplaces and operations are exempt from this SOP:

- Enclosed buildings or structures in which the air is filtered by a mechanical ventilation system and the employer ensures that windows, doors, bays, and other openings are kept closed to minimize contamination by outdoor or unfiltered air.
- Enclosed vehicles in which the air is filtered by a cabin air filter and the employer ensures that windows, doors, and other openings are kept closed to minimize contamination by outdoor or unfiltered air.
- Employees exposed to a current AQI for PM2.5 of 151 or greater for a total of one hour or less during a shift.
- Firefighters engaged in wildland firefighting.

### 3.0 RESPONSIBILITY

1. The Purchasing Director is responsible for ensuring the Foothill De Anza College District Campus Services is in compliance with Cal/OSHA regulations and applicable industry safety standards.
2. Department Heads are responsible for overall implementation of this SOP.

3. Department Heads are responsible to ensure that employees are properly trained on the hazards of wildfire smoke, the engineering and administrative controls and the proper use of PPE.
4. Supervisors and lead workers are responsible to monitor air quality to determine if the outdoor air is a "harmful exposure" to employees and implement feasible modifications to the workplace to reduce employee exposure and ensure proper PPE is available and used correctly by exposed employees.
5. Employees are responsible for understanding the symptoms consistent with exposure to wildfire smoke, communicating deteriorating air quality to their supervisor and bringing and wearing all PPE. Each employee is responsible for his or her own safety.

#### 4.0 METHODS OF COMPLIANCE

1. Identification of harmful exposures. The supervisor or lead worker shall determine employee exposure to PM2.5 for worksites covered by this SOP before each shift and periodically thereafter, as needed, by any of the following methods:
  - Check AQI forecasts and the current AQI for PM2.5 from any of the following: U.S. EPA AirNow website, U.S. Forest Service Wildland Air Quality Response Program website, California Air Resources Board website, local air pollution control district website, or local air quality management district website.
  - Obtain AQI forecasts and the current AQI for PM2.5 directly from the EPA, California Air Resources Board, local air pollution control district, or local air quality management district by telephone, email, text, or other effective method.

The current AQI is divided into six categories as shown in the table below, adapted from Table 2 of Title 40 Code of Federal Regulations, Part 58, Appendix G.

AQI Category for PM2.5	Level of Health Concern
0 to 50	Good
51 to 100	Moderate
101 to 150	Unhealthy for Sensitive Groups
151 to 200	Unhealthy
201 to 300	Very Unhealthy
301 to 500	Hazardous

2. Two-Way Communication System. The supervisor shall establish and implement a system for communicating wildfire smoke hazards in a form readily understandable by all affected employees, including provisions designed to encourage employees to inform the employer of wildfire smoke hazards at the

worksite without fear of reprisal. The system shall include effective procedures for informing employees of:

- The current AQI for PM2.5
- Protective measures available to employees to reduce their wildfire smoke exposures
- Encouraging employees to inform their supervisor of:
  - Worsening air quality
  - Any adverse symptoms that may be the result of wildfire smoke exposure such as asthma attacks, difficulty breathing, and chest pain

3. Training and instruction. Department Heads shall provide employees with effective training and instruction. At a minimum, this shall contain the information in Title 8 CCR Section 5141.1 Appendix B:

- The health effects of wildfire smoke
- The right to obtain medical treatment without fear of reprisal
- How employees can obtain the current Air Quality Index (AQI) for PM2.5
- The requirements in Title 8 CCR, section 5141.1 about wildfire smoke
- The employer's two-way communication system
- The employer's methods to protect employees from wildfire smoke.
- The importance, limitations, and benefits of using a respirator when exposed to wildfire smoke
- How to properly put on, use, and maintain the respirators provided by the employer

4. Methods to Protect Employees from Wildfire Smoke. Supervisors and Lead Workers shall take action to protect employees from PM2.5 when the current AQI for PM2.5 is 151 or greater. Examples of protective methods include:

- Locating work in enclosed vehicles where the air is filtered
- Changing procedures such as moving workers to a place with a lower current AQI for PM2.5
- Reducing work time in areas with unfiltered air
- Increasing rest time and frequency, and providing a rest area with filtered air
- Reducing the physical intensity of the work to help lower the breathing and heart rates
- To protect building occupants from outdoor air pollution, including the hazardous conditions resulting from wildfire smoke, the District shall ensure that the HVAC system filters are not dirty, damaged, dislodged or leaking around the edges. Filters should fit snugly in their frames and have gaskets or sealants on all perimeter edges to ensure that air

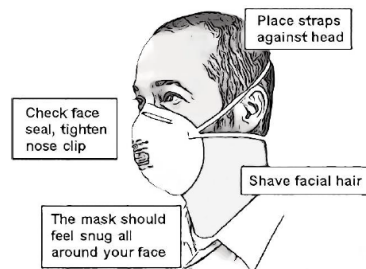
does not leak around the filters. During smoke events, the HVAC system should be placed in recirculation mode if possible.

## 5.0 PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS

Respiratory Protection. Respirators can be an effective way to protect employee health by reducing exposure to wildfire smoke, when they are properly selected and worn. Respirator use can be beneficial even when the AQI for PM2.5 is less than 151, to provide additional protection. When the current AQI for PM2.5 is 151 or greater, supervisors shall provide their workers with proper respirators for voluntary use. If the current AQI is greater than 500, respirator use is required. The following precautions shall be taken:

- Supervisors shall select respirators certified by NIOSH for protection against the specific air contaminants at the workplace. Due to shortages of N95 respirators during the current Covid 19 pandemic, it is acceptable to use KN95 respirators,
- Surgical masks or items worn over the nose and mouth such as scarves, T-shirts, and bandannas will not provide protection against wildfire smoke. An N95 filtering facepiece respirator, shown in the image below, is the minimum level of protection for wildfire smoke
- Read and follow the manufacturer's instructions on the respirator's use, maintenance, cleaning and care, along with any warnings regarding the respirator's limitations. The manufacturer's instructions for medical evaluations, fit testing, and shaving should also be followed, although doing so is **NOT** required by Title 8 CCR, section 5141.1 for voluntary use of filtering facepiece respirators for protection from wildfire smoke.
- Do not wear respirators in areas where the air contains contaminants for which the respirator is not designed. A respirator designed to filter particles will not protect employees against gases or vapors, and it will not supply oxygen.
- Employees should keep track of their respirator so that they do not mistakenly use someone else's respirator.
- Employees who have a heart or lung problem should ask their doctor before using a respirator.

## 6.0 PROPER USE OF N95 RESPIRATOR



*Drawing Showing Proper Fitting of a Filtering Facepiece Respirator  
(shaving is not required for voluntary respirator use)*

To get the most protection from a respirator, there must be a tight seal around the face. A respirator will provide much less protection if facial hair interferes with the seal. The proper way to put on a respirator depends on the type and model of the respirator. For those who use an N95 or other filtering facepiece respirator mask that is made of filter material:

- Place the mask over the nose and under the chin, with one strap placed below the ears and one strap above
- Pinch the metal part (if there is one) of the respirator over the top of the nose so it fits securely
- For a respirator that relies on a tight seal to the face, check how well it seals to the face by following the manufacturer's instructions for user seal checks. Adjust the respirator if air leaks between the seal and the face. The more air leaks under the seal, the less protection the user receives
- Respirator filters should be replaced if they get damaged, deformed, dirty, or difficult to breathe through
- Filtering facepiece respirators are disposable respirators that cannot be cleaned or disinfected. A best practice is to replace filtering facepiece respirators at the beginning of each shift
- If you have symptoms such as difficulty breathing, dizziness, or nausea, go to an area with cleaner air, take off the respirator, and get medical help

**APPENDIX P – COVID – 19 INFECTION PREVENTION MEASURES**

**DETAILED INFORMATION REGARDING THE DISTRICT’S COVID-19 PREVENTION PROGRAM ARE LOCATED AT:**

**<http://hr.fhda.edu/covid-19/index.html>**

## APPENDIX Q – CODE OF SAFE PRACTICES

Note that although under California Code of Regulations, the Term “Code of Safe Practices” pertains only to Construction Safety Orders, for the purposes of the District’s IIPP; it will refer to safe work rules used for both Construction and General work.

Employees are to receive specific instruction by their supervisor with respect to hazards specific to each employee's job assignment, as found in the Code of Safe Practices.

- The Code of Safe Practices must be reviewed and updated as new hazards are identified
- When the Code of Safe Practices is updated, workers must be trained and/or alerted by the safety coordinators to the new hazard and the new proper safe practice(s) being implemented.
- When the Code of Safe Practices is updated, the Periodic Inspection Checklist (appendix) may also need to be updated so the safety coordinators can periodically inspect that new, potential hazard.

### 1.1 Abrasive Wheel Equipment (Grinders)

- 1.1.1 Safety glasses must be worn when using the grinder.
- 1.1.2 Face shields must be worn over the safety glasses when grinding larger objects where there is a hazard of flying pieces that may come into contact with the face.
- 1.1.3 The area around the grinder shall remain clean and free of any potential hazards.
- 1.1.4 The work rest shall be kept adjusted to within 1/8 inch of the wheel.
- 1.1.5 The adjustable tongue on the top side of the grinder shall be kept within 1/4 inch of the wheel.
- 1.1.6 The side guards must cover the spindle, nut and flange and at least 75% of the wheel diameter.
- 1.1.7 Bench and pedestal grinders shall be permanently mounted.
- 1.1.8 The maximum RPM rating of each abrasive wheel must be compatible with the RPM rating of the grinder motor.
- 1.1.9 All fixed or permanently mounted grinders must be connected to their electrical supply system with metallic conduit or other permanent wiring method.
- 1.1.10 Each grinder must have an individual on and off control switch.
- 1.1.11 All electrical operated grinders must be effectively grounded.
- 1.1.12 Before new abrasive wheels are mounted, each must be visually inspected and ring tested.
- 1.1.13 Dust collectors and powered exhausts provided on grinders must be used and operated whenever large amounts of dust are produced.
- 1.1.14 Splash guards mounted on grinders that use coolant must be used to prevent coolant from reaching employees.
- 1.1.15 The following Personal Protective Equipment (PPE) is required:

<b>Gear:</b>	<b>When</b>	<b>To Protect Against:</b>
Safety glasses or goggles	Always	Flying objects
Face shields	Risk of larger flying objects	Flying object
Ear plugs or muffs	Always	Noise-induced hearing loss

## 1.2 Air Compressor Safety

- 1.2.1 Compressors should be equipped with pressure relief valves and pressure gauges.
- 1.2.2 No valve or other cut-off device may be installed on either side of a pressure relief valve.
- 1.2.3 Pressure venting outlets must be directed such that they do not pose a hazard to personnel during the venting process.
- 1.2.4 Compressor air intakes should be installed and equipped so as to ensure that only clean, uncontaminated air enters the compressor.
- 1.2.5 Compressors should be operated and lubricated in accordance with the manufacturer's recommendations.
- 1.2.6 Compressors and receivers should be maintained and periodically drained in accordance with the manufacturer's recommendations.
- 1.2.7 Safety devices on the compressed air systems must be checked frequently.
- 1.2.8 Before repair work is done on the pressure systems of a compressor, the entire system must be bled off and the system locked/tagged out such that the compressor motor cannot start, and no residual pressure remains anywhere within the system.
- 1.2.9 Signs must be posted to warn of the automatic starting feature of the compressors.
- 1.2.10 The belt drive system must be totally enclosed, providing protection from the front, back, top and sides.
- 1.2.11 Suitable locking devices, such as safety chains, should be used at couplings of high pressure hose lines where a connection failure would create a hazard.
- 1.2.12 Do not use compressed air to clean up or move combustible dust.
- 1.2.13 Wear protective respiratory equipment when blowing any form of dust.

## 1.3 Belt Sanders

- 1.3.1 Belt sanders must have both pulleys and the unused run of the sanding belt enclosed.
- 1.3.2 Belt sanders using a lock-on control must be equipped with a turn off control which can be turned on and off by the same finger.
- 1.3.3 The operating control must be located so as to minimize the possibility of accidental operation.
- 1.3.4 Electrical wires/cords must not be broken, cracked or crushed, and the three-prong grounding plug must be intact (all three prongs present).
- 1.3.5 Be sure that belt is traveling in the correct direction, for those belts with a directional arrow.
- 1.3.6 The following Personal Protective Equipment (PPE) is required:

<b>Gear:</b>	<b>When</b>	<b>To Protect Against:</b>
Ear plugs or muffs	Always	Noise-induced hearing loss
Respiratory protection with HEPA filter	a) When sander is not attached to dust-collection device b) When sanding wood that is a	Inhaling dust

	known health hazard	
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## 1.4 Bird and Bat Droppings

1.4.1 Serious illnesses can result from exposure to bird droppings. Infection is usually caused by breathing dust that arises from disturbing droppings.

1.4.2 You may clean up small amounts of fresh droppings from a few birds by scraping or hosing with water.

1.4.3 Large quantities of droppings, especially if they have accumulated over several years, should not be cleaned up by persons unfamiliar with the procedures below.

