Ramona Municipal Water District

SAFE WORK PRACTICES

OPERATIONS

Revised:
August 23, 2006

Ramona Municipal Water District

Safe Work Practices –Operations

Accident Investigation
Asbestos Handling

Bloodborne Pathogens (WW Ops.)
Boating Safety

Cellular Phone Safety
Confined Space Entry
Confined Space Rescue

Dog Bite Prevention
DOT Testing Guidelines
Driver's Inspection Report

Electrical Safety
Emergency Action (Evacuation) Plan
Ergonomics - Computer Workstation
Eye & Face Safety

Fire Prevention Plan
Forklift Safety

Hand/Tool Safety
Hazardous Communication (RTK)
Haz Mat Spills
Hazardous Substances
Hazardous Waste Management
Head Protection
Hearing Protection
Heat-Related Illness

Immunization Policy

Ladder Safety
Lockout/Tagout

Office Safety
OSHA Inspection Procedures

Permits, Certification & Notifications
Personal Protective Equipment

Respirator Protection Program

Skin Cancer Protection

Traffic Control
Trenching Safety

Warning Labels
Water System Security
Welding Policy

PURPOSE

An accident is the result of either an unsafe act on the part of the injured employee, an unsafe condition at the work place, or a combination of both.

The purpose of an accident investigation is to isolate and identify accident causes in order to permit direct positive action to prevent recurrences. Accident prevention must be based on facts which clearly identify the problem.

SCOPE

Every accident or "near miss" incident occurring within the District's scope of activities should be investigated by the appropriate supervisor.

REPORTING

The person involved in an accident should fill out a brief description or report of what happened. This report should be obtained as soon as possible, and witnesses' statements should also be collected right away while the information is fresh.

An individual involved in an accident should not fill out the formal reports. Official reports and investigation forms should be completed by the person's supervisor or a member of the administrative staff. Having the formal report filled out by a third party ensures more objective reporting, and it provides another control or safeguard in the integrity of the process.

ACCIDENT INVESTIGATION RESULTS

Analysis of the circumstances of accidents can produce these results:

1. Identify and locate the principal sources of accidents by determining from actual experience the materials, machines, and actions most frequently involved in accidents and the jobs most likely to produce injuries.

2. Disclose the nature and size of the accident problem in specific facilities or operations.

3. Indicate the need for engineering changes by identifying the principal unsafe conditions of equipment and materials.

4. Disclose unsafe practices which necessitate training of employees.

5. Disclose improper assignment of personnel who are not qualified by identifying instances in which inabilities contribute to accidents.

6. Permit an objective evaluation on the progress of the Safety Program by determining in continuing analysis, the effect of preventive measures, educational techniques, and other methods adopted to prevent injuries.

Following are the key facts that need to be identified in any accident:

- Nature of Injury – the type of physical injury incurred (laceration, break, etc.);
- Body Part – the part of the body directly affected by the injury;
- Source of Injury – the object, substance, exposure, or motion which directly produced or inflicted the injury;

- Hazardous Condition – the physical conditions or circumstance which permitted or caused the occurrence of the accident;
- Unsafe Act – the violation of a commonly accepted safety procedure which directly permitted or caused the occurrence of the accident or event, such as, failure to use personal protective equipment, unsafe loading, unsafe mixing, unsafe lifting and carrying, etc.;
- Unsafe Condition – normally a breakdown in management responsibility will result in an unsafe condition such as blocked exits, broken furniture, wet floors, loose handrails, etc. If proper lines of communication as well as supervisory training are in place, the chances of unsafe conditions developing are considerably reduced; and
- Corrective action.

ACCIDENT INVESTIGATION TECHNIQUES

1. Complete the investigation as soon as possible after the incident. If possible, at least a preliminary report should be done by the end of the same shift as facts have a tendency to disappear or become unclear or fuzzy.

2. Investigate every accident regardless of size. Minor injuries and near misses can provide clues that can prevent an occurrence of a more serious or disabling injury.

3. Get witnesses' statements as soon as possible.

4. In the event of serious accident, secure the area to prevent the disturbance of evidence. Take pictures and make a sketch. Use a tape recorder, with the permission of persons being interviewed, when questioning persons involved in the accident and witnesses.

5. Identify corrective action.

6. Document follow-up.

DISPOSITION/ROUTING

After the investigation has been completed, send the original to the Human Resources Manager with a copy being retained by the supervisor.

INCIDENT INVESTIGATION REPORT

It is the policy of Ramona Municipal Water District that the accidents and incidents are to be fully investigated and reported to the department manager or superintendent and the human resources manager.

An "Accident" shall be defined as: "An unintended, unplanned single or multiple event sequence that was caused by unsafe acts, unsafe conditions, lack of training/authorization or any combination of events that result in immediate or long-term injury, property loss, or third-party liability".

An "Incident" shall be defined as: "An undesired event that under slightly different circumstances, could have resulted in immediate or long-term injury, property loss, or third-party liability" sometimes referred to as a "near miss". An accidental spill or release of a hazardous substance that does not result in a personnel injury, property damage, or environmental harm

would be considered to be an "incident" or "near miss", although the spill did cost the loss of resources in time and materials to the Company.

Other events that are to be considered "incidents" shall include:

1. Repeat safety violations and life threatening unsafe acts by employee.
2. All first-aid injuries, however minor.
3. All "non-compliance" or "violations" issued by outside agencies.
4. Loss or damage to Company property, tools, materials and equipment over $250.00.

All Accidents and Incidents shall be investigated by the Human Resources Manager and/or immediate supervisor as soon as possible (but within 24 hours) after the occurrence and forwarded to Senior Management for review, input and action. In order to aid in investigation efforts the attached Incident Investigation Report is to be used.

Supervisor's Accident Investigation Form

When	Date of accident: Time:	Date reported to supervisor:
Who	Injured employee name: Department:	Job Title: Length of Employment:
Loss	Nature and extent of injuries or property damage:	
What	Describe specifically what the individual was doing at the time of accident:	
Where	Exact location of occurrence:	
Why	Comment fully:	

Cause (check all that apply)

ENVIRONMENTAL

☐ **Inadequate safeguards**
Lack of safety devices; unsafe design; unguarded machinery; lack of safe work.

☐ **Improper or defective equipment**
Poorly maintained, broken, cracked, rough, slippery, worn; inappropriate equipment.

☐ **Location hazards**
Poor layout; congestion; insufficient space; improper storage; poor lighting, slip-trip-fall hazards, etc.

☐ **Poor ergonomics**
Heavy lifting, poor workstation design; excessive vibration, bending, twisting or reaching; inadequate tools, poor controls/displays, repetitive motions; awkward postures, pressure points.

