

APPENDIX E

CODES OF SAFE PRACTICE

The following Codes of Safe Practices are provided as examples only and ARE NOT intended to encompass all activities conducted or hazards identified. It is the District's (supervisor/instructor's) responsibility to complete accurate hazard analyses and develop Codes of Safe Practices for the specific task or position.

Office Safety Clerical/Administrative/Management

The District's Illness and Injury Prevention Program requires employees abide by the following safe practices:

1. Report all unsafe conditions and equipment to the supervisor or Administrator.
2. Report all accidents, illnesses, and injuries to the supervisor or Administrator.
3. In the event of fire, sound the alarm and evacuate along established escape routes.
4. Upon hearing a fire alarm, stop work and proceed to the nearest clear emergency exit. Gather at the designated refuge.
5. Only trained employees may attempt to respond to a fire or other emergency.
6. All routes of egress, such as stairways, aisles, and emergency doors, shall be kept clear of items that can impair orderly evacuation.
7. Materials, including flammables and combustibles, and equipment shall not be stored under or in front of doors, stairways, exits, or fire extinguisher locations.
8. All spills shall be wiped up promptly, using appropriate materials.
9. Work areas including areas under or around desks shall be kept free of boxes or debris, and trash shall be placed in appropriate receptacles.
10. Adequate aisle space shall be maintained, and storage of materials on the floor shall be avoided.
11. File cabinet drawers shall be opened one at a time and closed when work is finished.
12. Proper lifting and carrying techniques and appropriate equipment shall be used.
13. All electrical equipment shall be plugged into appropriate wall receptacles or into an extension of only one cord of similar size and capacity. Three-pronged plugs should be used to ensure continuity of ground.
14. Care will be taken to properly secure electric cables and cords to avoid trips and falls.
15. All equipment such as fans, paper cutters, and shredders shall have built in guards to prevent cuts and abrasions.
16. Horseplay and other acts that tend to place individuals at risk or affect the safety and well-being of the individual or others in the workplace are strictly prohibited.
17. Use of ladders or step stools shall comply with all safety instructions and design specifications of the equipment, such as proper placement, secure support, adequate weight rating, allowable height, and appropriate working conditions.
18. Substance abuse or other conditions that adversely affect the employee's safety, health, or behavior are not allowed at the workplace.
19. VDT work stations, including monitors, chairs, and keyboards, shall be adjustable.
20. VDT work stations should be adjusted as appropriate for employee comfort and to relieve physical strain and unnecessary exertions, to the extent possible.
21. VDT monitor background and screen lighting should be compatible.
22. Use rest periods provided to relax eyes and body to prevent conditions associated with intensive VDT use.
23. Files, materials, and supplies shall be stored in such a manner to prevent damage to the articles or injury to personnel when they are moved.
24. Weapons are not permitted in the work environment.
25. Equipment such as scissors and staplers should be used for their intended purposes only and should not be misused as hammers, pry bars, screwdrivers, etc. Misuse can cause damage to the equipment and possible injury to the user.

Facilities and Operations Staff

The District's Illness and Injury Prevention Program requires employees in the designated Job Safety Class to abide by the following safe practices:

1. When conducting office activities, follow the Code of Safe Practices for office staff.
2. Report all unsafe conditions and equipment to the supervisor or Administrator.
3. Report all accidents, illnesses, and injuries to the supervisor or Administrator.
4. In the event of fire or other emergency, sound the alarm and evacuate along established routes.
5. Upon hearing a fire alarm, stop work and proceed to the nearest clear exit. Gather at the designated refuge.
6. Only trained employees may attempt to respond to a fire or other emergency.
7. All routes of egress shall remain unblocked, well lighted, and be kept clear of items that can impair orderly evacuation.
8. Work areas shall be kept free of debris, and trash shall be placed in appropriate receptacles.
9. Chemicals will be properly labeled and stored to prevent accidental misuse and spills.
10. All spills shall be cleaned up promptly, using appropriate materials.
11. Waste materials, such as spilled chemicals, used oils and lubricants, and other contaminated materials, will be labeled, inventoried, stored, and shipped for disposal at authorized facilities following established safety practices and regulatory requirements.
12. Employees shall use hand carts and other mechanical material handling devices for heavy loads.
13. Use proper lifting and carrying techniques and equipment. Do not attempt to carry or move more than can be safely handled.
14. All electrical equipment shall be plugged into appropriate ground fault interrupt circuit receptacles.
15. Care will be taken to properly secure electric cables and cords to avoid trips and falls.
16. Electrical tools, such as saws, drills, generators, and pumps, shall be inspected regularly to ensure safe operation.
17. All equipment such as saws and drills shall be properly guarded to prevent cuts and abrasions.
18. Horseplay and other acts that tend to place individuals at risk or affect the safety and well-being of the individual or others in the workplace are strictly prohibited.
19. Use of ladders shall comply with all safety instructions and design specifications of the equipment, such as proper placement, secure support, adequate weight rating, allowable height, and appropriate working condition. Aluminum ladders are not permitted in areas near electrical sources.
20. Substance abuse or other conditions that adversely affect the employee's safety, health, or behavior will not be allowed at the workplace.
21. Employees must wear a seat belt and shoulder harness while operating vehicles, including cars, trucks, and field equipment. Observe proper speed limits and practice defensive driving.
22. Employees shall comply with proper confined space procedures.
23. Employees shall wear proper protective equipment (including safety glasses, hard hats, safety shoes, protective clothing, respirators, etc.) as identified in the Site-Specific HSP and abide by all health and safety procedures contained therein.
24. Employees shall be trained on the use and limitations of personal protective equipment.
25. Nonessential employees shall maintain a safe distance from field equipment.
26. Before digging, a utilities locator must be contacted if underground utilities are possible, and property owners will be asked to identify hidden utilities.
27. Excavations shall proceed slowly for the first 6 feet while a spotter checks for possible utilities. OSHA excavation safety standards shall be followed at all times.
28. Walls of trenches and excavations must be shored, benched, or sloped to avoid cave-ins. Workers may not enter a trench or excavation without appropriate protective systems in place.
29. Spoils piles must be no closer than 2 feet from the edge of any excavation.
30. A safe means of egress must be constructed every 25 feet of lateral travel for trench excavations.
31. Excavations shall not be dug near building foundations, walls, or sidewalks without using proper support systems.
32. Physical barriers shall be erected around excavations.
33. Do not ride in power shovels, backhoe buckets, or other equipment not designed for this purpose.
34. Maintain safe operations around electrical sources and equipment.
35. Employees working in hot environments shall drink plenty of fluids and take frequent breaks to avoid heat stress.
36. Employees working in cold environments shall wear appropriate clothing and protective devices.
37. Weapons are not permitted in the work environment.

38. All containers shall be labeled to clearly identify the contents.
39. Compressed gas cylinders shall not be stored in areas that are exposed to sources of heat. Cylinders shall be secured at all times and valves properly covered and protected.
40. Do not eat, drink, smoke, chew tobacco or gum, or apply cosmetics in areas where hazardous materials are present.
41. Flammable liquids and gasoline shall be stored in appropriate containers.
42. Inspect motorized vehicles and other mechanized equipment daily prior to use.
43. Shut off engines, set brakes, and chock wheels prior to loading and unloading vehicles.

Equipment Maintenance Technicians

The District's Illness and Injury Prevention Program requires employees in the designated Job Safety Class to abide by the following safe practices:

1. When conducting office activities, follow the Code of Safe Practices for office staff.
2. Report all unsafe conditions and equipment to the supervisor or Administrator.
3. Report all accidents, illnesses, and injuries to the supervisor or Administrator.
4. In the event of fire, sound the alarm and evacuate.
5. Upon hearing a fire alarm, stop work and proceed to the nearest clear emergency exit. Gather at the designated refuge.
6. Only trained employees may attempt to respond to a fire or other emergency.
7. All routes of egress, such as stairways, aisles, and emergency doors, shall be kept clear of items that can impair orderly evacuation.
8. Materials, including flammables and combustibles, and equipment shall not be stored under egress stairways, block doors, exits, or fire extinguisher locations.
9. Adequate aisle space shall be maintained, and storage of materials on the floor shall be avoided.
10. File cabinet drawers shall be opened one at a time and closed when work is finished.
11. Proper lifting and carrying techniques and equipment shall be used.
12. All electrical equipment shall be plugged in appropriate wall receptacles or into an extension of only one cord of similar size and capacity. Three-pronged plugs should be used to ensure continuity of ground.
13. Care shall be taken to properly secure electric cables and cords to avoid trips and falls.
14. Electrical appliances, such as coffee pots and microwaves, shall be inspected regularly to replace worn or fraying cords.
15. All equipment, such as fans, saws, drills, and grinders, shall be properly guarded to prevent cuts and abrasions.
16. Horseplay and other acts that tend to place individuals at risk or affect the safety and well-being of the individual or others in the workplace are strictly prohibited.
17. Use of ladders shall comply with all safety instructions and design specifications of the equipment, such as proper placement, secure support, adequate weight rating, allowable height, and appropriate working condition. Metal ladders may not be used near sources of electricity.
18. Substance abuse or other conditions that adversely affect the employee's safety, health, or behavior are not allowed in the workplace.
19. Use proper lockout and tag-out procedures prior to performing maintenance on equipment.
20. Employees shall use proper techniques for glass cutting and disposal.
21. Employees shall wear proper personal protective equipment (e.g., gloves, steel-toed shoes, and safety glasses/goggles) while working with tools and compressed air equipment.
22. Maintenance workers shall be familiar with and abide by the instructions and recommendations contained in the Material Safety Data Sheets of all chemicals in use.
23. Emergency shower and eye wash stations will be inspected periodically to ensure they are in proper working order.
24. Be aware of surrounding area and assure proper footing to avoid trips and falls.
25. Weapons are not permitted in the work environment.
26. All containers shall be labeled to clearly identify the contents.
27. Compressed gas cylinders shall not be stored in areas that are exposed to sources of heat. Cylinders shall be secured at all times and valves properly covered and protected.
28. Flammable liquids and gasoline shall be stored in appropriate containers and approved flammable storage cabinets.
29. While operating vehicles, including cars, trucks, or field equipment, employees must wear a seat belt and shoulder harness, observe proper speed limits, and practice defensive driving.
30. Inspect motorized vehicles and other mechanized equipment daily prior to use.
31. Shut off engines, set brakes, and chock wheels prior to loading and unloading vehicles.

Science Laboratories

The District's Illness and Injury Prevention Program requires employees abide by the following safe practices:

1. When conducting office activities, follow the Code of Safe Practices for office staff.
2. Report all unsafe conditions and equipment to the supervisor or Administrator.
3. Report all accidents, illnesses, and injuries to the supervisor or Administrator.
4. In the event of fire, sound the alarm and evacuate.
5. Upon hearing a fire alarm, stop work and proceed to the nearest clear emergency exit. Gather at the designated refuge.
6. Only trained employees may attempt to respond to a fire or other emergency.
7. All routes of egress, such as stairways, aisles, and emergency doors, shall be kept clear of items that can impair orderly evacuation.
8. Materials, including flammables and combustibles, and equipment shall not be stored under egress stairways, block doors, exits, or fire extinguisher locations.
9. All spills shall be wiped up promptly using appropriate materials.
10. Work areas shall be kept free of debris, and trash shall be placed in appropriate receptacles.
11. Adequate aisle space shall be maintained, and storage of materials on the floor shall be avoided.
12. File cabinet drawers shall be opened one at a time and closed when work is finished.
13. Proper lifting and carrying techniques and equipment shall be used.
14. All electrical equipment shall be plugged into appropriate wall receptacles.
15. Care shall be taken to properly secure electric cables and cords to avoid trips and falls.
16. All equipment, such as fans, paper cutters, and shredders, shall be properly guarded to prevent cuts and abrasions.
17. Horseplay and other acts that tend to place individuals at risk or affect the safety and well-being of the individual or others in the workplace are strictly prohibited.
18. Use of ladders shall comply with all safety instructions and design specifications of the equipment, such as proper placement, secure support, adequate weight rating, allowable height, and appropriate working condition.
19. Substance abuse or other conditions that adversely affect the employee's safety, health, or behavior are not allowed at the workplace.
20. All experiments shall be conducted in the lab hood or other appropriate area.
21. Employees shall use proper techniques for glass cutting and disposal.
22. Employees shall wear the proper protective equipment while working in the lab (e.g., gloves, lab coat, and safety glasses).
23. Laboratory workers shall be familiar with and abide by the instructions and recommendations contained in the MSDS of all chemicals in use.
24. Chemicals shall be properly labeled and stored to prevent accidental misuse and spills.
25. Laboratory waste, such as spent chemicals, used samples, and other contaminated materials, shall be labeled, inventoried, stored, and shipped for disposal at authorized facilities following established safety practices and regulatory requirements.
26. Emergency shower, eye wash stations, and laboratory hoods shall be inspected periodically to ensure they are in proper working order.
27. Compressed gas cylinders shall not be stored in areas that are exposed to sources of heat. Cylinders shall be secured at all times and valves properly covered and protected.
28. Flammable liquids shall be stored in appropriate containers and approved flammable storage cab.