### 1.4.4 Worker Protection:

- **Breathing Protection.** When working with accumulated droppings, wear a NIOSH-approved full face respirator with high efficiency particulate air (HEPA) filters capable of excluding particles of 0.3 micron size or a supplied air respirator with full face piece. Dust and particle masks will not provide adequate protection and are not approved for this use. NOTE: Do not wear respiratory protection unless you are trained and certified to do so.
- **Protective Clothing.** Wear disposable coveralls, gloves, boots, and hats to protect personal clothing from contamination with infective organisms. Seal the glove/sleeve and boot/leg interfaces with duct tape before entering the worksite. Before leaving the work site, vacuum the protective coveralls, boots, and gloves using a HEPA vacuum, then walk to an excrement free area, remove the protective clothing, and place it in plastic bags prior to removing respiratory protection. Treat disposable clothing believed to be contaminated with disease agents as an infectious waste.
- **Nondisposable work clothing and respirators** should be removed, placed in a plastic bag, and sealed. These items must be disinfected in the bag before final cleaning and reuse. Workers must not wear their own personal street clothing under the disposable coveralls.
- If the disposable coveralls or other protective clothing are torn, the worker(s) must shower prior to putting on their street clothes. It is recommended that workers shower and thoroughly wash their hair at the end of their shift.

### 1.4.5 Application of Water.

- Although droppings are usually easier to clean up when they are dry and crusted, saturating them with water prior to removal is recommended to prevent the debris and any pathogens from becoming airborne. This should be done with a low-velocity mist spray. Using high pressure and/or a concentrated stream, such as from a hose nozzle, may scatter the droppings before they can be adequately wetted. However, hosing may be used for removing small amounts of recently deposited droppings from sidewalks and pavement. A portable, hand pressurized sprayer is satisfactory for applying limited amounts of water. Adding a surfactant (soap) may improve the wetting.

### 1.4.6 Public Protection.

- Do not perform bird excrement removal on public buildings or other heavily-occupied places during normal working hours. If possible, schedule the removal for weekends or other periods of minimum building use. Protect interior air by closing all heating and cooling system air intakes during the cleanup (shut down the entire system if possible). Unless droppings are inside the building itself, perform all work from the

outside of the building. Provide barricades and signage to keep people clear of the work site during all operations.

#### 1.4.7 **Disposal.**

- Double bag the droppings and associated soil in 3 mil or thicker plastic bags, close the bags securely, and transport them directly to a landfill to be buried. If the droppings have been proven to contain *Cryptococcus neoformans* and/or *Histoplasma capsulatum* they may be incinerated. Do not place the bags in a dumpster or leave at a collection point for later pickup as they could be torn during handling and release their potentially infectious contents. Wear protective clothing and equipment when collecting the bird and bat droppings for final disposal.
- This information is taken from, and further information can be found at <http://chppm-www.apgea.army.mil/ento/TG142.HTM>.

### 1.5 **Box Cutting Safe Practices**

- 1.5.1 Box cutters that are recommended to be used by company employees are the type that have a quarter inch blade exposed and the type that has a spring loaded retractable blade.
- 1.5.2 Box cutter blades should always be pointed away from the user and other personnel. Cut away from yourself and others.
- 1.5.3 Never handle a box cutter with wet or oily hands.
- 1.5.4 Hold the box cutter firmly to ensure hands do not slip into the blade.
- 1.5.5 Hold the box firmly with your other hand, in clear sight and away from the area being cut.
- 1.5.6 Make sure no other workers are in the area of the cardboard being cut.
- 1.5.7 Blades should be replaced or sharpened when dull. A dull blade required more strength to cut and can result in the blade slipping.
- 1.5.8 Always retract box cutter blades when placing on a table or bench.
- 1.5.9 Never carry a box cutter in your pocket.
- 1.5.10 Never walk or run with the box-cutting blade exposed.

### 1.6 **Bucket Truck / Boom Truck**

- 1.6.1 Read, understand, and observe all manufacturers' guidelines.
- 1.6.2 Use an approved pre-shift and post-shift inspection checklist.
- 1.6.3 Inspect hydraulic fluid levels, lines, connections, and control valves for leaks, damage and potential pinches.
- 1.6.4 Inspect vehicle and boom assembly prior to and at the conclusion of the work day.
- 1.6.5 Inspect all boom, pivot, and extension parts for cracks, damage or wear.
- 1.6.6 If your vehicle is over 26,000 GVW, pre-trip inspections must be performed in accordance with 49CFR. Daily condition reports for the previous seven days must be carried in the vehicle. Only properly licensed drivers are permitted to operate vehicles over 26,000 GVW.
- 1.6.7 Inspect all fall prevention devices, hardware, anchors, for integrity. Look for deterioration due to weather exposure or abuse.

- 1.6.8 Stow all safety devices not in use. Store safety harnesses in a weatherproof area.
- 1.6.9 Work only on level surfaces.
- 1.6.10 If you must work on an uneven surface, position the unit perpendicular to the slope. Use outriggers or dunnage if necessary.
- 1.6.11 Do not operate the unit with the wheels off the ground supported only by outriggers.
- 1.6.12 Before raising the boom, be sure the outriggers are secure and footed on solid ground or reinforced surfacing.
- 1.6.13 Use proper dunnage and blocking under the outriggers.
- 1.6.14 Observe safe working minimums from power lines or other obstacles that could injure the operator or damage equipment.
- 1.6.15 Do not "over-reach" when working "off the side". Observe the manufacturers' recommended safe working radius at all times.
- 1.6.16 Do not overload the bucket, or exceed its lifting capacity.
- 1.6.17 **PPE: The following Personal Protective Equipment (is required):**

<b>Gear:</b>	<b>When</b>	<b>To Protect Against:</b>
Personal fall protection	Always	Falls
Other PPE appropriate for the work being done (see specific section)		

## 1.7 Cell Phones & Automobiles

- 1.7.1 Absolutely NO cell phone use while driving IT'S THE LAW.
- 1.7.2 If you are expecting a call keep your phone readily accessible and pull over to the nearest safe spot or initiate a hands free caller device ONLY!
- 1.7.3 Keep calls as short as possible. Tell callers that you are driving, and ask if you can call them back if you're using a hands free device.
- 1.7.4 Do not take your attention off your driving whenever using a hands free call device.
- 1.7.5 Do not send or receive text messages, IT'S THE LAW.
- 1.7.6 Research has shown that hands-free phones are no safer than hand-held phones. The real risk is in the mental distraction, not the manual manipulation.
- 1.7.7 One quarter of all driving accidents is attributable to driver distraction. Cell phones are one form of driver distraction.
- 1.7.8 The risk of a collision when using a cell phone is four times higher than the risk when a cell phone is not being used.
- 1.7.9 Remember, the real risk is lack of attention, whether from a cell phone, a conversation with a passenger, or some other distraction. Pay attention.

## 1.8 Chain Saw

- 1.8.1 Keep bystanders and animals away from the area where a chain saw is in use.

- 1.8.2 Never let the saw run unattended.
- 1.8.3 Empty the fuel tank when storing for more than a few days.
- 1.8.4 Always stop the engine before putting the chain saw down or carrying it. When carrying the saw, the bar ("saw") should be pointed behind you.
- 1.8.5 Avoid the hot muffler! It can cause severe burns or ignite flammable material.
- 1.8.6 Proper tensioning of the chain is very important. The tensioning procedures must be followed as described in the operators' manual for your machine. Never try to tighten the chain while the engine is running.
- 1.8.7 Most chain saws use an oil/gasoline mixture for fuel. Make sure you are using the proper ratio of oil to gas when refueling.
- 1.8.8 Always shut off the engine and allow it to cool before refueling.
- 1.8.9 Never remove the fuel filler cap when the engine is running.
- 1.8.10 Put gas can and chain saw gas caps back on tightly.
- 1.8.11 Move at least 10 feet from the re-fueling point and be sure there is no leakage of fuel from the gas cap or the fuel system before starting the engine.
- 1.8.12 Be sure the blade is sharpened correctly; a dull blade is more likely to kick back
- 1.8.13 The chain saw is a one-person saw; start and operate your saw without assistance.
- 1.8.14 Whenever avoidable, do not "drop start" the saw
- 1.8.15 Always engage the "chain brake" before starting the engine.
- 1.8.16 Never attempt to start the saw when the guide bar is in a cut or "kerf".
- 1.8.17 Never touch the chain with your hand or any other part of your body while the engine is running, even when the chain is not rotating.
- 1.8.18 Never work on a ladder or on any other insecure support.
- 1.8.19 Never work in a tree unless you have been specifically trained to do so, and are using the appropriate fall-protection equipment.
- 1.8.20 Never use the saw above shoulder height.
- 1.8.21 Never cut anything except wood or wooden materials.
- 1.8.22 Wear eye and hearing protection devices when operating the chain saw.
- 1.8.23 Wear non-skid sole shoes. Do not wear opened toed or cloth shoes or operate chain saw while bare footed. Shoes with steel safety toes are required.
- 1.8.24 Wear proper clothing to protect legs and other exposed body parts.
- 1.8.25 Operate in a well-ventilated area.
- 1.8.26 Do not start if the blade is obstructed by the ground or any other object.
- 1.8.27 Do not allow anyone to hold the material you are cutting.
- 1.8.28 Never operate the chain saw with only one hand. Keep a firm grip on the chain saw with both hands.
- 1.8.29 Do all cutting at full throttle speed.

- 1.8.30 Do not plunge cut with the tip or nose of the saw unless you are trained and experienced to do so. Dangerous kickback can result
- 1.8.31 Do not work with the tip or nose of the bar when limbing (removing branches from a fallen tree). Be extremely cautious and avoid contacting the log or other limbs with the nose of the bar. Dangerous kickback can result.
- 1.8.32 **PPE: The following Personal Protective Equipment is required:**

<b>Gear:</b>	<b>When</b>	<b>To Protect Against:</b>
Hard hat	Whenever there are objects overhead that could fall	Falling objects, kickback
Safety glasses or goggles	Always	Flying objects
Ear plugs	Always	Noise-induced hearing loss
Leather gloves	Always	Sharp edges, thorns, vibration
Safety-toed shoes	Always	Objects falling on toes, saw contacting toes

## 1.9 Compressed Gas

- 1.9.1 Each gas cylinder shall be clearly marked, denoting the gas contained within.
- 1.9.2 Each empty gas cylinder shall be clearly labeled as EMPTY. NOTE: Cylinders labeled EMPTY still contain significant quantities of material.
- 1.9.3 Each gas cylinder shall have an appropriate pressure relief device.
- 1.9.4 Each gas cylinder shall be chained to its stand to prevent falling.
- 1.9.5 Safety devices on the compressed gas systems must be checked frequently. Before repair work is done on the pressure systems, the pressure system must be bled off and the system locked/tagged out.
- 1.9.6 Flames must never be used to check for gas leaks.
- 1.9.7 Suitable locking devices, such as safety chains, should be used at couplings of high pressure hose lines where a connection failure would create a hazard.
- 1.9.8 Each gas cylinder or system must have an easily identifiable and accessible shutoff valve.
- 1.9.9 Do not handle oxygen cylinders if your gloves are greasy or oily.
- 1.9.10 Store all compressed gas cylinders in the upright position. Place valve protection caps on compressed gas cylinders that are in storage or are not being used, even if they are empty.
- 1.9.11 Do not lift compressed gas cylinders by the valve protection cap.
- 1.9.12 Cylinders larger than lecture bottles should be moved using appropriate carts. Do not roll or carry larger cylinders.
- 1.9.13 Incompatible gasses shall be stored with appropriate segregation, either by construction or by distance.
- 1.9.14 There are specific fittings for specific types of gas. Do not adapt from one fitting to another, as this may risk mixing of incompatible gases.