☐ **Poor housekeeping**
Improper placement; clutter, spillage, or breakage.

☐ **Not otherwise classified (Describe):**

PERSONAL

☐ **Bodily conditions**
Physical impairment; illness; fatigue; emotional upset; intoxication

☐ **Lack of skill or knowledge**
Improperly trained; inexperienced; unaware, etc.

☐ **Adequate skill or knowledge but failure in execution**
Chance-taking; cutting corners; unauthorized or unnecessary use of equipment or tools; failure to use or deliberately making safety or control devices ineffective; failure to do what should have been done in the particular situation.

☐ **Improper apparel**
Failure to use personal protective equipment (eye, face, foot, hand, head, hearing, respiratory, etc.); loose clothing, jewelry, etc.

☐ **Not otherwise classified (Describe):**

Prevention

What should be done and by whom to prevent recurrence of this type of accident? (Include target dates.)

What immediate actions have been taken? By whom?

What long term actions will be needed? (Include target dates.)

Supervisor's Name: _____ Date: _____

Signature: _____

Comments by Dept. Head or Manager

Based on the supervisor's report, write a concise statement commenting on why the injury occurred, and whether the corrective actions (taken and planned) are complete enough to prevent recurrence.

Manager' Name: _____ Date: _____

Signature: _____

Type of Incident: ☐ Near Miss ☐ Property Loss ☐ Repeat Safety Item ☐ First Aid
☐ Personnel Injury ☐ Third Party

Incident Reported by: _____

Individuals Involved: (name, title, dept.); obtain contact information if outside of agency.

_____

Supervisor:

Witnesses: (Obtain written statements and conduct interviews when possible and attach).

_____

_____

Description of Tools / Equipment Involved: (Include make, model, serial number, and copy of operating instructions, if available)

_____

_____

_____

Medical Treatment: ☐ N/A ☐ First Aid ☐ Concentra/Urgent Care ☐ EMS Called
☐ Hospital ☐ Refused Treatment

Name of Facility:_____

Notification made to: Chief / Supervisor: _____

(List to whom & when)

Human Res. Mgr.: _____

Safety Committee: _____

Cal/OSHA: _____

Contributing Factors: All questions must be considered. Yes answers must be specifically addressed in the corrective action taken:

☐ YES ☐ NO **Design:** Was design of facilities, workplace, or equipment a factor?

☐ YES ☐ NO **Inspection/Maintenance:** Were lack of periodic inspections/maintenance a factor?

☐ YES ☐ NO **Physical Condition:** Was the physical condition of the individual(s) a factor? (Fit for duty?)

☐ YES ☐ NO **Operation Procedures:** Were lack of safe work practices, operating instructions and posted rules a factor?

☐ YES ☐ NO **Environmental:** Did heat, cold, dust, sun, glare, light, etc., or a combination of factors, contribute to the incident?

☐ YES ☐ NO **Chemical/Physical Agents:** Did exposure to agents such as chemicals, dusts, fumes, vapors, mists, noise, radiation, vibration, etc., contribute to the incident?

☐ YES ☐ NO **Ergonomic Factors:** Did lifting, sitting, carrying, stooping, etc., contribute to the incident?

☐ YES ☐ NO **Tools / Equipment:** Were lack of appropriate tools & equipment a factor?

☐ YES ☐ NO **PPE:** Was lack of PPE selection, poor condition and inappropriate use in agreement with safety rules, MSDS, operating instructions, and safe work practices a factor?

☐ YES ☐ NO **Drugs / Alcohol:** Was drug or alcohol use a factor? Were over-the-counter or prescription drugs being used?

☐ YES ☐ NO **Job Hazard Analysis:** Were lack of safe work practices, or standard operating procedures being established prior to task being performed a factor?

☐ YES ☐ NO **Supervision:** Was lack of adequate supervision provided or supervision not on-site at time of incident a factor?

☐ YES ☐ NO **Management**: Was the lack of adequate support / time / resources / training / tools & equipment / personnel / risk control measures committed to the task prior to it being performed a factor?

Circle or list any specific factors:

Task Related:

Unsafe method / procedure used — Inadequate / Improper PPE used

Improper position or posture — Inadequate / Improper tools used

New procedure / No training — Established procedures not followed

Ergonomic Factors:_____

Material & Equip.:

Unsafe design / construction — Inadequate lockout / tagout procedures

Inadequate inspection — Inadequate maintenance

Ergonomic Factors:_____

PPE:

Available and used — Available and not used

Not required — Wrong PPE used / worn for task

Not related to incident — Damaged / poor condition

List PPE used:_____

Environment:

Poor weather conditions — Inadequate lighting / ventilation

Poor housekeeping — Poor site / work area layout

Weather: _____ Temperature

Other:_____

Personnel:

Inexperience in task / job assigned

Lack of / inadequate training

New hire: _____

Time in Position:_____

Inadequate task instruction

Physical condition:_____

Lack of teamwork

Taking shortcuts

In a hurry

Personal factors:_____

Ergonomic Factors:_____

Organization:

Lack of safety rules / policies

Inadequate job / task supervision

Lack of regular safety inspections

Inadequate enforcement of safety rules / policies

Inadequate supervisor training

Inadequate resources

Lack of teamwork

Lack of planning

No budget /resources / schedule

Long hours / overtime involved

Permits / Inspection form not used: Confined Space / Trenching / Periodic

Other:

_____

_____

Corrective Measures: Circle or list all that may apply.

Possible actions to prevent recurrence:

Increase inspections	Install guard / safety device	Update training
Improve procedures	Perform activity hazard analysis	Provide support / coaching
Reassign person(s)	Develop policy / procedure	Review Manufacturer instructions
Retrain person(s)	Increase / closer supervision	Improve Housekeeping
Reduce congestion	Repair / maintain tool / equipment	Replace tool / equipment
Improve PPE provided	Increase preventive maintenance	Disciplinary Action

Other:

_____

_____

Correction Action to Begin: Date:_____Time: _____

Anticipated Completion Date:_____

Individual(s) to follow up / ensure completion:_____

Detailed Action Plan to Prevent Recurrence: (Must be specific, attach any supporting documents):

_____

_____

_____

Report Submitted by:_____ Date:_____

Management Action:

Approved by:_____ Date:_____

Returned for revision: _____ Date: _____

Review comments and resubmit by: _____ Attention:_____

_____

_____

_____

Final Report Reviewed By:

Employee: _____ Date: _____

Supervisor:_____ Date:_____

Department Supervisor(s):_____ Date:_____

Human Resources Manager: _____ Date:_____

Safety Committee Representative:_____ Date:_____

File closed and all corrective action implemented and followed up on:_____

Finalized by:_____ Date:_____

#

PURPOSE

This procedure has been developed to ensure that District employees are properly trained, informed and equipped to safely handle and dispose of Asbestos Containing Materials (ACM) as required by California Code of Regulations, Title 8 1529.