Fork Lift / Industrial Truck Operating Rules
Reprint of Cal/OSHA Regulations, Title 8, Section 3664, California Code of Regulations

1. Only drivers authorized by the District and trained in the safe operations of industrial trucks or industrial tow tractors shall be permitted to operate such vehicles. Methods shall be devised to train operators in safe operation of powered industrial trucks.
2. Stunt driving and horseplay are prohibited.
3. No riders shall be permitted on vehicles unless provided with adequate riding facilities.
4. Employees shall not ride on the forks of lift trucks.
5. Employees shall not place any part of their bodies outside the running lines of an industrial truck or between mast uprights or other parts of the truck where shear or crushing hazards exist.
6. Employees shall not be allowed to stand, pass, or work under the elevated portion of any industrial truck, loaded or empty, unless it is effectively blocked to prevent it from falling.
7. Drivers shall check the vehicle at least once per shift, and if it is found to be unsafe, the matter shall be reported immediately to a supervisor or Transportation Services, and the vehicle shall not be put in service again until it has been made safe. Attention shall be given to the proper functioning of tires, horn, lights, battery, controller, brakes, steering mechanism, cooling system, and the lift system for fork lifts (forks, chains, cable, and limit switches).
8. No truck shall be operated with a leak in the fuel system.
9. Vehicles shall not exceed the authorized or safe speed, always maintaining a safe distance from other vehicles, keeping the truck under positive control at all times and all established traffic regulations shall be observed. For trucks traveling in the same direction, a safe distance may be considered to be approximately 3 truck lengths or preferably a time lapse of 3 seconds passing the same point.
10. Trucks traveling in the same direction shall not be passed at intersections, blind spots, or dangerous locations.
11. The driver shall slow down and sound the horn at cross aisles and other locations where vision is obstructed. If the load being carried obstructs forward view, the driver shall be required to travel with the load trailing.
12. Operators shall look in the direction of travel and shall not move a vehicle until certain that all persons are in the clear.
13. Trucks shall not be driven up to anyone standing in front of a bench or other fixed object of such size that the person could be caught between the truck and object.
14. Grades shall be ascended or descended slowly:
 - A. When ascending or descending grades in excess of 10 percent, loaded trucks shall be driven with the load upgrade.
 - B. On all grades the load and load engaging means shall be tilted back if applicable, and raised only as far as necessary to clear the road surface.
 - C. Motorized hand and hand/rider trucks shall be operated on all grades with the load engaging means downgrade.
14. The forks shall always be carried as low as possible, consistent with safe operations.
15. When leaving a vehicle unattended, either:
 - A. The power shall be shut off, brakes set, the mast brought to the vertical position, and forks left in the down position. When left on an incline, the wheels shall be blocked; or
 - B. The power may remain on provided the brakes are set, the mast is brought to the vertical position, forks are left in the down position, and the wheels shall be blocked, front and rear.
 - C. NOTE: When the operator is over 25 feet (7.6 meters) from or out of sight of the industrial truck, the vehicle is considered unattended.
16. When the operator of an industrial truck is dismounted and within 25 feet (7.6 meters) of the truck, which remains in the operator's view, the load engaging means shall be fully lowered, controls placed in neutral, and the brakes set to prevent movement.
 - A. Exception: Forks on fork equipped industrial trucks may be in the raised position for loading and unloading if the forks are raised no more than 42 inches above the level where the operator/loaders are standing and the power is shut off, controls placed in neutral and the brakes set. If on an incline, the wheels shall be blocked.
17. Vehicles shall not be run onto any elevator unless the driver is specifically authorized to do so. Before entering an elevator, the driver shall determine that the capacity of the elevator will not be exceeded. Once on an elevator, the power shall be shut off and the brakes set.
18. Motorized hand trucks shall enter elevators or other confined areas with the load end forward.
19. Vehicles shall not be operated on floors, sidewalk doors, or platforms that will not safely support the loaded vehicle.