## 1.10 Confined Spaces

- 1.10.1 Confined spaces are defined by the existence of insufficient ventilation to remove dangerous air contamination and/or where oxygen deficiency may exist or develop. Such spaces include, but are not limited to silos, tanks, ducts, sewers and vaults.
- 1.10.2 All confined spaces must be thoroughly emptied of any corrosive or hazardous substance.
- 1.10.3 All lines to confined spaces, containing inert, toxic, flammable or corrosive material must be disconnected and separated before entry.
- 1.10.4 All moving equipment inside confined spaces must be locked-out when it presents a hazard.
- 1.10.5 The air must be tested with an appropriate device or method to determine whether dangerous contamination and/or oxygen deficiency exists and a written record of test results must be made and kept at the work site for the duration of work.
- 1.10.6 Adequate lighting must be provided for work to be performed in confined spaces.
- 1.10.7 The air inside the confined space must be periodically tested during the course of the work shift.
- 1.10.8 Employees working in a confined space which was previously contaminated with substances corrosive to the skin, or substances which can be absorbed through the skin, must be provided with, and are required to wear appropriate protective clothing.
- 1.10.9 All portable electrical equipment used inside confined spaces must be either grounded, insulated or equipped with ground fault protection.
- 1.10.10 Each confined space must be checked for decaying vegetation or animal matter which may produce methane.
- 1.10.11 Work involving the use of flame, arc, spark, or other source of ignition is prohibited within a confined space, because it is likely to develop dangerous air contamination due to flammable substances. NOTE: this applies to any adjacent space having common walls, floors or ceiling with a confined space.
- 1.10.12 Before gas welding or burning is started in a confined space, hoses must be checked for leaks. Compressed gas bottles are forbidden inside confined spaces. Torches must be lit outside of confined spaces and any confined area must be tested for an explosive atmosphere each time before a lit torch is taken into the confined area.
- 1.10.13 Any employee using oxygen consuming equipment such as salamanders, torches, furnaces, etc., in a confined space must have sufficient air provided to assure combustion without reducing the oxygen concentration in the air. A supplied air system should be provided.
- 1.10.14 Whenever combustion-type equipment is used in a confined space, provisions must be in place to ensure exhaust gases are vented outside of the confined space.
- 1.10.15 At least one employee must stand by outside of the confined space ready to give assistance in case of emergency. At least one additional employee, who may have other duties, must be within sight or call of the standby employee.
- 1.10.16 The standby employee must be appropriately trained and equipped to handle an emergency. The standby employee must be equipped with appropriate, approved respiratory equipment.

- 1.10.17 The standby employee is prohibited from entering the confined space except in the case of an emergency and only after alerting at least one additional employee of the existence of an emergency situation.
- 1.10.18 When entry must be made through a top opening, a harness type safety belt that suspends a person in an upright position must be provided. A hoisting device or other effective means must be provided for lifting employees from the confined space.

**1.11 Drill Presses**

- 1.11.1 Assigned personal protective equipment such as safety glasses must be worn around drill presses at all times.
- 1.11.2 Loose clothing and jewelry which can be entangled in machinery must not be worn.
- 1.11.3 Hair which can be entangled in machinery must be confined or tied back.
- 1.11.4 The floor space around the drill presses must remain clean and protected against slipping.
- 1.11.5 All pinch points not guarded by frame of machine or location must be guarded.
- 1.11.6 The employer must provide and ensure the proper use of "point of operation" devices or guards for every operation performed on a drill press.
- 1.11.7 All control buttons and switches for drill presses must be properly identified as to function and purpose of such control buttons and switches.
- 1.11.8 All drilling operations must be held in a vice or other clamping fixture.
- 1.11.9 Be sure that chuck key is removed prior to starting drill. Use of a spring-loaded chuck key is highly recommended.
- 1.11.10 Use appropriate lubrication when drilling metal.
- 1.11.11 All lockout/tagout rules must be observed.
- 1.11.12 Always unplug the drill press before manually changing belt speeds.
- 1.11.13 **PPE: The following Personal Protective Equipment is required:**

<b>Gear:</b>	<b>When</b>	<b>To Protect Against:</b>
Safety glasses or goggles	Always	Flying objects
Leather gloves	When handling sharp metal	Cuts

**1.12 Electrical Safety**

- 1.12.1 All on/off and safety switches must be in correct operating condition.
- 1.12.2 All frayed wires are to be fixed or reported to the Safety Coordinator.
- 1.12.3 Never use wet hands when handling electrical wires or equipment.
- 1.12.4 Power operated tools are to be grounded or of the double insulated type.
- 1.12.5 All unused electrical equipment must be put away after use.
- 1.12.6 All proper electrical grounding mechanisms must be in place. **DO NOT CUT OFF THE GROUND INSERT OF ANY ELECTRICAL PLUG.**
- 1.12.7 Use waterproof cords outdoors.

- 1.12.8 Leave at least three feet of work space around electrical equipment while in use.
- 1.12.9 Report any electrical tool, equipment, or wire problems immediately to your supervisor or the safety coordinator.
- 1.12.10 Never overload motors, circuits, or outlets.
- 1.12.11 Never work near a power line with metal tools.
- 1.12.12 Never work on electrical equipment without following Lockout/Tagout procedures.
- 1.12.13 Employees shall not handle or tamper with any electrical equipment, in a manner not within the scope of their duties, unless they have received instructions from their supervisor.
- 1.12.14 Portable electrical tools shall not be lifted or lowered by means of the power cord.
- 1.12.15 Do not use frayed, cut or cracked electrical cords.
- 1.12.16 Do not plug multiple electrical cords into a single outlet. Do not use extension or power cords that have the ground prong removed or broken. Do not use electrical cords for permanent installations.
- 1.12.17 Use a cord cover or tape the cord down when running electrical cords across aisles, between desks or across entrances or exits. Turn the power switch to "OFF" and unplug office machines before adjusting, lubricating or cleaning them.

### **1.13 Ergonomics Statements**

- 1.13.1 All work shall be performed so as to minimize eyestrain or glare to employees eyes.
- 1.13.2 Routine tasks should not require prolonged rising of the arms.
- 1.13.3 Whenever possible, work should be done using the larger muscles of the body.
- 1.13.4 Work should be done in a manner which avoids twisting or overly bending the lower back.
- 1.13.5 In tasks which may involve stress from repetitive motion, sufficient rest breaks are required, in addition to regular breaks.
- 1.13.6 All tools, instruments and machinery should be shaped, positioned and handled so that tasks can be performed comfortably.
- 1.13.7 All pieces of furniture must be adjusted, positioned, and arranged to minimize strain on all parts of the body.
- 1.13.8 Standing workstation work surfaces should be height adjustable.
- 1.13.9 Lifting tasks should be designed to be performed knuckle height and shoulder height.
- 1.13.10 Workstation layout should not require employee to reach behind herself or himself to complete the job task.
- 1.13.11 In tasks that require wrist movements, the task should be designed to minimize ulnar deviation, hyper-extension and/or hyper-flexion of the wrist.
- 1.13.12 In tasks that require highly repetitive motions, a job task rotation schedule should be considered and implemented.
- 1.13.13 All job tasks should not require forward flexion of the neck greater than 90 degrees.

- 1.13.14 Job tasks that require exposure to vibration to the upper extremities should be performed with the proper tools, and vibration isolation should be provided by the use of gloves and/or other padding.
- 1.13.15 Power tools should be provided to employees where necessary and/or practical.
- 1.13.16 The diameter and length of tool handles should be appropriate for the job task and employee's hand size.
- 1.13.17 Tools should be provided to minimize the wrist deviating from its neutral position.
- 1.13.18 Proper lifting techniques should be utilized by those employees who lift regularly.
- 1.13.19 The distance between an employee's eyes and a computer monitor should be between 18 and 24 inches.
- 1.13.20 Computer monitor height should be slightly lower than eye level when seated at a computer workstation.
- 1.13.21 Seated workstation chairs should adjust for proper lumbar support.
- 1.13.22 Employee's head should be neutral and not over-rotated, hyper-extended or hyper-flexed when performing computer or other repetitive tasks.
- 1.13.23 The employee's wrists should be neutral and not hyper-extended or hyper-flexed when performing computer tasks.

#### **1.14 Exiting or Egress**

- 1.14.1 All exits must be marked with an exit sign and illuminated by a reliable light source.
- 1.14.2 All exit doors must be side-hinged.
- 1.14.3 All exits must be kept free of obstructions.
- 1.14.4 Doors and passageways that are neither exits nor access to exits, but which could be mistaken for exits, should be appropriately marked "NOT AN EXIT", "TO BASEMENT", "STOREROOM", etc.
- 1.14.5 There must be sufficient exits to permit prompt escape in case of emergency.

#### **1.15 Eyewash Station**

- 1.15.1 The eyewash station must be clear 36", clean and ready for use at all times.
- 1.15.2 A documented inspection and flush/ test for plumbed models of eyewash stations shall be conducted monthly.
- 1.15.3 Never hang anything or place anything on the eyewash station other than an inspection tag.
- 1.15.4 Always follow the manufacturer's instructions regarding the eyewash station maintenance and service directions.

#### **1.16 Fire Extinguisher Monthly Inspection**

- 1.16.1 As directed by the California Code of Regulations, Title 19, Section 574, the owner of the fire extinguisher must examine it monthly to ensure that it is:
  - Present;

- Not obstructed;
- Mounted with the instructions legible and facing out;
- Safety seals and tamper indicators are not missing;
- Not damaged or leaking;
- Charged according to the gauge, and
- Full, as determined by hefting it.

1.16.2 The date the inspection was performed and the initials of the person performing the inspection shall be recorded on a tag or label attached to the fire extinguisher, or an inspection checklist maintained on file, or an electronic system (e.g. bar coding) that provides a permanent record.

### 1.17 Flammable & Combustible Materials

- 1.17.1 All combustible scrap, debris and waste materials (i.e. oily rags) must be stored in covered metal receptacles and removed from the worksite promptly.
- 1.17.2 Proper containers and tanks must be used for the storage and handling of flammable and combustible liquids.
- 1.17.3 All connections on drums and combustible liquid piping, vapor and liquids must be kept tight and secure.
- 1.17.4 All flammable liquids must be kept in closed containers when not in use.
- 1.17.5 All secondary hazardous wastes must be stored in fire-resistant, covered containers until they are removed from the worksite.
- 1.17.6 Proper fire extinguishers must be provided for the types of materials in areas where they are to be used.
- 1.17.7 Appropriate fire extinguishers must be mounted within 75 feet of outside areas containing flammable liquids, and within 10 feet of any inside storage area for such materials.
- 1.17.8 Transfer-withdrawal of all flammable or combustible liquids must be performed by trained personnel.
- 1.17.9 Employees must be trained in the use of fire extinguishers.
- 1.17.10 All extinguishers must be serviced, maintained and tagged at intervals not to exceed one year, and inspected monthly.
- 1.17.11 "NO SMOKING" signs must be posted where flammable or combustible materials are used or stored.
- 1.17.12 Safety cans must be used for dispensing flammable or combustible liquids at a point of use.
- 1.17.13 Spills of flammable or combustible liquids must be cleaned up promptly.
- 1.17.14 PPE: The following Personal Protective Equipment is required:

<b>Gear:</b>	<b>When</b>	<b>To Protect Against:</b>
Safety glasses to goggles	When handling liquids or gasses	Chemical splash, exposure
Chemical gloves use appropriate type described in MSDS	When handling liquids or gasses	Chemical contact with skin

## 1.18 Forklift Operator Safety

- 1.18.1 Only certified and authorized personnel may operate forklifts.
- 1.18.2 Never unload material where it may obstruct exits.
- 1.18.3 Never park vehicles in or around exits and walkways.
- 1.18.4 Walkways are to be kept clear.
- 1.18.5 When inspecting, cleaning, or replacing parts the forklift must be turned off.
- 1.18.6 Appropriate guards and safety shields must be in place during operations.
- 1.18.7 Forklifts must not be operated with any broken or severely worn parts.
- 1.18.8 Forklift operators must always wear seatbelts when they are present.
- 1.18.9 No one is allowed to ride outside the forklift.
- 1.18.10 No loose clothing may be worn in or around the forklift while it is running.
- 1.18.11 When transporting, carry the material as low as possible, consistent with safe operations.
- 1.18.12 Always slow down and sound horn at cross aisles and other locations where vision is obstructed.
- 1.18.13 Always cross train tracks diagonally.
- 1.18.14 Ascend and descend grades slowly and in a straight line.
- 1.18.15 Aisles used by forklifts must be at least two feet wider than the widest forklift.
- 1.18.16 Operators must inspect forklift at the beginning of every shift to ensure that the following are operating properly:
  - Tires
  - Fuel System
  - Steering Mechanism
  - Horn
  - Brakes
  - Lights
  - Battery
  - Controller
  - Lift System
  - Cooling System

## 1.19 Gasoline Storage and Dispensing, Portable

- 1.19.1 Definitions:
  - **Gasoline:** Includes gasoline, and gasoline mixed with oil for use in 2-cycle engines.
  - **Safety Can:** Shall mean an approved container, of not more than 5 gallons capacity, having a spring-closing lid and spout cover and so designed that it will safely relieve internal pressure when subjected to fire exposure. (29CFR1910.106(a)(29)).
  - **Approved:** Approved, or listed by a nationally recognized testing laboratory, e.g., Underwriters Laboratories (UL) or Factory Mutual (FM). (29CFR1910.106(a)(35))
- 1.19.2 Gasoline may be stored in and dispensed from approved containers of 1.1 gallons (4L) or less. (CFC 8004.1.15) Such containers will be stamped with a UL marking.
- 1.19.3 Quantities of gasoline up to 5 gallons may be stored in and dispensed from safety cans. (CFC 8004.1.15)
- 1.19.4 Quantities of gasoline up to 60 gallons may be stored in and dispensed from containers by an approved pump taking suction through an opening in the top of the container (e.g., drum dollies) (CFC 8004.1.15)

- 1.19.5 Quantities of gasoline up to 60 gallons may be stored in and dispensed from containers by gravity through an approved self- or automatic-closing valve when the container and dispensing operations are provided with spill control and secondary containment. (CFC 8004.1.15)
- 1.19.6 Gasoline shall not be stored in any other type of container.
- 1.19.7 Gasoline may NOT be stored in plastic containers larger than 1.1 gallons unless they meet the definition of a Safety Can.
- 1.19.8 Gasoline containers, like all containers of hazardous materials, must be properly labeled.
- 1.19.9 Gasoline containers must always be kept tightly closed except when filling or dispensing.
- 1.19.10 When pouring, always use either a spout or funnel.
- 1.19.11 Containers in vehicles must be secured to prevent sliding, tipping, or otherwise moving.