SCOPE

This procedure applies to any District employee, who in the normal course of their duties, may come into contact with ACM that has been broken, fragmented, chipped, crushed, sanded or ground, (made friable) and could potentially expose the employee to airborne concentrations above the CAL-OSHA permissible exposure level (PEL).

Examples of potential sources of ACM within the District could include but not be limited to:

• Asbestos cement pipe	• Asbestos containing gaskets	• Brake & clutch parts
• Thermal system insulation	• Stucco, drywall mud	• Sprayed on acoustical ceiling

Examples of tasks which could result in contact with ACM include, but are not limited to:

AC pipe handling	Break and clutch repair/replacement
Cutting/breaking or milling AC pipe	Shell cutting or tapping AC pipe

REQUIRED EQUIPMENT AND MATERIALS

The following list is intended to be the minimum required safety equipment as a guideline. Actual equipment and materials required shall be determined at the job site or prior to commencement of work with ACM.

1. One-half or full-face dual cartridge respirator, equipped with HEPA cartridges. *(Sampling and analysis has shown that the exposure level is well below the OHSA PEL for asbestos. CAL-OSHA does not require the use of respiratory protection for levels below the PEL. However, as an additional safe practice, respiratory protection is recommended while working with A/C pipe).*
2. Tyvek protective suits, and booties or similar body protection.
3. 6 mil. poly ACM disposal bags with required hazard labels.
4. 6 mil. poly sheeting.
5. Duct tape.
6. Hudson type sprayer/or plastic bottle filled with amended water (to amend water, add a tsp. of liquid soap to large sprayer) or some other means to wet the ACM to prevent the generation of asbestos dust.
7. Sealant for encapsulating the end up cut pipe.
8. HEPA vacuum for any grinding operation or to clean up asbestos debris as necessary.
9. Barricade tape or sign with asbestos warning information posted 20' from location.

SAFE WORK PROCEDURES

Normal work practices will be followed up to the point where there is potential for the release of asbestos fibers into the air or in an employee's breathing zone.

Asbestos regulations require that "No Visible Emissions" be left at the side such as A/C pipe debris, dust or "coupons".

This will include the separation of valves and pipe flanges or whenever AC pipe has been damaged or broken. **This does not apply to gaskets that come off whole/undamaged or to AC pipe that is not broken or damaged.**

Only trained employees may perform ACM work and handle the materials and equipment used with ACM. These employees shall utilize the protective equipment and supplies accordingly when performing work, which may disturb or remove an asbestos gasket or broken/altered pipe. This will require that the gasket or AC pipe is kept thoroughly wet during the operation. Waste material must be captured in a 6 mil plastic bag or sheet of plastic and then placed into the appropriate asbestos storage bags. Material (double bagged) may also be cleaned up by the use of a shovel or other safe method.

If the gasket comes off (whole or in pieces) place it in an ACM bag and securely close the opening with duct tape. Upon leaving the worksite, the employee will remove the Tykek coveralls and HEPA cartridges (if required) and place them into the asbestos waste bag.

In the event that the gasket or pipe breaks apart, all debris from the gasket must be gathered and placed into an ACM bag and secured with duct tape. Materials shall be taken to the designated location for storage until disposal.

EQUIPMENT CLEAN-UP

Immediately after use, any equipment or tools used in the cutting, milling or otherwise altering asbestos-containing materials must be cleaned prior to returning to the warehouse or other storage location.

The following procedures must be followed:

1. Using a 6-mil asbestos containment bag, or a small section of plastic, place the tool/equipment into the bag (or on the plastic) and spray with water to remove any visible material. Use either a spray bottle or Hudson type sprayer and paper wipe to clean the tool (use only enough water to remove the debris).

2. Spray the tool again and when clean, remove it and place into a clean 6 mil plastic bag. Cover any sharp edges with duct tape to prevent puncturing the bag. Close the bag with duct tape and return the clean tool to storage location.

3. Broken pipe must also be double wrapped or bagged and taped, and sealed.

4. Place the protective Tyvek suit into the plastic disposal bag. If using a respirator, do not remove until all debris and Tyvek suit is in the bag. Wet wipe the respirator before removing from the face. HEPA cartridges should be placed in the bag last after removal of the respirator.

5. Close, tape and label the waste bag in the same manner.

6. Place bag into another bag labeled 6 mil. plastic bag and close with duct tape.

7. Place the waste bag into the designated receptacle for asbestos waste.

8. Thoroughly wash your hands.

9. Clean and bag the respirator and return to warehouse or other appropriate location.

DISPOSAL
The District will designate a specified covered collection area for "Waste" of A/C pipe such as a special area in the rear of the yard or other suitable location. This area would require special signage or placarding as specified by state law. Non-waste pipe may be stored in a suitable location for later use.

Waste pipe must be doubled wrapped with 6-mil poly sheeting or double bagged with asbestos disposal bags.

Disposal shall be made in a landfill or other approved facility that accepts ACM, by a designated hazardous waste hauler under contract with the District.

TRAINING
Annual training in asbestos handling will be provided to employees.

#

OCCUPATIONAL EXPOSURE

In accordance with the California Code of Regulations, Title 8, section 5193; and 29 Code of Federal Regulations section 1910.1030, the guidelines herein will address:

1. Exposure determination.

2. Methods of compliance, which include precautions for: universal precautions; engineering and work practice controls; personal protective equipment and housekeeping procedures.

3. Procedures for Hepatitis A vaccinations for employees.

4. Proper recordkeeping.

PERSONAL PROTECTION

Employees who report to work with open wounds or breaks in the skin shall thoroughly cover or bandage such wounds.

Whenever possible, latex gloves should be worn if there is a likelihood of contact with contaminated items and surfaces, or other potentially infectious materials. Protection can be increased by double-gloving.

If an employee's clothing becomes contaminated with potentially infectious materials, the clothing should be removed as carefully as possible as soon as possible. Care needs to be exercised that this piece of clothing does not contaminate other articles before it is laundered or dry cleaned.

Employee's shoes that become possibly contaminated should be cleaned with disinfectant or bleach as soon as possible; and no later than the end of the shift.

Latex gloves shall be removed by peeling them off in an "inside-out" direction to prevent any contaminated materials from having contact with the skin. Double-gloving should be considered. Used gloves shall be disposed of in an appropriate receptacle.

DIRECT SKIN CONTACT WITH POTENTIALLY INFECTIOUS MATERIALS

In case of an exposure to Hepatitis B virus (HBV), post-exposure treatment should begin as soon as possible after exposure, preferably within 24 hours and no later than 7 days.

