



# Code of Safe Practices

Resolution # 2018-1012

Revision Date:1/9/2018

KAS/01/01/18/Risk-2010143/1037292

## **Reporting Unsafe Conditions and Hazards**

In many instances, employees are the first to discover safety hazards within their work areas. Each employee is responsible for reporting any unsafe condition, hazard or unsafe work practice that could lead to injury, illness, death or property damage to an employee or member of the public visiting County facilities.

The following procedures should be followed when a hazard is discovered:

- When an employee encounters a new or previously unrecognized safety hazard, the condition should be reported to their supervisor in writing by utilizing the “Employee Report of a Safety Hazard”. A supply of forms shall be available to all employees on the safety bulletin board, through request to the supervisor, or by accessing the Risk Management Intranet site (<http://tcriskmanagement/safety/forms/>).
- An anonymous report may be completed and submitted directly to the Safety Analyst(s) through the Risk Management Intranet site.
- Employees should correct hazards whenever possible if they can be corrected without endangering the employee (e.g., wiping up a small spill, fixing a flipped up door mat, removing trip hazards from walkways, pushing in chairs...). A hazard report need not be made in writing for hazards that are abated by employees unless the hazard is reoccurring.

## **Accident Prevention**

All employees should exercise general care and good housekeeping practices in the performance of their assigned tasks, as well as practice the safe and correct methods for handling, transporting and storing materials supplies and tools.

- A. Horseplay is prohibited.
- B. All employees are expected to be responsible for their own safety and to exercise care in preventing injury to themselves and others.
- C. Work shall be performed so as to eliminate hazards due to:
  - Slips, trips and falls
  - Falling or flying objects
  - Protruding objects and materials
  - Moving machinery

- D. Employees shall wear their PPE at all times while performing tasks where assigned PPE is required.
- E. Employees shall inspect, and ensure the integrity of all PPE prior to each use. PPE shall be maintained as recommended by the manufacturer and/or any other agency governing workplace health and safety.

### **Intoxicating Beverages and Drugs**

- A. Possession and/or use of intoxicating beverages, marijuana or illegal drugs by any employee while on duty or on call, including break and lunch periods, is prohibited.
- B. Any employee reporting for duty while under the influence of intoxicating beverages or drugs shall not be allowed to perform the duties of his or her position.

### **Smoking**

- A. Per Government Code section 7596 et seq., smoking is not permitted in any building or within twenty feet of a main exit, entrance, or operable window, and is not permitted in any County-owned vehicle. In addition to tobacco, "smoking" includes electronic cigarettes.

### **Housekeeping**

- A. Work centers shall be kept free of debris. Suitable containers shall be made available and used for trash, scrap metal, oily rags, and other generated waste products. Recycling waste products is encouraged
- B. Floors shall be kept free of liquid spills, which create slipping hazards, and spills shall be cleaned up immediately. If the spill is too large and requires the attention of janitorial staff, create a barrier near the spill that will not cause a trip hazard. In the absence of wet floor signs, use a chair, recycle bin or other objects of at least waist high. Create a sign warning of the hazard and affix it to the barrier if possible
- C. Aisles and walkways shall be clearly defined and kept free of obstructions and other tripping hazards
- D. Stored materials shall not be stacked closer than 18 inches from sprinkler heads or overhead light fixtures. Also, materials shall not be stored under or stacked against buildings, doors, exits, or under stairways.

## **Electrical**

- A. Power strips shall be plugged directly into wall receptacles. They shall not be plugged into each other nor shall they be plugged into extension cords.
- B. Electrical cords that are missing grounding prongs, or that have a damaged outer sheath, shall not be used.
- C. Electrical panels shall not be blocked. They must have clear width clearance at least the width of the panel or 30 inches, whichever is greater. There shall be a minimum of three feet depth clearance in front of the panel.
- D. Wall receptacles shall not have damaged or missing covers; report damaged or missing covers to Supervisor.

## **Portable Ladders**

- A. The use of any ladder not furnished by the County is prohibited. Ladders must meet construction and design requirements of the American National Standards Institute (ANSI).
- B. Employees shall visually inspect ladders prior to each use and any occurrence that could affect their use. The joint between the steps and side rails should be tight. All hardware and fittings securely attached and movable parts shall operate freely without binding or undue play.
- C. When a portable non-self-supporting ladder is utilized, the ladder shall not be used with a pitch greater than the horizontal distance from the top support to the foot of the ladder in excess of one-quarter length of the ladder. The ladder shall be placed to prevent from slipping or shall be tied, blocked, held or otherwise secured.
- D. When portable ladders are used for access to upper landing surfaces, the side rails shall be extended not less than 36 inches above the upper landing surface.
- E. Ladders shall not be placed in front of doors that open toward the ladder unless the door is opened, locked, or guarded.
- F. Ladders shall not be left unattended in aisles or walkways. When necessary cordon off the work area to prevent others from walking under the ladder or use a spotter.

- E. Loads unloaded from vehicles shall not be unloaded from the street side whenever possible.
- F. Materials, equipment, supplies, etc., shall not be stored on top of unsecured or unstable surfaces.

### **Lifting**

- A. Employees shall use proper lifting techniques when required to lift objects; lift with legs not back, hold objects to be lifted close to your body while lifting.
- B. If object is too heavy or awkward to lift alone, ask for help
- C. Use gloves when handling rough, heavy, or oddly-shaped objects.
- D. Never carry items that block vision.

### **Stairways, Doors, Landings and Halls**

- A. Care shall be exercised when passing through swinging doors. Do not push on the glass when opening a glass door; use the door handle.
- B. When walking down hallways, employees should stay on the opposite side of the hallway where doors open outward or in the middle of the hallway where doors are located on each side. Merge back to the right when rounding blind corners, or when opening and exiting double doors.
- C. Handrails shall be used when ascending or descending stairs.
- D. Matches, cigarette butts, rubber bands, paper clips, or other debris shall not be thrown on floors, landings, or stairs.
- E. Running in hallways, up or down stairways, or around corners is prohibited.

### **Machinery**

- A. The guarding of all mechanical rotating equipment shall be in accordance with General Industry Safety Orders, California Code of Regulations.
- B. Only fully trained/qualified employees are authorized to use mechanical equipment.

### **Heat Illness**

- A. All employees working in outdoor environments where elevated temperatures may create a health and safety hazard shall comply with all components of their department Heat Illness Prevention Plan.

### **Confined Spaces**

- A. No employee shall enter an area that meets the criteria for a confined space without proper training. Employees should know and follow the Confined Space Entry Protocol for each location that is entered.

### **Lockout Tagout**

- A. No employee shall service any equipment that has a “live” power source still connected. All employees who service electrical equipment shall be trained in appropriate procedures and shall follow the appropriate Lockout Tagout Plan.

### **Forklifts**

- A. Employees shall not drive or otherwise use a forklift without the proper training and/or certification required for use.
- B. Employees who operate forklifts will operate them according to the established safety protocol.

### **Blood Borne Pathogens**

- A. Any employee that may come in contact with blood or other potentially infected bodily fluids/materials (blood, semen, tissue...) shall be trained on proper preventative procedures, and shall follow all procedures outlined in their Blood Borne Pathogens Exposure Plan.

### **Hazardous Materials**

- A. Any employee whose job involves the handling of hazardous materials shall comply with all procedures outlined in their department’s Hazard Communication Plan.