## **1.20 General Safe Practices**

- 1.20.1 All unsafe conditions and equipment must be reported to the Supervisor or Manager.
- 1.20.2 All office chairs must be inspected for cracked or weak legs, damaged casters, bolts, etc. connecting the seat to the base, to ensure that the chair will accommodate the weight and movement of employees who may use them.
- 1.20.3 All accidents, injuries and illnesses must be reported to the Supervisor or Manager immediately.
- 1.20.4 All means of egress must be kept unblocked, well lighted and unlocked during work hours.
- 1.20.5 Exit doors must comply with fire safety regulations.
- 1.20.6 Exit doors must swing in the direction of travel.
- 1.20.7 Exit signs must be provided at every required exit doorway and where needed to clearly indicate the direction of an egress.
- 1.20.8 Exit signs must have letters at least six (6) inches high.
- 1.20.9 Stairways must be kept clear of items that can be tripped over and all areas under stairways that are egress must not be used to store combustibles.
- 1.20.10 Materials and equipment must not be stored against doors, exits, fire ladders or fire extinguisher stations.
- 1.20.11 Aisles must be kept clear at all times.
- 1.20.12 Work areas must be maintained in a neat orderly manner.
- 1.20.13 Trash and refuse must be thrown in proper waste containers.
- 1.20.14 Spills must be wiped up promptly.
- 1.20.15 Files and supplies must be stored in such a manner to prevent damage to the supplies and injury to employees when they are moved. The heavier the item, the closer it should be stored to the floor.
- 1.20.16 All cords running into walk areas must be taped down or inserted through rubber protectors to avoid tripping hazards.
- 1.20.17 Material must be securely stacked on top of lockers, file cabinets or other high places.

- 1.20.18 Lower desk or cabinet drawers must never be left open. Care should also be taken when opening or closing drawers to avoid pinching fingers.
- 1.20.19 No more than one upper drawer is to be opened at a time; particularly the top two drawers on a tall file cabinet.
- 1.20.20 Proper lifting techniques must always be used.
- 1.20.21 Moving objects which are too heavy must never be attempted. The supervisor must be contacted when help is needed to move a heavy object.
- 1.20.22 Caution must be taken when carrying material by watching for obstructions, loose material, etc.
- 1.20.23 Fans used in the work area must be equipped with guards which will prevent fingers from being inserted.
- 1.20.24 Equipment such as scissors, staples, etc. must be used for their intended purpose.
- 1.20.25 Cleaning supplies must be stored away from edible items on kitchen shelves.
- 1.20.26 Solutions that may be poisonous must be kept in well labeled containers.
- 1.20.27 Radios must not be played loudly.

## **1.21 Fire Prevention**

- 1.21.1 All electrical equipment must be plugged into appropriate wall receptacles or into an extension of only one cord of similar size.
- 1.21.2 Three-pronged plugs must be used to ensure continuity of ground.
- 1.21.3 Individual heaters at work areas must be kept clear of combustible materials such as drapes or waste baskets.
- 1.21.4 Individual heaters at work areas must be equipped with tip-over switches.
- 1.21.5 Appliances such as coffee pots, microwaves, etc. must be kept in proper working order and periodically inspected for signs of wear, heat or frayed cords.
- 1.21.6 Cleaning solvents and flammable liquids must be stored in appropriate containers and clearly marked.
- 1.21.7 All fire extinguishers not in good working condition must be reported to the Safety Coordinator immediately.
- 1.21.8 When smoking may create a hazard where combustible material is stored or handled, "NO SMOKING" signs must be posted.
- 1.21.9 All combustible material, such as oily rags or waste material, must be stored in metal or metal-lined containers with tight-fitting covers.
- 1.21.10 Fire extinguishers must be mounted every 75 feet, with the top no higher than three (3) to five (5) feet above floor level.
- 1.21.11 Fire extinguishers must be serviced and tagged (by state licensee) annually and after each use.
- 1.21.12 Signs must be posted indicating locations of fire extinguishers.

- 1.21.13 All sprinkler systems, fire hydrant systems, standpipe systems, fire alarm systems, and other fire protection systems must be maintained in operative condition at all times and must be replaced or repaired when defective.
- 1.21.14 All fire extinguishers must be for the type of materials in areas where they are to be used:
- Class A - Ordinary combustible fires
  - Class B - Flammable liquid, gas or grease fires
  - Class C - Energized-electrical equipment.
- 1.21.15 Fire department number must be posted in the switchboard area, with the name of an employee(s) assigned to phone the fire department in the event of the absence of the Safety Coordinator, if the alarm sounds.
- 1.21.16 All employees must be periodically instructed in the use of extinguishers and fire protection and fire evacuation procedures.

## **1.22 Fire Evacuation**

- 1.22.1 In the event of a large fire, the alarm must be sounded and the building evacuated.
- 1.22.2 Upon hearing fire alarm employees must stop work safely and immediately and evacuate via the nearest clear exit. Employees shall proceed to their designated assembly area.
- 1.22.3 Only trained employees may attempt to respond to a small fire, by attempting to extinguish the fire.

## **1.23 Office Safety**

- 1.23.1 Do not stand on furniture to reach high places. Use the ladder or step stool to retrieve or store items that are located above your head.
- 1.23.2 Do not open more than one file cabinet drawer at a time.
- 1.23.3 Do not store anything on top of storage cabinets - put it inside.

## **1.24 Generators**

- 1.24.1 Do not run engine in an enclosed area.
- 1.24.2 Do not run engine at excessive speeds.
- 1.24.3 Do not check for spark with spark plug or spark plug wire removed. Use an approved tester.
- 1.24.4 Do not tamper with governor springs, governor links or other parts which may increase the governed engine speed.
- 1.24.5 Do not operate engine without a muffler.
- 1.24.6 Do not touch hot muffler, cylinder, or fins as contact may cause burns.
- 1.24.7 Do not refuel indoors when area is not well ventilated.
- 1.24.8 Do not operate engine with an accumulation of grass, leaves, dirt or other combustible material in the muffler area.
- 1.24.9 Do not run engine with air cleaner or air cleaner cover removed.
- 1.24.10 Follow proper maintenance schedule.

- 1.24.11 Do not place hands or feet near moving or rotating parts.
- 1.24.12 Do not operate engine if gasoline is spilled.
- 1.24.13 Do not operate engine when an odor of gasoline is present or other explosive conditions exist.
- 1.24.14 Do keep cylinder fins and governor parts free of grass and other debris.

## **1.25 Hand Tools Safety**

### **1.25.1 General**

- Employers are responsible for the safe condition of tools used by employees, including those tools which are furnished by employees for use in the workplace.
- All tools must be restricted to the task for which they are intended.
- All employees must be made aware of the hazards caused by faulty or improper use of hand tools, such as using a screwdriver as a chisel.
- Hand tools such as chisels, punches, etc. which can develop "mushroom" heads during use must be reconditioned or replaced as necessary.
- Broken and fractured handles on equipment such as hammers, axes and similar tools must be replaced promptly.
- Appropriate safety glasses, face shields, etc., must be used when using hand tools or other equipment which produce flying materials, or that are subject to breakage.
- Eye and face protection must be worn when driving hardened or tempered studs, nails, or rivets.
- Tools with cutting edges must be kept sharp to ensure the tool will move smoothly without binding or skipping.
- Tools must be stored in a dry and secure location when not in use.
- Tools must not be left lying where others can slip or trip over them.
- Tool with sharp edges must be carried in sheaths, never loose in the pocket, and always pointed away from the body.
- Tools that cannot be repaired must be destroyed or disposed of.

### **1.25.2 Hammers**

- Select the proper size and type of hammer for the job. Use soft hammers on machine parts, hardened parts, and finished work.
- Be sure the handle is not cracked or loose.
- Oily hands or hammer handles will cause the hammer to slip.
- Grip a hammer near the end of the handle not near the head.
- Hammers with chipped faces are dangerous and must be replaced.

### **1.25.3 Miscellaneous Bench Tools**

- Do not carry sharp-pointed tools, such as scribes, dividers, and screwdrivers in your pockets.
- Place your tool on the bench in such a way that any sharp points will not puncture your hands.
- Arrange your tools neatly on the bench so they will not roll off.
- Pliers with worn or smooth jaws are liable to slip and should be replaced.
- Surface plates are precision tools and should never be used for hammering, stamping, or for rough work which might scratch them.

### **1.25.4 Files**

- Be sure the files have a handle that is well-secured to the file.
- Select the correct shape, size, and cut of file for your job.
- Do not strike a file against metal vises and other objects.
- Dull files should be replaced.
- Files that are clogged with soft metal should be cleaned with a wire brush and not a wire wheel.

#### 1.25.5 Scrapers

- Check the scraper to be sure it is sharp.
- Hold it in such a way that it will not slip.
- Never grip a scraper on the sharp edges.
- Never carry a sharp-pointed scraper in your pocket. Place it on your machine or bench so you won't jab your hand.

#### 1.25.6 Screwdrivers

- Use the correct type of screwdriver for the screw, e.g., Phillips, slotted, Torx, etc.
- The blade of a screwdriver must fit the slot of the screw correctly.
- Do not use screwdrivers whose blades are worn, dull, chipped or broken.
- Avoid holding small work in your hand when using a screwdriver.
- Be sure the handles have no sharp burrs and are not split.
- For electrical work use screwdrivers with insulated handles.
- Screwdrivers have been designed to fulfill one function, namely, to insert and remove screws. Do not use them as chisels, punches, or for any other uses.

#### 1.25.7 Wrenches

- Use a socket or box wrench whenever possible.
- You should never use a wrench that does not fit the nut or bolt head properly. Loose-fitting wrenches are not only dangerous to use, but will soon ruin the corners of bolt heads and nuts.
- A wrench is not a hammer, never use it as such.
- Keep yourself well braced and be careful not to lose your balance. Do not throw your weight against a wrench.
- If necessary to use a hammer on a large wrench use a soft faced hammer.
- Wrenches should be kept free of oil and grease.
- Do not use wrenches around revolving machine parts, work, or cutters.

#### 1.25.8 Pliers—locking, slip-joint, etc.

- Do not use pliers with worn or broken faces.
- Do not use pliers as a wrench.
- When using pliers, be sure that no burr is left that will create a future hazard.

#### 1.25.9 Hazardous Materials

- A Hazardous Material Inventory Statement must be maintained and made available to all employees requesting such information.
- A Hazard Communication Program ("Right to Know") must be made readily available to all employees.
- An individual must be assigned for the responsibility of maintaining Material Safety Data Sheets, labeling, and employee training.
- All containers for hazardous substances must be labeled with product identity and

hazard warnings.

- All employees must be trained and signed off on a Hazard Communication Program, where one exists.
- Follow the instructions on the label and in corresponding Material Safety Data Sheet (MSDS) for each chemical product you will be using in your workplace.
- Use personal protective clothing or equipment such as neoprene gloves, rubber boots, shoe covers, rubber aprons, and protective eyewear, when using chemicals labeled: “Flammable”, “Corrosive”, “Caustic” or “Poisonous”.
- Always use your chemical goggles and the face shield when handling chemicals labeled “Corrosive” or “Caustic”. Do not use protective clothing or equipment that has split seams, pin holes cuts, tears, or other visible signs of damage. Each time you use your gloves, wash them, before removing the gloves, using cold tap water and normal hand washing motion. Always wash your hands after removing the gloves.
- Do not use chemicals from unlabeled containers or unmarked cylinders.
- Do not perform “hot work” such as welding, metal grinding or other spark producing operations, within 50 feet of containers labeled, “Flammable” or “Combustible”.
- Do not drag containers labeled “Flammable.” Use the rubber cradle when transporting unpacked, glass bottles of chemicals.
- Do not store chemical containers labeled “Oxidizer” with containers labeled “Corrosive: or Caustics”.

#### 1.25.10 Heat Stress

When heat is combined with other stresses such as hard physical work, loss of fluids, fatigue or some medical condition, it may lead to heat-related illness, disability and even death. This can happen to anyone, even the young and fit.