If an employee's skin should become contaminated, the area shall be washed as soon as possible with a disinfectant. A follow-up wash with soap and water shall be used in conjunction with the District-provided disinfectant.

CUTS/PUNCTURE WOUNDS AND NEEDLE STICKS

All cuts, punctures, and needle sticks shall be washed thoroughly with soap and water and District-provided disinfectant.

Medical attention shall be sought as soon as possible

The employee's immediate supervisor shall be notified as soon as is practical.

Such cuts, punctures, and needle sticks shall be reported as described above.

DOCUMENTATION OF EXPOSURE SOURCES

All contacts of potential exposure due to needle stick shall immediately be reported to the employee's supervisor, and to the Human Resources Department. The Human Resources Department shall document the exposure by completing a Form 5020, "Employer's Report of Occupational Injury or Illness."

If contact with a potential source results in infection or physical injury, the employee shall report the exposure to his or her supervisor and proceed to the nearest District-contracted workers' compensation medical facility for treatment. If an employee has pre-designated his or her personal physician in the event of an occupational injury or illness, they may be seen by their personal physician.

HEPATITIS B VIRUS VACCINATIONS

All wastewater and collections employees, or any other employee who has occupational exposure to potentially infectious materials should receive the Hepatitis B vaccinations within 30 days of assignment to the job.

Employees have the option of obtaining the Hepatitis B vaccinations through their personal physician, or they may notify the Human Resources Department that they wish to have the vaccinations administered through the District's contracted occupational medical provider. The employee is responsible for providing the District proof of the Hepatitis B vaccinations for his or her medical record. Employees who opt not to have the Hepatitis B vaccinations will be asked to sign a Waiver form.

#

PURPOSE

Occasionally, District employees are required to enter Lake Sutherland or Lake Ramona in a boat to clear debris from grates or perform routine maintenance. The following safety rules for boating are established:

1. Every person in the boat must wear a personal floatation device (PFD).

2. Tell your Supervisor when you are going in a boat, where you will be going, who you have with you, what you will be doing and when you expect to be back on land.

3. Never overload the boat. Spread the load evenly, keep it low in the boat, and don't stand up in the boat.

4. If the boat capsizes, stay with the boat and hang on. You will be seen easier. Never try to swim to shore - it's twice as far as it looks.

5. Follow these steps if a person falls out of the boat:

   A. The person should be in a PFD, however, if not, throw something into the water that floats.

   B. Make a turn at slow speed back to where the person is in the water.

   C. Approach the person in the water with the bow heading into the wind and waves, if any.

   D. Get a swimming or boarding ladder over the side of the boat or, if none is available, stop the engine and help the person into the boat over the back.

#

PURPOSE

The rapid growth in wireless communications has been a cause for concern over the potential hazards of driving while using cellular phones. The National Highway Traffic Safety Administration has collected crash data, which examines the safety implications of using cellular phones while driving. Data suggests that the inattention and distraction created by using a phone while driving can increase the risk of a crash. Conversation, not dialing, appears to be most associated with the crashes studied.

In February 1997, the New England Journal of Medicine included an article based on data collected by University of Toronto researchers. The study concluded that the risk of a traffic collision while using a cellular phone was as great as while driving drunk.

PROCEDURE

The District recommends that cell phones not be used while driving. However, if they must be used, the number and length of calls should be kept to a minimum. Present California law does not prohibit the use of a wireless telephone while operating a vehicle, and the California Highway Patrol recommends common sense in its use. They urge users to familiarize themselves with their cellular telephone features and follow these tips:

1. When possible, find a safe place and pull over and park before making or receiving a call.
2. Keep calls brief.
3. If possible, dial while the car is not in motion, such as at a traffic light or stop sign.
4. Learn to operate the phone without looking at it.
5. Never allow a phone conversation to distract you from driving.
6. While talking, keep your head up and your eyes on the road, with frequent checks of side and rearview mirrors.
7. Use a hands-free device when available.
8. Don't take notes or look up phone numbers while driving.
9. Learn and use the features of the wireless device (i.e., speed dial, redial, etc.) to increase convenience.
10. If you must check information, arrange to call back and do your research while the car is safely stopped.

#

BACKGROUND

Each year in the United States, an average of 55 people are killed in incidents related to confined spaces. Another 400 people are injured. Of those killed, 60% are well-intentioned would-be rescuers. Few incidents present more potential hazards to personnel than conducting emergency operations in confined spaces. The Federal Permit-Required Confined Space (PRCS) Standard 29 CFR 1910.146 and California OSHA Title 8, Article 108 Sections 5156, 5157 and 5158 have been developed and implemented to alleviate or control these risks. These standards require employers who have employees that work in confined spaces to develop and implement a written permit space program to comply with the standards.

Section 5157 of the Standard is based on a performance-oriented approach, which is designed to provide employers with flexibility of achieving compliance through a proactive system specific to their particular work site. The standard covers all general industries, including chemical plants, refineries, transportation, utilities, wholesale and retail trade, municipal governments, fire departments, and miscellaneous services. Construction, marine terminal, telecommunications, natural gas utility, agriculture, shipyard operations, grain handling, electric utility, are covered by mandatory section 5158 of the Standard. In the construction industry, the American National Safety Institute (ANSI) document Z117.1 is used in conjunction with OSHA General Duty Clause 5 (a) (1).

By definition a confined space is <u>any</u> space that meets the following criteria:

- Has a size and shape that allows a person to enter;
- Has a limited or restricted means for entry and exit; and
- Is not designed for continuous occupancy.

Examples of confined spaces include: sewers, manholes, storm drains, tanks, vats, ducts, silos, pipelines, vaults, pits, tubs, compartments, boilers, caverns, basements, etc.

Permit Required Confined Space Characteristics:

- Contains or has the potential to contain a hazardous atmosphere;
- Contains a material that can engulf an entrant;
- Has inwardly converging walls or floor that slopes to a smaller cross-section; or
- Contains any other recognized serious safety or health hazard.

The hazards found within these confined spaces are typically related to the atmosphere. The three most common hazardous atmospheres are:

- Oxygen deficient/enriched;
- Flammable gases, vapors, and dusts; and
- Toxic agents.

Along with hazardous atmospheres there are a number of physical hazards that can be encountered in confined spaces. These include fall hazards, extreme temperature differences, mechanical hazards, engulfment, electrical shock, burns, falling debris, high noise levels and fatigue.