20. Prior to driving onto trucks, trailers and railroad cars, their flooring shall be checked for breaks and other structural weaknesses.
21. Vehicles shall not be driven in and out of highway trucks and trailers at loading docks until such trucks or trailers are securely blocked or restrained and the brakes set.
22. To prevent railroad cars from moving during loading or unloading operations, the car brakes shall be set, wheel chocks or other recognized positive stops used, and blue flags or lights displayed in accordance with applicable regulations promulgated by the Public Utilities Commission.
23. The width of one tire on the powered industrial truck shall be the minimum distance maintained from the edge by the truck while it is on any elevated dock, platform, freight car, or truck.
24. Railroad tracks shall be crossed diagonally, wherever possible. Parking closer than 8 1/2 feet from the centerline of railroad tracks is prohibited.
25. Trucks shall not be loaded in excess of their rated capacity.
26. A loaded vehicle shall not be moved until the load is safe and secure.
27. Extreme care shall be taken when tilting loads. Tilting forward with the load engaging means elevated shall be prohibited except when picking up a load. Elevated loads shall not be tilted forward except when the load is being deposited onto a storage rack or equivalent. When stacking or tiering, backward tilt shall be limited to that necessary to stabilize the load.
28. The load-engaging device shall be placed in such a manner that the load will be securely held or supported.
29. Special precautions shall be taken in the securing and handling of loads by trucks equipped with attachments, and during the operation of these trucks after the loads have been removed.
30. When powered industrial trucks are used to open and close doors, the following provisions shall be complied with:
 - A. A device specifically designed for opening or closing doors shall be attached to the truck.
 - B. The force applied by the device to the door shall be applied parallel to the direction of travel of the door.
 - C. The entire door opening operation shall be in full view of the operator.
 - D. The truck operator and other employees shall be clear of the area where the door might fall while being opened.

If two or more trucks working in unison lift loads, the total weight of the load shall not exceed the combined rated lifting capacity of all trucks involved.

Control of Hazardous Energy Lock Out / Tag Out

Safe practices require that lock out/tag out procedures be followed when working on electrical and mechanical equipment. Lock out devices and tags are intended to protect the employees who may be working on the systems being shut down. They are not to be used to discourage tampering, to prevent unauthorized operation, or for other purposes.

Lock Out / Tag Out Procedures

DISCONNECT ELECTRICAL POWER

- When a circuit must be opened for repairs, alterations, or examinations, immediately lock it, block it open, or remove all fuses.
- Attach "DANGER - DO NOT OPERATE" tags to all open devices. Sign and date the tags, stating the reason for the disconnect.
- Put your own lock on the open disconnect. Use multiple locking devices where necessary.
- When it is not possible to install a lock, secure the circuit by another practical and safe means and attach a completed tag.
- Switches that open only the control circuit (e.g., "lock-stop stations") are not positive disconnects and shall not be used for lock out protection.
- Use a voltage tester to check all electrical circuits. Ensure the tester is operational.
- Do not close an open disconnect unless absolutely certain that it is safe to do so, even if no tag has been attached.
- Immediately report to your supervisor any equipment that does not have proper and safe disconnecting means. (The plug and receptacle of cord-connected equipment constitute adequate disconnecting means.)
- Do not remove another person's lock. See your supervisor.
- Contractors shall furnish and use their own locks.

SECURE MECHANICAL COMPONENTS

- Bleed down steam, air, or hydraulic cylinders. Block valves with a locking device. Attach "DANGER" tag, sign it, date it, and state the reason for the isolation.
- Block gears, dies, and other mechanisms.
- Release coiled springs, spring loaded devices, and securing cams.
- Put blocks under equipment which might descend, slide, or fall.
- Put blocks or stands under raised vehicles and equipment to protect against failure of hoists, jacks, or elevating equipment.