##### 1.25.10.1 Acclimatization

- Varies per individual amount of time to acclimate. A new employee may not be as acclimatized to working in the heat compared to a veteran employee.
- Limit time in hot environment if new on job or away from work.
- Gradually increase time and/or physical demands each day.
- Health problems and/or poor physical condition can lead to longer periods of acclimatization

##### 1.25.10.2 How to Avoid Heat Stress

- In conditions of extreme heat, each employee should drink 4 glasses of water every hour.
- Eat lightly and often
- Work at your own natural pace
- Take frequent breaks
- Work harder in early morning and late afternoon
- Increase ventilation
- Wear light, loose fitting clothing. Wear a sun hat with a wide brim.
- Wash regularly to keep skin clean and dry
- Employers must ensure that employees have access to water (2 gallons per employee per 8-hr shift) and access to shade.
- Employers shall ensure that employees are able to summon emergency medical services and direct them to the job site if an employee becomes ill due to the heat.
- Whenever you feel the symptoms of heat stress, stop work and let your supervisor

know as soon as possible.

## **1.26 Hoisting Equipment**

- 1.26.1 Each overhead electric hoist must be equipped with a limit device to stop the hook travel at its highest and lowest points of safe travel.
- 1.26.2 Each hoist must automatically stop and hold any load up to 125 percent of its rated load.
- 1.26.3 The rated load of each hoist must be legibly marked and visible to the operator.
- 1.26.4 Stops must be provided at the safe limits of travel for trolley hoists.
- 1.26.5 The controls of all hoists must be plainly marked to indicate direction of travel or motion.
- 1.26.6 Each cage-controlled hoist must be equipped with an effective warning device.
- 1.26.7 Close-fitting guards or other suitable devices must be installed on hoists to assure hoist ropes will be maintained in the sheave grooves.
- 1.26.8 All hoist chains or ropes must be of sufficient length to handle the full range of movement for the application, while maintaining two full wraps on the drum at all times.
- 1.26.9 Nip points or contact points between hoist ropes and sheaves which are permanently located within 7 feet of the floor, ground or working platform must be guarded.
- 1.26.10 Kinked or twisted chains or ropes must never be used.
- 1.26.11 Operators must avoid carrying loads over people whenever possible.
- 1.26.12 Only employees who have been trained in the proper use of particular equipment are allowed to operate it.

## **1.27 Hydraulic Presses**

- 1.27.1 The pressures in any hydraulic system on a hydraulic press drill must not exceed the safe working pressure of any material used in the press.
- 1.27.2 The employer must establish a program of periodic and regular inspections of presses to ensure that all parts and safeguards are in safe operating condition.
- 1.27.3 Any person who modifies a press must furnish the Safety Coordinator with instructions of the modification to establish new and/or changed guidelines for use and care of modified press, and employees are to be trained on the new procedure before returning to operation.
- 1.27.4 The employer must train and instruct the operator in safe methods of operation before starting any operation of press and ensure that correct operating procedures are being followed.
- 1.27.5 Assigned personal protective equipment must be worn around the press at all times.
- 1.27.6 The floor space around the press must remain dry and clean.
- 1.27.7 When size and shape of material is of odd shape or size, the operator must maintain a safe distance ( to the side if possible) from the point of operation, using a hand tool if necessary, to ensure operator's hands do not enter point of operation or operation of press will not cause bodily harm.

## **1.28 Industrial Steel Storage Racks (Over 12 feet and designed to hold pallets)**

- 1.28.1 A permanent plaque 50 square inches in area must be displayed showing the maximum permissible unit load in clear print.
- 1.28.2 The bottom of all posts must have bearing plates and be anchored to the floor.
- 1.28.3 Lower portions of posts exposed to damage by forklift trucks or moving equipment must have protective devices. Exception: rack structure may be designed to maintain its full design load capacity at allowable stresses with the exposed post capacity reduced by one-half.
- 1.28.4 Racks braced against a building structure must be designed for those forces imposed on the building structure.
- 1.28.5 Where rack height requires it, a conspicuous warning must be placed in the owner's instruction manual of any restrictions on shelf placement or shelf removal.
- 1.28.6 Employees performing work on any surface over 16" above the floor must be secured by a fall protection device that complies with the Cal/OSHA fall protection standard in Title 8 California Code of Regulations.
- 1.28.7 Heaviest material should be stored at the lowest level possible, with lighter materials being stored on the higher levels.

## 1.29 Ladder Safety

Because ladders are so commonplace, their safety precautions are often not followed. About 65,000 Americans per year are injured while using a ladder.

### 1.29.1 General Policy – Always

- Follow the ladder safety rules printed in these guidelines and on the ladder
- Inspect ladders before using them
- Ensure you have the required ladder(s) with you

### 1.29.2 Choosing a Ladder

1.29.2.1 Select the right ladder for the task. A ladder's type is determined by how much weight it can safely support. A ladder should be selected which can hold your weight, plus any tools, plus any materials.

Type 1A	Extra Heavy Duty Industrial Ladder	300 pounds capacity
Type 1	Heavy Duty Industrial Ladder	250 pounds capacity
Type 2	Medium Duty Commercial Ladder	225 pounds capacity
Type 3	Light Duty Household Ladder	200 pounds capacity

1.29.2.2 Extension ladders vary in length. Choose one that is about three feet taller than the job, plus allowing for the one foot out for every four-foot rise rule. Don't use a ladder that is so tall that the extra height presents a hazard. Extension ladders should have the proper overlap depending on their maximum length:

- Three foot overlap for a 32 foot ladder
- Four foot overlap for a 32 to 36 foot ladder
- Five foot overlap for a 36 to 48 foot ladder
- Six foot overlap for a 48 foot ladder

### 1.29.3 Pre-use check

- Ladders must be periodically inspected by a competent person for visible defects, and after any incident that could affect the ladder's safe use.
- The minimum clear distance between side rails for portable ladders is 11½ inches
- Rungs/steps of both portable and fixed ladders must not be vertically spaced less than 10 inches apart, or more than 14 inches apart.
- Rungs/steps must be parallel, level and uniformly spaced when the ladder is in position for use.
- Rungs/steps of portable ladders must be corrugated, knurled, dimpled, coated with skid-resistant paint, or otherwise treated to minimize slipping.
- Rungs/steps must be intact and free from grease, oil or other slipping hazards
- Side rails and rungs/steps must be free of splinters or sharp edges, which could lead to puncture or laceration wounds, or snag clothing.
- Metal ladders must not be dented or bent. Fiberglass ladders must not be cracked or torn. Ladders showing evidence of exposure to fire or corrosive chemicals should not be used.
- All ladder feet should be in place.
- All support braces and associated bolts/rivets must be in place and secure.
- On extension ladders, make sure the rope is not torn or frayed.
- On stepladders, make sure the hinge spreader is working properly.
- Wood ladder components must not be coated with any opaque covering (paint, plastic, etc.) except for required identification or warning labels, which may be placed on only one face of a side rail.

#### 1.29.4 Using a ladder

- If you have any fear of heights – STOP – don't climb a ladder – let somebody else do it.
- Read and follow all manufacturer's labels and warning stickers on the ladder.
- Stepladders should only be used fully opened, with the spreaders locked.
- Never step on the spreader of a stepladder.
- Never climb on the rear section of a stepladder unless it is designed for use on both sides.
- Never stand or sit on the top rung or the top of a stepladder.
- Carefully raise an extension ladder before extending it. If in doubt, get a co-worker to help. Secure the foot of the ladder before extending it.
- The base of a ladder should be away from the building/wall ¼ of the distance from the ground to the ladder's support or contact point on the building/wall.
- Use both hands when climbing. Hoist tools up in a bucket, or wear a tool belt.
- Don't stretch so far sideways to reach something that your belly button is past the side rail of the ladder. Climb down and move the ladder.
- Always face toward the ladder when climbing up or down.
- Be very careful when using a ladder in wet conditions – you may not have as much stability as when it's dry.
- Make sure all the ladder's feet are secure on a stable, level, and firm surface – unless secured to prevent accidental movement.
- For more than a one-time use, make sure the base and the top of the ladder are tied off or otherwise secured.
- Wear proper footwear.
- Carry an extension ladder horizontally, not vertically. Get help. Watch your step.
- Never use a ladder for uses it's not intended for, such as in place of scaffolding.

- Never allow more than one person at a time on a ladder.
- Ladders placed in areas such as doorways, passageways, driveways, etc., must be secured, or barricades must be placed to keep pedestrians, traffic, doors, etc. away from the ladder.
- The area around the top and bottom of a ladder should be kept clear of other activities.
- Ladders must not be moved, shifted or extended while in use.
- Ladders must have non-conductive side rails if used where workers could come into contact with energized electrical equipment or conductors.
- Immediately red-tag defective ladders: “Do Not Use” or Out of Service” and make sure they are not used.

#### 1.29.5 **Training**

Each employee using a ladder must be able to recognize hazards related to the ladder and its use, and be able to use proper procedures to minimize such hazards. Each employee must understand:

- The nature of fall hazards in the work area;
- The correct procedures for erecting, maintaining and lowering the ladder;
- The proper construction, use, placement and care of the ladder; and
- The maximum load-carrying capacity of the ladder

### 1.30 **Lathe Safety**

#### 1.30.1 **Manual Lathes**

- Eye or face protection must be worn by operators when lathe is in use.
- Floor around lathe is to remain dry and free from debris and scrap. Scrap must be removed as needed to provide safe operation of lathe. Keep area around lathe free from unnecessary tools and equipment.
- Long hair should be secured and lathe operator must not wear loose clothing, jewelry, or other objects that could become entangled.
- Never leave chuck key in the chuck, even momentarily.
- Guard or positive interlock must be in place to prevent forward movement of charger.
- Cutting tools should be inspected prior to use to ensure that they are sharp and free from defects.
- Before starting lathe, make sure that cutters are securely mounted.
- Before starting lathe, manually turn the chuck to ensure that material is properly mounted and turns freely.
- Rotating parts of lathe should be guarded to control flying material. A metal hood guard of not less than 1/8" thick can be hinged.
- Arrange feed rolls and feed mechanisms so that stock does not have to be pushed through.
- Emergency stop button must in be proper working condition and within easy reach of lathe operator.
- Ensure that raw stock is free from unknown splits, cracks, checks, voids, inclusions, or other defects that could cause an incident.
- Do not operate lathe at too high a speed, especially when roughing out raw stock.
- Do not cut too near the headstock.

#### 1.30.2 **Automatic Lathes**

- Completely enclose cutters with hood or cover.

- Lathes for turning long pieces of stock held only between two centers shall be equipped with long curved guards extending over the top of the lathe to prevent work pieces from being thrown out of the machine.

1.30.3 **PPE: The following Personal Protective Equipment is required:**

<b>Gear:</b>	<b>When</b>	<b>To Protect Against:</b>
Safety glasses or goggles	Always	Flying objects
Respiratory protection with HEPA filter	a) When sanding or doing high-speed finish cutting on wood b) When working with wood that is a known health hazard	Inhaling dust

### 1.31 Lead Soldering

- 1.31.1 All surfaces must be maintained as free as practicable of accumulations of lead.
- 1.31.2 Floors and other surfaces where lead accumulates may NOT be cleaned by the use of compressed air. Shoveling, dry or wet sweeping, and brushing may be used only where vacuuming or other equally effective methods have been tried and found not to be effective.
- 1.31.3 Where vacuuming methods are selected, the vacuums must be used and emptied in a manner which minimizes the re-entry of lead into the workplace. Those vacuum systems which exhaust air into workplace particulate air filters. High efficiency particulate air filter means 99.97% efficient against 0.3 micrometer size particles.
- 1.31.4 Food or beverages are not present or consumed, tobacco products are not present or used, and cosmetics are not applied.
- 1.31.5 Employees must wash their hands prior to eating, drinking, smoking, or applying cosmetics.
- 1.31.6 Whenever air monitoring of lead is performed, the employer must notify each employee in writing of the results within 5 working days of receipt of the results.
- 1.31.7 The employer is required to implement a training program and ensure the participation of employees who are subject to exposure. This program must inform the employees of the protective measures that can be taken, the danger of lead to their bodies, and their rights under the standard.

### 1.32 Lifting Procedures

- 1.32.1 Plan the move before lifting; ensure that you have an unobstructed pathway.
- 1.32.2 Test the weight of the load before lifting by pushing load along its resting surface.
- 1.32.3 If the load is too heavy or bulky, use lifting and carrying aids such as hand trucks dollies, pallet jacks and carts, or get assistance from a co-worker
- 1.32.4 If assistance is required to perform a lift, coordinate and communicate your movements with those of your co-worker. Position your feet 6-12 inches apart with one foot slightly in front of the other.
- 1.32.5 Face the load.
- 1.32.6 Bend at the knees, not at the back.
- 1.32.7 Keep your back straight.

- 1.32.8 Get a firm grip on the object using your hands and fingers. Use handles when they are present.
- 1.32.9 Hold the object as close to your body as possible. While keeping the weight of the load in your legs, stand to an erect position.
- 1.32.10 Perform lifting movements smoothly and gradually; do not jerk the load.
- 1.32.11 If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. Do not twist at the waist. Set down objects in the same manner as you picked them up, except in reverse.
- 1.32.12 Do not lift an object from the floor to a level above your waist in one motion. Set the load down on a table or bench and then adjust your grip before lifting it higher.
- 1.32.13 Never lift anything if your hands are greasy or wet. Wear protective gloves when handling objects that have sharp corners or jagged edges.
- 1.32.14 Slide materials to the end of the tailgate before attempting to lift them off of a pick-up truck.
- 1.32.15 Do not lift over the walls or tailgate of the truck bed.