It shall be the responsibility of all Ramona Fire Department and Water District employees engaged in confined space related activities to thoroughly understand, adhere to and enforce the procedures of this policy, including, but not limited to:

- Confined Space Rescue Procedures

In order to comply with Federal OSHA 1910.146, California OSHA 6150 Title 8, Article 108, Section 5156, 5157, and 5158; ANSI Z117.1-1989, ANSI Z88-2-1992 and NFPA 1500 governing confined space entry procedures and respiratory protection, the attached policy is being adopted by the Ramona Water District. Departments affected include, but are not limited to, the Fire Department, the Water Operations Department, Wastewater Operations Department, and the Engineering Department.

Contents approved (06/05/06):

Mike Vogt
Battalion Chief

Attachments:

"A" Confined Space Rescue Procedures
"B" Training Requirement for Confined Space

Attachment "A"

CONFINED SPACE RESCUE PROCEDURES

The Ramona Fire Department shall assume command and control of any incident involving a confined space emergency within the boundaries of the Ramona Municipal Water District. Ramona Fire Department resources shall be available to other agencies or jurisdiction upon request. Access to the incident shall be restricted and the following control zones established:

1. Hot Zone: Rescuers, attendant, safety officer, back-up team.
2. Warm Zone: Command post, paramedics, treatment area, direct incident support functions.
3. Cold Zone: Media, staged personnel and equipment, air ambulance LZ.

In order to provide adequate support for a confined space incident, the following minimum complement of units shall be dispatched by the California Department of Forestry and Fire Protection:

1. Two (2) Engine companies.
2. One (1) Rescue/brush unit.
3. One (1) Medic ambulance.
4. One (1) Duty Chief.
5. One (1) Confined Space/Trench Rescue Trailer.
6. One (1) Ramona Water District utility truck with a minimum of one (1) person. Ramona Water District Personnel may be assigned to respond to the scene with the Confined Space/Trench Rescue Trailer.

RMWD personnel shall be dispatched via the RMWD call back policy. The California Department of Forestry and Fire Protection Emergency Command Center shall be responsible for contacting the RMWD by calling **760-789-1330** and requesting the appropriate number of RMWD personnel to respond.

Personnel will assume the following assignments:

1. (1) Incident Commander	The Incident Commander is in charge of the operation (e.g., public information, logistics, rescue operations, medical).
2. (1) Rescue Group Supervisor	The Rescue Group Supervisor is in charge of the of the rescue operation.
3. (1) Attendant	Responsible for the ongoing monitoring of the atmosphere and communication with the entrants.
4. (2) Entrants	The members of the rescue team who will enter the confined space to remove the victim(s).
5. (2) Back Up	Back up team, suited up and ready to enter the space if needed to rescue the entrants.
6. (2) Paramedics	Remain out of the space and establish treatment area to treat victim(s).
7. (1) Safety Officer	Incident Safety Officer ensures overall incident safety and has the authority to stop any unsafe operation.

Only personnel who have been trained to a level of Confined Space Operations shall participate in the above roles. Personnel who do not meet this standard may participate in other operations of the incident, such as preparing shoring, operating specialized equipment such as back hoes, Vactor trucks or other duties as necessary.

SITE OPERATIONS

The Rescue Group Supervisor shall ensure that personnel entering a confined space have a five (5) minute safety margin to return and exit safely. Rescue operations inside the confined space shall be estimated based on air supply and monitored by both personnel outside, and by the entry team. Lifelines shall be used by personnel entering the confined space, unless they increase the overall risk, or inhibit the rescue operations.

The Rescue Group Supervisor will collect information about the situation, or hazard prior to rescue operations. The Rescue Group Supervisor must assume an unsafe atmosphere exists within the confined space and/or the atmosphere may change during the rescue attempt. Therefore the entry team will use respiratory protection without exception. The confined space will be tested for oxygen concentrations, explosive gas, vapor concentrations, and toxins prior to entry and during rescue operations. These readings shall be logged on the entry forms during this operation.

The Rescue Group Supervisor shall ensure that personnel entering a confined space do not commit themselves to travel within the space beyond a point that provides sufficient air reserve to return and exit safely, with at least a five (5) minute safety margin. The time available for operations inside shall be estimated based on air supply and monitored by personnel outside, as well as the entry team. Where feasible, lifelines shall be used by personnel entering the confined space. These lifelines are required to be used unless they would increase the overall risk of the operations and not contribute to the rescue of the entrant.

PROTECTIVE EQUIPMENT

ALL PERSONNEL entering confined spaces shall use a breathing apparatus, either self-contained or supplied airline respirator, depending on the nature of the situation. The Rescue Group Supervisor must evaluate the need for extended duration breathing apparatus and provide for the response of this equipment when necessary. If the equipment is available, the entry team shall also take a breathing apparatus and harness along for the victim.

Personnel utilizing a breathing apparatus shall not remove the facepiece or take any other action to compromise the effectiveness of their breathing apparatus while inside the confined space. This includes "doffing" (e.g., unbuckling the regulator strap, removing tank from off the back, or removing the mask) the breathing apparatus to maneuver in the space or through smaller openings.

As stated previously, all atmospheres shall be tested prior to entry of personnel and then monitored continually while personnel are working in the space. Monitoring shall test for the presence of oxygen deficient or enriched atmospheres, flammable and toxic atmospheres. Monitoring shall be performed at three levels inside the space --near the top, about half way down and at the bottom of the space. Atmospheric monitoring shall be continuously maintained during the entire operation. The following levels shall be considered as immediately dangerous to life and health (IDLH):

- Oxygen levels less than 19.5%;
- Oxygen levels greater than 23.5%;
- Flammability at or above 10% of the lower explosive level (LEL); or
- Toxicity shall be any limit with a numerical value exceeding the permissible exposure limit (PEL)

An individual who has successfully completed the gas detector training for the monitor shall perform atmospheric testing. All atmospheric readings shall be recorded on the entry permit. In the event that the atmospheric readings indicate an unsafe or unacceptable condition, the Rescue Group Supervisor or Safety Officer shall remove all entry personnel immediately. Operations can continue once the unsafe condition is corrected.

All personnel involved in a confined space emergency incident shall be accounted for using the standard department passport system.

Protective clothing shall be worn as required by the situation, depending on the evaluation of the hazards inside the space. In general, turn out coats and pants are not recommended due to their weight, bulkiness and potential for excess heat-related problems. Recommended clothing would include a fire resistant jumpsuit or brush pants and shirt, uniform boots, lightweight brush gear, rescue helmet and gloves. Persons should remove items from their uniform, which may produce unnecessary discomfort while working in tight places or wearing a harness. This would include badges, name tags, knives, etc.