### **1.33 Machine Equipment Safety (General) & Guarding**

- 1.33.1 All "pinch points" and "shear points" of machines, parts of machines, or component parts of machines which create hazardous revolving, reciprocating, running, shearing, punching, pressing, squeezing, drawing, cutting, rolling, mixing or similar action, not guarded by the machine's frame or by its location, must be guarded against potential contact.
- 1.33.2 A machine stopping device must be within easy reach of machine operator(s) and in correct operating order.
- 1.33.3 Keep fingers and hair away from all moving parts of operating equipment.
- 1.33.4 All equipment guards must be in place before operation.
- 1.33.5 Proper clothing must be worn at all times.
- 1.33.6 Gasoline must not be used for cleaning purposes.
- 1.33.7 Keep machines well oiled. Always wipe off excess oil.
- 1.33.8 Use only wrenches which fit properly. Open-end or socket wrenches should be used whenever possible. Avoid using adjustable wrenches if possible.
- 1.33.9 Be sure the speed, feeds and stops are correctly set before turning on power.
- 1.33.10 Be sure all attachments fit properly.
- 1.33.11 Clean spindle holes and shanks before assembling parts.
- 1.33.12 When raising and lowering tables and heads, be sure the clamps are loose.
- 1.33.13 Replace the guards before starting machines, or after making adjustments or repairs to the machine.
- 1.33.14 Do not remove, alter or bypass any safety guards or devices when operating any piece of equipment of machinery. Do not wear loose clothing or jewelry in the machine shop. Long hair must be contained under a net, regardless of gender.

1.33.15 Read and obey safety warnings posted on or near any machinery. Do not try to stop a work piece as it goes through any machine. If the machine becomes jammed, unplug it before clearing the jam.

1.33.16 **PPE: Specific tasks may require further specific PPE. The following Personal Protective Equipment is required:**

<b>Gear:</b>	<b>When</b>	<b>To Protect Against:</b>
Safety glasses or goggles	Always	Flying objects
Ear plugs or muffs	When signs on machine require it	Noise-induced hearing loss
Leather gloves	When handling sharp metal	Cuts
Safety-toed shoes	When handling heavy objects	Objects falling on toes

### 1.34 Metal Presses

1.34.1 Presses must be maintained in safe operating condition.

1.34.2 Presses must be inspected at least once a week, with records maintained in respect to the clutch, brake mechanism, anti-repeat feature, and the single stroke mechanism.

1.34.3 Any modification to the press must be accompanied by accurate guidelines for use and care of the modified press.

### 1.35 Mouse Droppings Potentially Infected with Hantaviruses

#### 1.35.1 Indoors

- Keep a clean work area, especially kitchens (wash dishes, clean counters and floor, keep food covered in rodent-proof containers).
- Keep a tight-fitting lid on garbage cans.
- Set and keep spring-loaded rodent traps. Set traps near baseboards because rodents tend to run along walls and in tight spaces rather than out in the open.
- Set Environmental Protection Agency-approved rodenticide with bait under plywood or plastic shelter along baseboards. These are sometimes known as "covered bait stations." Remember to follow product use instructions carefully, since rodenticides are poisonous to pets and people, too.
- Seal all entry holes 1/4 inch wide or wider with lath screen or lath metal, cement, wire screening or other patching materials, inside and out
- Spray flea killer or spread flea powder in the area before setting traps. This is important. If you control rodents but do not control fleas as well, you may increase the risk of infection, since fleas will leave rodents once the rodents die and will seek out other food sources, including humans.

#### 1.35.2 Outdoors

- Clear brush, grass and junk from around building foundations to eliminate a source of nesting materials.
- Use metal flashing around the base of wooden, earthen or adobe homes to provide a strong metal barrier. Install so that the flashing reaches 12 inches above the ground and six inches down into the ground
- Elevate hay, woodpiles and garbage cans to eliminate possible nesting sites. If possible, locate them 100 feet or more from buildings
- Trap rodents outside, too. Poisons or rodenticides may be used as well, but be sure to keep them out of the reach of children or pets.

- Encourage the presence of natural predators, such as non-poisonous snakes, owls and hawks.
- Remember, getting rid of all rodents isn't feasible, but with ongoing effort you can keep the population very low

### 1.35.3 Clean Up Infested Areas, Using Safety Precautions:

- Put on latex rubber gloves before cleaning up.
- **Do not** stir up dust by sweeping up or vacuuming up droppings, urine or nesting materials
- Instead, thoroughly wet contaminated areas with a hypochlorite solution prepared by mixing 1 and ½ cups of household bleach in 1 gallon of water. When using the chlorine solution, avoid spilling the mixture on clothing or other items that may be damaged.
- Once everything is wet, take up contaminated materials with a damp towel, then mop or sponge the area with disinfectant.
- Spray dead rodents with disinfectant, then double-bag along with all cleaning materials and bury or burn—or throw out in appropriate waste disposal system. If burning or burying isn't feasible, contact your local or state health department about other disposal methods.
- Finally, disinfect gloves before taking them off with disinfectant or soap and water. After taking off the clean gloves, thoroughly wash hands with soap and warm water.
- When going into buildings or outbuildings (or work areas) that have been closed for a while, open them up and air out before cleaning.

## 1.36 Mowers, Riding

- 1.36.1 This shall refer to any powered mower on which the operator rides, or which is towed behind a tractor on which the operator rides.
- 1.36.2 As with any gasoline powered equipment, always refer to the Owner's Manual and become familiar with the operating requirements and limitations of the machine before operation.
- Only trained operators should operate an industrial mower.
  - Handle gasoline with care.
  - Refuel before starting work.
  - Do not smoke while handling fuel.
  - Use extreme caution when refueling a hot engine, to avoid spills that could start a fire.
  - Avoid spilling fuel or oil. Always wipe unit dry before using.
  - Always store gasoline in approved container.
  - Always replace the lid on any fuel container.
  - Use only "safety cans" equipped with anti-flashback nozzles.
  - Never operate the mower without proper guards, plates or other safety protective devices in place.
  - Do not allow bystanders or animals in work area. Objects may be thrown 300 feet by the blades.
  - **Disc mower** curtain (deflector, safety or discharge) guards cannot prevent all material from escaping the blade enclosure area.
  - Keep curtain guards in place and down, as close to the ground as possible.
  - Do not operate mower with cutter bar raised off the ground.
  - Do not operate mower with missing or damaged curtain guards.
  - When operating a **disc mower**, an enclosed ROPS cab with seatbelt is required for

operator protection from thrown objects. Keep windows closed on the side facing the blade area.

- Be particularly observant for children; they will be attracted by the mower activities.
- Always wear safety glasses.
- Always wear ear protectors.
- Always wear sturdy rough soled work shoes.
- Use a dust filter mask to avoid breathing dust if large quantities of dust are generated.
- Always examine mower before use to ensure it is in good working condition.
- Do not allow anyone to ride on the tractor or the mower.
- Check the brake action every time before operating the mower. Adjust if necessary.
- Never leave the machine running and unattended.
- When parking the vehicle (permanently or temporarily);
  - Disengage PTO before shutting off engine.
  - Set the parking brake.
  - Allow all moving parts to stop.
  - Lower mower to the ground.
  - Shut off engine.
  - Lock ignition and remove key.
  - Relieve hydraulic system pressure by moving controls several times in all directions.
- Make no adjustments of any kind with the machine running. Stop the machine, disengage the PTO, set the brakes, stop the engine, and remove the key. Wait for all moving parts to stop.
- Clear the work area of objects that might be thrown. If you hit an object, stop the machine and inspect it. In rough or rocky fields, follow the manufacturers' recommendations, which may include:
  - Installing topping shoes to increase ground clearance.
  - Raise cutter bar to avoid objects.
  - Keep cutter bar level to prevent blade wear and damage.
  - Do not operate with bent, broken, cracked or damaged blades or blade bolts.
- Operate the machine only in a well ventilated area. (The engine exhaust can be deadly in an enclosed space!)
- Before working with mower blades wear gloves or wrap the blades with rags. (The blades are sharp and can cut you.)
- Don't leave clippings piled against combustible material(s) [such as a wooden fence]. *Damp clippings are a fire hazard!*
- Never operate the unit on wet grass.
- If the mower starts to vibrate, stop operation and check for loose parts or blade.
- Always mow across the face of a slope when possible. Mow down hill on steep slopes to avoid overturning.
- Stop the blade before crossing gravel drives, walks or roads.
- Never check for hydraulic or fuel leaks with the bare hand. Use cardboard or wood. High pressure fluid can penetrate the skin, causing a serious injury.

### **1.37 Pallet Jack Use**

- 1.37.1 Only pallet jack operators may operate pallet jacks. Do not exceed the manufacturer's load rated capacity. Read the lift capacity place on the pallet jack if you are unsure.
- 1.37.2 Never unload material where it may obstruct exits.

- 1.37.3 Never park vehicles in or around exits and walkways.
- 1.37.4 Walkways are to be kept clear.
- 1.37.5 Stunt driving and horseplay are strictly prohibited.
- 1.37.6 Appropriate guards and safety shields must be in place during operations.
- 1.37.7 Pallet jacks must not be operated with any broken or severely worn parts.
- 1.37.8 Pallet jack operators must always demonstrate safe operating skills.
- 1.37.9 No one is allowed to ride on the pallet jack.
- 1.37.10 No loose clothing may be worn in or around the pallet jack while it is running.
- 1.37.11 When transporting up a slope, the pallet jack will be operated with the load-engaging means downgrade.
- 1.37.12 Always slow down at cross aisles and other locations where vision is obstructed.
- 1.37.13 Ascend and descend grades slowly and in a straight line.
- 1.37.14 Aisles used by pallet jacks must be at least two feet wider than the widest pallet jack.

## **1.38 Personal Protective Equipment**

### **1.38.1 General**

- All protective equipment shall be maintained in a sanitary condition and ready for use.
- Loose or frayed clothing, dangling ties, necklaces, or rings shall not be worn around moving machinery or other sources of entanglement.

### **1.38.2 Eye Protection**

- Safety glasses or safety goggles are to be worn while operating equipment that may produce flying particles, sparks or chemical hazards, including using compressed air.

### **1.38.3 Body Protection**

- Protective coveralls, aprons and/or jackets must be used as needed to protect the person from conditions that could cause injury.

### **1.38.4 Hand Protection**

- Protective gloves, aprons, shields, etc. must be used as needed to protect against corrosive liquids and chemicals.

### **1.38.5 Hard Hats or Caps**

- Approved ANSI hard hats or caps must be used as needed to protect the person from exposure to head injury from falling objects or overhead obstruction exists.

### **1.38.6 Hearing Protection**

- Wear hearing protection in all areas identified as having high noise exposure.
- NOTE: MUSIC EAR BUDS OR OTHER SIMILAR DEVICES (CELL PHONE, ETC) SHALL NOT BE USED UNDERNEATH HEARING PROTECTIVE ANSI RATED EAR PLUGS OR EAR MUFFS.

### **1.38.7 Foot Protection**

- Shipping / Receiving and material handling employees are identified as being exposed

to foot injuries due to falling objects. These employees are required to wear safety toe shoes during the course of their duties.

- Production and Janitorial employees are identified as being exposed to slipping hazards and are required to wear shoes with slip resistant soles during the course of their duties.
- Lab employees are identified as being exposed to corrosive and poisonous materials and are required to wear chemical resistant shoes.
- Maintenance employees are identified as being exposed to electrical hazards and are required to wear special electrical shock resistant shoes.

### **1.39 Pneumatic Tools**

- 1.39.1 Safety clips or retainers must be installed to prevent dies from being accidentally expelled from the barrel or other effective means to prevent accidents from this source must be used.
- 1.39.2 The tool must be operated in compliance with manufacturer's instructions.
- 1.39.3 The tool must be serviced and inspected for worn or damaged parts at regular intervals as recommended by tool manufacturer.
- 1.39.4 Before tools are placed back in service, all worn or damaged parts must be replaced by a qualified person.
- 1.39.5 The tool must not be used in an explosive or flammable atmosphere.
- 1.39.6 Operators must keep hands and feet clear of open barrel end and never point tool at another person.