Personnel entering a confined space shall utilize a lifeline/retrieval line, unless this line would increase the overall risk of the entry or would not contribute to the rescue of the entrant. When vertically entering a confined space greater than five (5) feet deep, the personnel shall wear an approved Class III, full body harness attached to a fall protection device. This device can be either an automatic fall arrestor or an appropriate rope system. A secondary lifeline/retrieval line should also be attached to the harness. This lifeline should be attached to a suitable point outside the space and configured so that an immediate rescue of the entrant could be performed.

An effective means of communications between employees inside a confined space and the attendant shall be provided and used. All affected employees shall be trained in the use of communications systems and the system shall be tested prior to use to confirm its effective operation.

When feasible, ventilation should be established to provide fresh air and/or remove contaminated air from inside the confined space. This will assist any possible victims by providing them with fresh air and also provide air movement to help reduce heat-related problems. When ventilating a confined space to exhaust contaminated air, consideration must be given to the type of vapors present. This will assist in determining the most effective ventilation pattern.

Any electrical or mechanical equipment taken inside a confined space shall be intrinsically safe (e.g., it won't cause an explosion or ignition). This includes any lights, extrication equipment or communication systems.

When dealing in confined spaces that contain electrical hazards or mechanical equipment, the Rescue Group Supervisor must ensure that all equipment capable of causing injury has been placed in a zero mechanical state. This means that equipment shall be locked in the off position with a key type padlock. The Safety Officer assigned to the incident shall keep

the key. After locking out equipment, a tag shall be placed on the equipment advising not to turn it back on. In cases where lockout is not possible, the equipment shall be properly tagged and physical security provided.

Training shall be provided so that all employees acquire the understanding, knowledge, and skills necessary for the safe performance of their duties. Training shall be conducted at a minimum of every twelve (12) months. Employees that complete this training shall receive a written certification that contains the employee's name, the date and location of training, and the signature of the persons providing the certification. Training shall include, but is not limited to:

1. Explanation of what a confined space is and the hazards associated with them.
2. Reason for, proper use of, and limitations of personal protective equipment and other safety equipment required for entry.
3. Explanation of the permit system and other procedural requirements for conducting a confined space entry.
4. Duties and responsibilities of team members.
5. Signs and symptoms of exposure to air contamination.
6. Proper use of atmospheric monitoring instruments.
7. Rescue plan and all rescue related equipment.

During a confined space emergency, an entry permit shall be maintained. This permit will log the personnel involved in the incident and assignment they held, all atmospheric readings, the type of spaces and hazards involved and steps taken to eliminate hazards. This permit shall be maintained for a minimum of one year from the date of incident.

Attachment "B"

TRAINING REQUIREMENT FOR CONFINED SPACE

Each member of the rescue service shall practice making permit space rescues at least once every twelve (12) months. This is accomplished by means of simulated rescue operations in which they remove dummies, manikins, or actual persons from the actual permit spaces or from representative permit spaces. Representative permit spaces shall, with respect to opening size, configuration, and accessibility, simulate the types of permit spaces from which rescue are to be performed.

#

INTRODUCTION

The OSHA Confined Space regulations allows the employer to determine whether to use an on-site rescue team or arrange to have employees trained in confined space rescue. It is not feasible for the District to provide sole in-house rescue operations due to the large number of spaces and widespread geographical operating area. Therefore, all rescue operations involving entry into confined spaces are to be completed by local rescue services through the use of 9-1-1, supplemented with District employees trained in rescue operations. District staff will work closely with, and under the direction of, Fire Department personnel. Joint quarterly drills will be conducted with fire department staff.

RESCUE PROCEDURES

If there is a serious injury within a RMWD confined space, regardless of the space classification, do not attempt to move the injured person. If at any time there is a questionable action or non-movement by the worker(s) inside, a verbal check is to be made. If there is no response, summon help immediately, using the following procedures:

1. Immediately dial 9-1-1.

2. Give the 9-1-1 operator the location (use the Thomas Brothers grid number and nearest cross street).

3. Contact the Supervisor and report the injured person's name, status of victim and type of injury.

4. The Supervisor will immediately notify the rescue team, who will meet the Fire Department at the scene.

5. The Supervisor will notify the Water Operations Manager.

6. The Supervisor will notify the Human Resources Manager.

OTHER REQUIREMENTS

On an annual basis, the District's Incident Commander will coordinate with the local Fire Department to provide access to typical RMWD confined space structures, so that the rescue service can develop appropriate rescue plans and practice rescue operations, and coordinate with the District's trained rescue personnel.

#

PURPOSE

To provide employees with guidelines to help prevent dog bites.

The Center for Disease Control estimates that more than 4.7 million people a year are bitten by dogs, half of which are children. Of those bitten, approximately 800,000 seek medical attention, 386,000 require emergency room treatment, and about 12 die.

Dog bites are largely preventable, and in many cases can be prevented by following standard prevention techniques.

TIPS FOR PREVENTING DOG BITES:

1. Do not approach an unfamiliar dog.
2. Do not run from a dog and scream.
3. If approached by an unfamiliar dog, stand still like a tree.
4. If you believe a dog is about to attack you, try to place something between yourself and the dog, such as a backpack, jacket, etc.
5. If knocked over by a dog, roll into a ball, cover your face, and stay still.
6. Do not allow children to play with a dog unless supervised by an adult.
7. Immediately report stray dogs or dogs displaying unusual behavior to a local animal control center.
8. Avoid direct eye contact with a dog.
9. Do not disturb a dog who is sleeping, eating, or caring for puppies.
10. Do not pet a dog without allowing it to see and sniff you first.

IF YOU ARE BITTEN:

1. Seek medical attention immediately.
2. Control bleeding and wash the area of the bite with soap and water.
3. Report the bite to the Human Resources Department, so they can help to coordinate notification of the bite to the local public health department, animal control or local police.
4. Provide authorities with an accurate description of the dog, the circumstances surrounding the bite, and the dog owner's identity and/or address, if known.

#

PURPOSE

These guidelines outline rules and regulations in compliance with the Federal Omnibus Transportation Employee Testing Act of 1991 (Omnibus Act), and the Department of Transportation (DOT) Federal Highway Administration (FHWA) Regulations of 1994 (49 CFR parts 40 and 382 et al.), and Section 34520(a) of the California Vehicle Code. Each of these measures require that regular drug and alcohol testing be performed on employees in safety-sensitive positions who operate specified commercial vehicles.

The provisions of these guidelines work together with, not in place of, the District's general Drug and Alcohol Policy contained in the Personnel Manual. The obligations and requirements set forth herein are in addition to obligations and requirements set forth in the general policy.