### **1.40 Power Pruner**

- 1.40.1 Always read and understand the unit's operating and maintenance instructions before starting operation.
- 1.40.2 Always examine the Power Pruner before use to ensure it is in good working condition.
- 1.40.3 Always insure that the unit is assembled properly per the instruction manual.
- 1.40.4 Do not use any chain bar or attachment not authorized by the unit's manufacturer.
- 1.40.5 Do not operate under the influence of alcohol, medications, fatigue or substances that can impair your vision, dexterity or judgment.
- 1.40.6 Do not allow children to operate the unit.
- 1.40.7 Wear proper clothing to protect feet, legs, and other exposed body parts.
- 1.40.8 Secure hair above the shoulders.
- 1.40.9 Always wear ANSI approved safety glasses.
- 1.40.10 Always wear hearing protection.
- 1.40.11 Always wear a hard hat.
- 1.40.12 Always wear non slip gloves while operating the unit.
- 1.40.13 Avoid wearing loose clothing, scarf, necktie or jewelry,
- 1.40.14 Never wear open toed shoes or go barefoot or bare legged.
- 1.40.15 Refuel before starting work.

- 1.40.16 Handle gasoline with care.
- 1.40.17 Do not smoke while handling fuel.
- 1.40.18 Do not refuel a hot engine.
- 1.40.19 Avoid spilling fuel or oil. Always wipe unit dry before using.
- 1.40.20 Always mix the gasoline/oil fuel mixture before adding it to the fuel tank
- 1.40.21 Move at least 10 feet away from the fueling point before starting engine.
- 1.40.22 Always store gasoline in approved container.
- 1.40.23 Always replace the lid on any fuel container.
- 1.40.24 Use only "safety cans" equipped with anti-flashback nozzles.
- 1.40.25 Always drain the gas tank before storing for more than a few days.
- 1.40.26 Do not operate in unventilated area.
- 1.40.27 Do not allow bystanders or animals in work area.
- 1.40.28 Always check the cutting area for loose rocks, bits of metal or other debris before operation.
- 1.40.29 Start the engine while on the ground or in a stable, secure location.
- 1.40.30 Always start the engine in a clear area so the chain bar is not in contact with anything.
- 1.40.31 Always hold the unit down firmly while starting the engine.
- 1.40.32 Always keep both hands on the control handles.
- 1.40.33 Do not operate one handed.
- 1.40.34 Do not cut directly overhead.
- 1.40.35 After shut down, always keep hands and feet clear of the chain bar until it stops moving.
- 1.40.36 Always shut down immediately if the unit starts to shake or vibrate.
- 1.40.37 Always use the appropriate harness.
- 1.40.38 Always shut the unit off when transporting or moving from tree to tree.
- 1.40.39 Always keep the chain bar away from your feet and legs.
- 1.40.40 Always be sure to attach a chain bar properly per the instructions.
- 1.40.41 Avoid chain bar kick-out by following all operation instructions and not using a pruner around fences, wires, posts, rocks, etc.
- 1.40.42 Do not cut with a dull or improperly-sharpened chain.
- 1.40.43 Do not operate the unit where it could contact electrical conduit, house wiring or power lines.
- 1.40.44 Do not operate the unit without good visibility and light.
- 1.40.45 Always disconnect the spark plug before you work on the unit or leave it unattended.
- 1.40.46 Do not operate the unit with a loose or defective muffler.
- 1.40.47 Do not remove the spark arrester from the muffler.
- 1.40.48 Always keep the unit in good working condition.

- 1.40.49 Always tighten fastening parts at regular intervals.
- 1.40.50 **WARNING:** Prolonged use of a Power Pruner may produce "white finger disease" (also known as Reynaud's phenomenon) or carpal tunnel syndrome. These conditions reduce the hand's ability to feel and regulate temperature, produce numbness and burning sensations and may cause nerve and circulation damage and tissue necrosis. If any of these symptoms appear, notify your supervisor and seek medical advice immediately.
- 1.40.51 **PPE: The following Personal Protective Equipment is required:**

<b>Gear:</b>	<b>When</b>	<b>To Protect Against:</b>
Ear plugs or muffs	Always	Noise-induced hearing loss
Safety glasses or goggles	Always	Flying objects
Hard hat	Always	Falling objects
Leather gloves	Always	Vibration
Safety-toed shoes	Always	Injury to toes from cutting blades, falling objects

### 1.41 Saws (Band)

- 1.41.1 Before operating the band saw all operators must read and understand the manufacturer's safety and operational guidelines.
- 1.41.2 Do not operate the tool if you are under the influence of any drugs, alcohol or medication that could affect your ability to use the tool properly.
- 1.41.3 Always wear eye protection. Always wear safety goggles or glasses that are in compliance with ANSI safety standard Z87.1.
- 1.41.4 Wear a face mask or dust mask.
- 1.41.5 Do not wear loose clothing, gloves, neckties, rings, bracelets or other jewelry which may get caught in moving parts. Non slip footwear is recommended. Wear protective hair covering to contain long hair.
- 1.41.6 Check tool for damaged parts and proper adjustments of blade tension, blade tracking and blade guides before starting the saw. Remember to unplug the saw before making any adjustments.
- 1.41.7 Keep all guards in place and in working order.
- 1.41.8 Remove adjusting keys and wrenches. Check tool for all non essential items before turning on.
- 1.41.9 Keep work area clean. Vacuum up saw dust as necessary.
- 1.41.10 Don't use this tool in damp or wet locations or expose it to rain.
- 1.41.11 Keep visitors and other employees away while operating.
- 1.41.12 Don't force the tool. It will do the job better and safer at the rate for which it was designed.
- 1.41.13 Use the right tool for the job. Don't use a band saw or attachment to do a job for which it was not designed.
- 1.41.14 Use of an extension cord is not recommended. If one is used make sure it is in good condition and of the right wire gauge to carry the electrical load.
- 1.41.15 Make sure the power switch is in the off position before plugging the saw in.

- 1.41.16 Use only manufacturers recommended accessories.
- 1.41.17 Never stand on the tool table.
- 1.41.18 Never leave the tool running unattended.
- 1.41.19 Never overreach and keep proper footing and balance at all times. Avoid awkward hand positions to prevent contact with the blade.
- 1.41.20 Keep tool blades sharp and clean for best and safest performance.
- 1.41.21 Follow instructions for lubricating and changing accessories.
- 1.41.22 Do not use tool in the presence of flammable liquids or gases.
- 1.41.23 Always operate the band saw in a well ventilated area. Use a dust collection system whenever possible.
- 1.41.24 The saw must be securely mounted in a manner that will eliminate hazardous vibration, walking, slipping or sliding at any operating speed.
- 1.41.25 The only exposed portion of a saw blade can be the portion used to cut. Adjust guides according to the height of the material being cut.
- 1.41.26 The slide guard on the band saw must be adjusted to within 1/4" of the material being cut.
- 1.41.27 All saws must have a clearly identified start/ stop button or switch.
- 1.41.28 Use extra caution with large, very small or awkward work pieces. They must be secured to prevent twisting, rocking or slipping while being cut.
- 1.41.29 Use extra supports to prevent work pieces from sliding off the table top. Never use another person in place of a table extension or to provide additional support for the work piece.
- 1.41.30 Plan intricate and small work carefully to avoid pinching the blade.
- 1.41.31 Secure small pieces with jigs or fixtures to prevent fingers or hands from coming in contact with the blade.
- 1.41.32 Support round work properly (with a V-block or clamp) to prevent rolling and the blade from biting.
- 1.41.33 Cut only one work piece at a time.
- 1.41.34 Use a push stick to avoid bringing fingers close to the blade.
- 1.41.35 Always turn the saw on and watch it run before each use. If there is excessive vibration or unusual noises stop the saw immediately. Correct the problem before restarting.
- 1.41.36 Always turn the saw off and unplug it before trying to free jammed material.
- 1.41.37 Always ensure that all moving parts have stopped before leaving the work area.

## **1.42 Saws (Circular)**

### **1.42.1 General Safety.**

- Safety glasses must always be worn when operating saws.
- All saws must be used in a manner that will minimize hazardous vibration at any operating speed.
- To cut all the way through the work, adjust the blade so that the gullets between the teeth just exit the wood.
- The blade guard on the saw must be adjusted to operate freely both during the cut and

afterward. Do not operate the saw if the lower guard does not move freely and close instantly. NEVER tie up the guard.

- All saws must have a clearly identified start/stop button or switch.
- Use a clamp, vise or other means to hold the work securely so that both hands are free to control the tool.
- Always check the tool for damage or other condition that may affect operation.
- Make certain that any adjusting keys or wrenches have been removed before turning the tool on.
- When making "blind" or plunge cuts, always check for hidden wires, conduit, etc.
- Be sure the tool is "OFF" before plugging it into an electrical connection.
- Do not carry a plugged-in tool with your finger on the trigger.
- Keep the cord away from cutting edges and moving parts.
- ALWAYS unplug the tool before changing blades or doing other maintenance on the tool.
- Do not stand directly behind the saw during cutting - "kickback" may cause the saw to jump backward.
- Be aware of the time it takes the blade to stop. Make sure the blade guard covers the blade before placing the saw onto bench or floor.
- Do not reach underneath the work or attempt to remove cut material while blade is moving.
- NEVER hold pieces to be cut in your hands or across your legs.
- When cutting is interrupted, allow the blade to come to a stop before attempting to remove or reposition the blade. (Kickback can occur.)
- Avoid cutting nails, screws, or other metallic objects embedded in the work.
- If you must replace the blade, make certain to use the correct blade manufactured for that particular brand and configuration of saw. (Not all saw blades are interchangeable. Refer to Operators' Manual).

#### 1.42.2 Understanding Kickback

- Wet, green or pressure treated lumber require special attention during cutting.
- When the blade is pinched or bound by the saw cut (the "kerf") closing, the blade stalls and the motor reaction drives the unit rapidly back toward the operator. Also, if the blade becomes misaligned in the cut, the teeth on the back of the blade can dig into the wood causing the blade to climb out of the cut. Using the saw to make excessively deep cuts increases the likelihood of kickback, as does the use of a dull or gummed-up blade.
- Improperly supported work can also cause kickback. As the cut progresses, the work loses rigidity and starts to "collapse", pinching the blade and causing it to bind.

#### 1.42.3 PPE: The following Personal Protective Equipment is required:

<b>Gear:</b>	<b>When</b>	<b>To Protect Against:</b>
Ear plugs or muffs	Always	Noise-induced hearing loss
Safety glasses or goggles	Always	Flying objects

### 1.43 Scaffold Safety

- 1.43.1 Begin with Good Footing. Use base plates, sills, footers, or combination on solid ground. Make sure scaffold is level and plumb and square.

- 1.43.2 **Reject Damaged Parts.** Bent or otherwise damaged end frames, braces, planks or accessories should not be used. Put them aside for replacement.
- 1.43.3 **Tie Scaffold to Building.** Maximum vertical tie spacing for a scaffold wider than three feet is first tie at closest frame header or bearer above three times the minimum base dimension, then 26 feet between intermediate ties and 30 feet horizontally
- 1.43.4 **Don't Short-Change Bracing.** Use braces at all points provided. Add extra braces if needed to insure rigidity and stability.
- 1.43.5 **Don't Overload Scaffolding.** Follow the safe capacities as given by the scaffold manufacturer. A 4-to-1 safety factor must be figured on scaffolding.
- 1.43.6 Use **Aluminum Plank** where available. If wood plank is used, it must be Scaffold Grade. Inspect plank thoroughly before every job to make sure it is free from breaks, knots, cracks or warping. Decking should the full width of the scaffold.
- 1.43.7 Use **Double Guardrails** with top rails at 42 inches, midrails and toeboards (4 inches high) on all exposed sides of platforms. Guardrail supports cannot be more than 8 feet apart.
- 1.43.8 **Inspect and Check.** Take no chances. Inspect the scaffold set-up after erection, and daily while in use. Don't remove any parts without approval of the Qualified Person.
- 1.43.9 **Don't Climb on Braces.** Use scaffold climbing ladders or stairways only. Ladder landing platforms should be at intervals not to exceed 35 feet.
- 1.43.10 **Protect Working Levels.** Use overhead canopies to protect workers (and the public!) at lower levels. Rope off unsafe areas underneath scaffold, or provide wire mesh around work area.
- 1.43.11 **Don't Ride on Moving Scaffold** and remember rolling scaffold units are limited in height to 3 times their narrowest base dimension.
- 1.43.12 **Check Safety Codes.** Cal/OSHA regulations and local safety codes should be consulted and approval obtained from all authorities on scaffold set-ups.

#### 1.44 Scissor Lift

- 1.44.1 When working from an elevated scissor lift, a worker need only be protected from falling by a properly designed and maintained guardrail system. However, if the guardrail system is less than adequate, or the worker leaves the safety of the work platform, additional fall protection device(s) such as personal fall arrest systems are required.
- 1.44.2 No employee shall ride, nor tools, materials, or equipment be allowed on a traveling scissor lift unless the following conditions are met:
  - The travel speed at Maximum Travel Height does not exceed 3 feet (0.9m) per second.
- 1.44.3 Self-propelled scissor lifts shall be equipped with electrical or other interlock means which will prevent driving them with the platform height greater than the Maximum Travel Height or at speeds greater than permitted at Maximum Travel Height.
- 1.44.4 The surface upon which the scissor lift is being operated is level with no hazardous irregularities or accumulation of debris which might cause a moving platform to overturn.
- 1.44.5 Scissor lifts shall be assembled, used, and disassembled in accordance with the manufacturer's instructions.
- 1.44.6 Scissor lifts shall be assembled, and used only by personnel who have been trained in their use.

- 1.44.7 Scissor lifts shall be inspected for damaged and defective parts before use.
- 1.44.8 Scissor lifts shall not be loaded in excess of the design working load and shall be taken out of service when damaged or weakened from any cause. They shall not be used until repairs are completed.
- 1.44.9 Ladders or other objects shall not be placed on top of scissor lifts to gain greater height.
- 1.44.10 Employees shall not work on scissor lifts when exposed to high winds, storms, or when they are covered with ice or snow (unless provisions have been made to ensure the safety of the employees).
- 1.44.11 Where moving vehicles are present, the work area shall be marked with warnings such as flags, roped off areas or other effective means of traffic control shall be provided.
- 1.44.12 Unstable objects such as barrels, boxes, loose brick, tools, debris, shall not be allowed to accumulate on the work platform.
- 1.44.13 In operations involving production of small debris, chips, etc., and the use of small tools and materials, and where persons are required to work or pass under the equipment, screens shall be required between toe boards and guardrails. The screen shall extend along the entire opening, shall consist of No. 18 gage U.S. Standard Wire 1/2 inch mesh, or equivalent.

#### **1.45 Stairs & Stairways**

- 1.45.1 All stairways must be at least 22 inches in width.
- 1.45.2 All stairways must have at least a 6 feet 6 inch overhead clearance.
- 1.45.3 Stairs must angle no more than 50 and no less than 30 degrees.
- 1.45.4 All stairs of hollow-pan type treads and landings must be filled with solid materials.
- 1.45.5 All step risers on stairs must be uniform from top to bottom, with no riser spacing greater than 7-1/2 inches.
- 1.45.6 Steps on stairs and stairways must be designed or provided with a surface that renders them slip-resistant.
- 1.45.7 All stairway handrails must have at least 1-1/2 inches clearance between the handrails and the wall or surface they are mounted on.
- 1.45.8 Handrails on all stairways must be capable of withstanding a load of 200 pounds applied in any direction.
- 1.45.9 On all stairways which exit directly into any area where vehicles may be operated, adequate barriers and warnings must be provided to prevent employees from stepping into the path of traffic.
- 1.45.10 Stairway landings must have a dimension measured in the direction of travel at least equal to the width of the stairway.

#### **1.46 Tagout for Machines**

- 1.46.1 Tagout is the use of devices, positive methods and procedures which effectively prevent unexpected or inadvertent use of a machine or piece of equipment while in an unsafe condition or under repair.

- 1.46.2 Machines and equipment capable of movement must be stopped and power disengaged, and if necessary, moveable parts must be mechanically blocked or locked-out to prevent accidental movement during cleaning, etc, unless the machine or equipment must be capable of movement to perform specific tasks.
- 1.46.3 If machines or equipment must be capable of movement to perform required tasks, proper tools must be used or other methods to protect employees from injury.
- 1.46.4 A sufficient number of accident preventive signs, tags or safety padlocks must be provided for any reasonably foreseeable repair.
- 1.46.5 Machines or equipment with readily adaptable lockable controls must be locked out or positively sealed in the "off" position during repair or set-up.
- 1.46.6 Accident prevention signs and/or tags must be placed on controls immediately upon identification of an unsafe machine condition, and remain on during repair work.
- 1.46.7 Person(s) placing a tag on a machine must sign their name to the back of the tag before placing it on the control button(s).
- 1.46.8 The only person with authority to remove a safety tag is the person(s) who's name appears on the back of tag.

## **1.47 Traffic Control**

### **1.47.1 General**

Employers will provide Lane Closure and Flagging training per the Federal Highway Administrations Manual on Uniform Traffic Control Devices for Streets and Highways (MUTCD) 2007 Edition and the MUTCD 2007 California Supplement before employees are allowed to perform traffic zone work. The employer must also provide a safe work environment when working in traffic zones by using Best Known Practices for Temporary Traffic Control Plan (TTCP) per the Federal Highway Administrations Manual on Uniform Traffic Control Devices for Streets and Highways (MUTCD) 2007 Edition and the MUTCD 2007 California.

- All traffic control operations will be in accordance with an Approved Written TTC plan, in detail appropriate to the complexity of the work project or incident, and shall be prepared and understood by all responsible parties prior to the site being occupied and on file with the City.
- All traffic control signs must be in place before work begins.
- Personal protective equipment will depend on the Job. Standard personal protective equipment is Safety toed shoes, Safety glasses, high visibility clothes, high visibility traffic vest with required retro-reflective material, Hearing protection, Gloves, Hardhat and Traffic signs and Equipment.

### **1.47.2 Planning for Traffic Control**

- 1.47.2.1 All work shall be planned in advance to keep traffic obstructions, public inconvenience, and lost work time to a minimum.
- 1.47.2.2 Codes of Safe Practices for all operations to be conducted at the site shall be reviewed prior to commencing work.
- 1.47.2.3 Checklists for all activities to be conducted will be filled out and kept on file until completion of the work activity
- 1.47.2.4 For difficult situations or circumstances review traffic TTC plans with the designated City representative at the site of the proposed TTC.

1.47.2.5 The following issues at a minimum shall be addressed in advance and reviewed at the work site prior to starting work:

- Traffic conditions.
- Existing traffic controls.
- Traffic lane requirements.
- Physical features.
- Visibility issues.
- Problems of access to private property.
- Business access and activities.
- The type, number, and location of signs, barricades, lights and other traffic devices required for the work.
- Bicycle and pedestrian traffic, including means of mitigating any adverse effect upon blind or other physical disabled persons.
- Trench profiles.
- No Parking Signs when needed must be posted 48 hours in advance of work if possible.

1.47.2.6 The following guide must be used as a minimum standard in regards to Activities conducted in areas below 25 MPH, certain circumstances may require additional controls.

- At a minimum 6 traffic cones will be used on the taper and no less than 1 cone for every 20 feet on the tangent of 125 Feet will be used and no less than 1, 36”X 36” or larger warning sign in each direction shall be used for 25 MPH work zones
- Cones 18” at a minimum are required, but 28” are suggested with reflective sleeves or bands are required from sunset to sunrise.

#### **1.47.3 Maintenance activities conducted in areas above 25 MPH**

1.47.3.1 Refer to Part 6 of (MUTCD) for traffic control layout that most closely resembles your work situation.

1.47.3.2 Advance warning signs must be 48”X 48” inch minimum in size and all other sign must conform to Part 6 of (MUTCD) specifications.

1.47.3.3 Cones 28” at a minimum are required, reflective sleeves or bands are required from sunset to sunrise.

#### **1.47.4 Activities requiring Flaggers**

1.47.4.1 All Flaggers must be trained and authorized prior to doing flagging operations in accordance with Part 6E of the (MUTCD)

1.47.4.2 All flagging operation must conform to Part 6E of the (MUTCD).

1.47.4.3 All flagging operations must be included in the written TTC plan

1.47.4.4 Any situations requiring the use of flaggers must be reviewed and approved by the designated City representative.

1.47.4.5 A Paddle should be used to control traffic; a flag shall never be used.

1.47.4.6 Flaggers shall not be permitted to eat, talk on cell phones or participate in any activities that could possibility distract them in any way.

#### **1.47.5 Activities requiring road closures**

- 1.47.5.1 A designated City representative must approve all road closures (Except in case of emergency).
- 1.47.5.2 Notification of closures must be made to the designated City representative 48 hours in advance and when the road is re-opened.
- 1.47.5.3 Every effort must be made in order to permit emergency vehicles to transit through the closed zone if necessary.
- 1.47.5.4 Proper detour signs must be placed to allow for the smooth flow of traffic around the road closure.
- 1.47.5.5 A supervisor will always drive through the Traffic Control Setup before work starts, to ensure the setup is safe.

**1.47.6 Control of Pedestrian Traffic**

- 1.47.6.1 Sufficient measures must be taken to protect all pedestrians from work zones.
- 1.47.6.2 Refer to Parts 6D.01 and 6D.02 of the (MUTCD) for guidance.
- 1.47.6.3 Pedestrians should not be led into conflicts with worksite equipment, vehicles and operations.
- 1.47.6.4 Pedestrians should not be led into conflicts with vehicles moving through or around the worksite.
- 1.47.6.5 Persons with disabilities will be accommodated in accordance with the Americans with Disabilities Act of 1990 (ADA) Title II Paragraph 35.130
- 1.47.6.6 Pedestrians should be provided with a reasonably safe, convenient, and accessible path that replicates as nearly as practical the most desirable characteristics of the existing sidewalk(s) or footpath(s). Where pedestrians who have visual disabilities encounter worksites that require them to cross the roadway to find an accessible route, instructions should be provided using an audible information device. Accessible pedestrian signals (see Section 6D.01 of the MUTCD) with accessible pedestrian detectors might be needed to enable pedestrians with visual disabilities to cross wide or heavily traveled roadways.
- 1.47.6.7 Pedestrian routes shall not be severed and /or moved for non-construction activities such as parking for vehicles and equipment.

**1.48 Trenching, Excavations and Earthwork**

- 1.48.1 Call USA Alert (USA NORTH 1-800-227-2600) at least 2 working days before the work begins.
- 1.48.2 Before excavation, underground utilities must be located and marked. Adjacent structures must be stabilized, as needed, using shoring, bracing, or underpinning techniques.
- 1.48.3 Appropriate barricades, fences, protected walkways and signs must be provided to
- 1.48.4 A Competent Person must be in charge of each excavation who is trained to identify hazardous conditions and who has the authority to take corrective action. The Competent Person must inspect excavations on a daily basis and after every rain storm.
- 1.48.5 Examine the trench or excavation before entry.
- 1.48.6 An access/egress ladder or other safe access/egress must be provided within 25 feet of the worker.

- 1.48.7 Install barricades, fences, protected walkways and/or signs to protect the public and other campus users from the excavation site.
- 1.49 Ensure all equipment and materials are in good, working condition.
- 1.50 Pre-plan the trenching, excavation operation to include safety work practices, hazard recognition procedures, soil determination/analysis, and installation of protective system tasks.
- 1.51 Workers must be protected from cave-ins by either an adequate sloping system or an adequate support or protective system.
- 1.52 Stairs or ladders must be provided when workers enter excavations over 4 feet deep.
- 1.53 A means of exiting the trench must be provided every 25 feet.
- 1.54 Workers must stay away from any equipment loading or unloading material.
- 1.55 Excavated or other material must be retained 2 feet or more from the edge of the excavation.
- 1.56 Workers must not enter or work in trenches with hazardous atmosphere without adequate controls. Test excavation and trench sites for oxygen deficiency or the presence of other hazardous atmosphere prior to entry.
- 1.57 Workers must wear all required personal protective equipment including hardhats, safety footwear, gloves, eye protection, hearing protection, and fall protection devices, as needed.
- 1.58 Additional shoring and bracing must be provided when excavations or trenches are located adjacent to previously backfilled excavations or where excavations are subjected to vibrations from railroad or highway traffic, operation or machinery, or other sources.
- 1.59 Discourage surface crossing of trenches.
- 1.60 Protect employees from loads or objects falling from lifting or excavating equipment.
- 1.61 Keep rocks, soil, equipment, and other materials from falling into the trench.
- 1.62 Prevent water accumulation whenever possible. Keep a pump on site at all times.
- 1.63 Keep excavations and trenches open the minimum amount of time needed to complete work tasks.
- 1.64 Evaluate the excavation and trenching operation at the conclusion of the work activity.

**APPENDIX R - REVISION HISTORY LOG**

<b>Date</b>	<b>Section</b>	<b>By</b>	<b>Correction Made</b>
07-01-2017	All	Du-All	Complete revision of entire document
01- 09- 2018	All	Du-All	Updated Safety Committee Member List. Remove Kelley replace with Maria Contreras Tanori.
05-19-2019	Section 2	Du-All	Section 2.2.1 Department Heads shall assume responsibility of Safety Coordinator in respective departments.
01-10-2020	All	Du-All Safety	Annual review and revision; update safety committee member list. Update OSHA reporting criteria to reflect new 2020 regulation and definition of serious injury/exposure.
9-3-2020	All	Du All Safety	Adopted reformatted version. Addition of Cal OSHA COVID 19 Infection Prevention Measures in appendix.
Fall 2020		Du All Safety	Protection from Wildfire Smoke
April 2021		FHDA	Updated IIPP for Districtwide
July 2023	All	Du All Safety	Annual review and revision;
December 2024	All	Du All Safety	Annual review and revision, key updates; - Safety Committee Area Member Updates - WC Claimants report of injury form update (Appendix E) - Inclusion of Supervisors Claim and Safety Report of Accident (Appendix F) - Cal-OSHA local offices update and contact information
November 2025	All	Du-All Safety	Annual review and revision, key updates; - Safety Committee Area Member Updates

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