GUIDELINES

Covered Employees

The definition of "covered employee" refers to any employee of the Ramona Municipal Water District, holding a California commercial driver's license, and occupying or applying for transfer to a position that performs safety-sensitive functions. Applicants who are offered employment, trainees learning the duties of covered positions, and employees temporarily performing such duties are also subject to DOT testing regulations. Classifications which may require Class A or B California driver's licenses and/or Class C driver's licenses with a hazardous materials or tanker endorsement are covered under these guidelines.

In addition, any employee with a commercial driver's license who wishes to drive for the District and/or be reimbursed by the District for the commercial license, will be subject to these guidelines.

"Covered employees" are those employees who operate the following commercial motor vehicles:

- Drive a District vehicle of over 26,001 gross vehicle weight rating (GVWR);
- Drive a District vehicle with a gross combination weight of at least 26,001 pounds, inclusive of a towed unit with a GVWR of more than 10,000 pounds; or
- Drive a District vehicle placarded under the Department of Transportation's hazardous materials regulations.

Safety-Sensitive Functions

Safety-sensitive functions include all duties performed by covered employees while "on duty" at the District. On duty time for safety-sensitive functions commence at the time covered employees begin to work or are required to be in readiness for work until they are relieved of work responsibilities. On duty time includes, but is not limited to the following functions:

- Driving a vehicle.
- Performing maintenance on the vehicle.
- Inspecting the vehicle.
- Loading or unloading the vehicle.
- Supervising or assisting the loading or unloading of a vehicle.
- Waiting to load or unload the vehicle, or to be dispatched.

Prohibited Conduct by Covered Employees

Covered employees may not be under the influence, use, or be in possession of alcohol or controlled substances (drugs) during working hours. Controlled substances are defined as: Amphetamines/Methamphetamines (e.g., Speed, Crystal); Cocaine; Opiates (e.g., Codeine, Heroin and Morphine); Phencyclidine (PCP); and THC (Marijuana), including medical marijuana and the use of hemp or hemp products.

The following conduct is prohibited and may result in discipline, up to and including termination:

A. Alcohol Use or Possession

1. Reporting for duty or remaining on duty to perform safety-sensitive functions while having an alcohol concentration of 0.02 or greater.
2. Performing safety-sensitive job duties within four hours after using alcohol.
3. Being on duty or operating a commercial motor vehicle or performing safety-sensitive functions while the driver possesses alcohol. This includes possession of medicines containing alcohol, unless the packaging seal is unbroken.
4. When required to take a post-accident alcohol test, using alcohol within eight hours following the accident or prior to undergoing a post-accident alcohol test, whichever occurs first.
5. Refusing to submit to an alcohol test required by preemployment, promotional, post-accident, random, reasonable suspicion or follow-up testing requirements.

B. Controlled Substance (Drug) Use or Possession

1. Reporting or remaining on duty, requiring the performance of safety-sensitive functions, when the driver uses any controlled substance, including medical marijuana and/or hemp or hemp products. (Prescription drugs or legal over-the-counter medications may be allowed as needed, pursuant to advance notification to the appropriate supervisor, along with the supervisor's prior review of the medical authorization, instructions, and possible side affects).
2. Possessing or consuming any unauthorized drug while on duty.
3. Refusing to submit to a controlled substance test required by preemployment, promotional, post-accident, random, reasonable suspicion, or follow-up testing requirements.

Types of Testing Required

A. Drug Testing

Pursuant to FHWA regulations, urine specimens shall be screened for the drugs defined in the above section.

The testing is conducted in a two-stage process. If the initial screening is positive for one or more of the above drugs, then a confirmation test is performed for each identified drug using state-of-the-art gas chromatography/mass spectrometry (GC/MS) analysis. GC/MS ensures that over-the-counter medications are not reported as positive tests.

B. Alcohol Testing

Federal and State regulations for the testing of alcohol use require an evidential breath testing device (EBT) approved by the National Highway Traffic Safety Administration (NHTSA). An alcohol testing form is completed by the covered employee and a certified breath alcohol technician (BAT) to ensure the results are properly recorded. Two breath tests are required to determine if the covered employee has a prohibited alcohol concentration. A screening test is conducted first. Any result less than 0.02 alcohol concentration is considered a negative test, and no further testing is required.

If the alcohol concentration is 0.02 or greater, a second or confirmation test shall be conducted. When a confirmation test is required, the EBT equipment shall print the screening and confirmation test numbers in sequential order. The device shall also print the result, date, and time of both tests, along with the name and serial number of the EBT equipment in order to ensure the reliability of the results. Any actions taken will be based on the confirmation test result.

Required Tests

The following tests are required for all District employees who perform or may perform safety-sensitive functions:

A. Preemployment Testing (Including Reassignment or Transfer, Voluntary or Involuntary)

Prior to the employment of any individual who will occupy a classification designated to perform safety-sensitive functions, and prior to the transfer of any current District employee into a position which performs safety-sensitive functions, that individual must submit to testing for alcohol and drugs. Refusal to take the required test or failure to pass the test shall be deemed a basis upon which employment or assignment to a safety-sensitive position will be denied.

An employee who transfers from one position covered by these guidelines to another covered by these guidelines is not required to undergo preemployment testing.

B. Random Selection

Random testing shall be required of all employees covered by these guidelines. The ongoing testing will be conducted on an unannounced basis before, during or immediately after the performance of safety-sensitive functions. Covered employees will have an equal chance of being selected. All covered employees' names will be placed in a pool, from which names are drawn on a "reasonably random" basis. Once a covered employee's name is pulled for testing, his or her name will be returned to the pool. Therefore, it is feasible for the same covered employee to be tested repeatedly while participating in a true random testing process.

Random testing shall be performed as follows:

1. Drugs: Fifty (50) percent of the total number of covered employees shall be tested annually or as determined annually by the Federal government.

2. Alcohol: Ten (10) percent of the total number of covered employees shall be tested annually or as determined annually by the Federal government.

C. Reasonable Suspicion

The District shall require a covered employee to be tested upon reasonable suspicion for the use of drugs or alcohol. Reasonable suspicion means that a trained supervisor believes that the actions, appearance, speech, body odors, or conduct of an on-duty covered employee is indicative of the use of drugs or alcohol. Reasonable suspicion may be conducted before, during, or after a covered employee performs a safety-sensitive function.

The determination that a reasonable suspicion exists to require a covered employee to undergo a drug or alcohol test must be based on specific, objective, and contemporaneous facts concerning the behavior, appearance, speech or body odors of the employee. The determination must also be based on the supervisor's direct observations of the behavior(s) and not on hearsay. The supervisor(s) witnessing the impairment must document the specific observations upon which the reasonable suspicion is based.

Where there is reasonable suspicion that the covered employee is under the influence of drugs or alcohol, the supervisor shall arrange for the covered employee to be transported to the testing facility and then driven home. The covered employee shall not be permitted to transport him or herself.

D. Post-Accident

For purposes of these guidelines, an "accident" is defined as an incident involving a commercial or placarded vehicle driven by a covered employee in which one or more of the following occurs: loss of human life; bodily injury to persons requiring transportation to a medical treatment facility; disabling damage (requires towing from site) to any of the vehicles; or issuance of a traffic citation to the covered employee following any type of vehicle collision.

The following criteria apply when conducting drug and alcohol tests due to an accident:

1. An alcohol test will be administered within two hours following an accident, but no later than eight hours following the accident. A controlled substance test will be administered within 32 hours following an accident. If alcohol and/or controlled substance tests cannot be administered within the allotted time, attempts to collect specimens must cease. If the tests are not administered as required, the employer/supervisor must document the reasons that testing was not performed.

2 The covered employee must remain readily available for testing or he/she will be deemed to have refused the test (see Refusal to Consent). This rule does not require the delay of necessary medical attention for injured persons following the accident nor prohibit the covered employee from leaving the scene to obtain assistance or necessary emergency medical care.

3. A covered employee subject to post-accident testing may not use alcohol within eight hours following the accident or before an alcohol test, whichever comes first.

E. Return-to-Duty
Testing shall be conducted on any covered employee who has violated the drug and alcohol standards and is accepted into a return-to-duty status. Prior to resuming his or her safety-sensitive functions, the covered employee must undergo a new drug and/or alcohol test. The test result must be negative for the covered employee to return to work. If applicable, the covered employee shall be referred to a Substance Abuse Professional (SAP) for further assessment.

F. Follow-up Testing
Any covered employee identified by the Substance Abuse Professional as needing assistance will be subject to follow-up testing upon returning to duty. A minimum of six unannounced tests will be performed over the following twelve month period. Follow-up testing may be extended for up to 60 months following return-to-duty. The same criteria used for the return-to-duty testing will be used for any follow-up testing. Such testing shall not be subject to the random testing selection procedures. Moreover, follow-up testing may include tests for other substances beyond the covered employee's initial positive test of drug and/or alcohol use when the Substance Abuse Professional has reason to believe that additional testing is warranted. If follow-up testing is required, the covered employee assumes full financial responsibility for follow-up testing procedures.

Employee Consent
Before a drug or alcohol test is administered, the covered employee will be asked to sign a consent form authorizing the test and permitting release of the test results to the appropriate District representative. The consent form shall provide a space to acknowledge that the covered employee being tested has previously been advised of the drug and alcohol testing policy.

Refusal to Consent
A covered employee that refuses to submit to drug or alcohol testing required by the District shall be prohibited from performing or continuing to perform safety-sensitive functions. A covered employee's refusal to submit to drug or alcohol testing may also result in disciplinary action, up to and including termination. Refusal to consent shall include, but is not limited to:

A. Failure to provide adequate breath for alcohol testing, without valid medical explanation, after being notified of the requirement for breath testing.

B. Failure to provide an adequate urine sample for testing, without a genuine inability to provide a specimen (as determined by medical evaluation), after being notified of the requirement for urine testing.

C. Engaging in conduct that clearly obstructs the testing process.

Procedure

A. Alcohol Testing

Alcohol testing will be conducted using evidential breath testing devices (EBT) approved by the National Highway Traffic Safety Administration. A screening test must be conducted first. If the result is an alcohol concentration level of less than

0.02, the test is considered a negative test. If the alcohol concentration level is 0.02 or more, a second confirmation test must be conducted.

Alcohol testing shall be conducted by a laboratory certified by the Federal Government's Department of Health and Human Resources.

B. Controlled Substance Testing

1. The test must be conducted by analyzing the employee's urine.
2. The urinalysis shall be done at a laboratory certified by the Federal Government's Department of Health and Human Resources.
3. The urine specimen must be split into two bottles labeled as "primary" and "split" specimen. Both bottles must be sent to the laboratory.
4. If the urinalysis of the primary specimen tests positive for the presence of illegal, controlled substances, the employee has 72 hours from time of notification to request that the split specimen be analyzed by a different certified laboratory.
5. The urine sample shall be tested for the following: marijuana, cocaine, opiates, amphetamines/methamphetamines, and phencyclidine (PCP).
6. If the test is positive for one or more of the drugs listed above, a confirmation test must be performed using gas chromatography/mass spectrometry analysis.
7. All drug test results will be reviewed and interpreted by the Medical Review Officer before they are reported to the District.
8. With all positive drug tests, the Medical Review Officer will contact the employee to determine if there is a medical explanation for the positive test result. If documentation is provided and the Medical Review Officer determines that there is a legitimate medical use for the prohibited drug, the test may be reported to the District as negative.

Consequences of Failing an Alcohol and/or Controlled Substance Test

If drug and/or alcohol results are positive, the covered employee may be disciplined, up to and including termination.

If the covered employee is not terminated, the employee's supervisor or other authorized manager shall:

A. Discipline the covered employee, which may include a demotion to a position that does not require safety-sensitive functions, or suspension from work, without pay, for up to thirty (30) days, at the discretion of the General Manager;

B. Immediately remove any covered employee who has engaged in prohibited drug or alcohol use from his or her safety-sensitive functions. The District may, at its option, assign the employee to non-safety-sensitive functions, at the pay level of the position to which the employee has been reassigned. If not reassigned, the employee shall remain on unpaid leave and may use accrued sick and/or vacation time. If leave must be taken beyond the covered employee's accrued

time available, leave without pay must be requested and approved by the General Manager.

C. Remove the covered employee from his or her safety-sensitive function for a minimum of 24 hours and until another breath alcohol test is administered, and the result is less than a 0.02 concentration, if the alcohol concentration was greater than 0.02, but less than 0.04.

D. Remove the covered employee from his or her safety-sensitive function if the alcohol concentration level is greater than 0.04 or a drug screening test is positive for any of the prohibited controlled substances until:

1. The covered employee undergoes evaluation and, where necessary, rehabilitation.

2. A Substance Abuse Professional determines that the covered employee has successfully complied with any required rehabilitation.

3. The covered employee undergoes a return-to-duty test with a result of a blood alcohol concentration of less than 0.02 if the covered employee initially tested positive for alcohol, and/or with a negative test result for controlled substances if the covered employee initially tested positive for controlled substances.

The employee must:

A. Submit to an examination by a Substance Abuse Professional. Upon determination by the Substance Abuse Professional, the employee may be required to follow various recommendations set forth by the Substance Abuse Professional, which may include treatment for his/her alcohol or drug abuse. The District is not required to provide rehabilitation, pay for treatment, or to reinstate the covered employee to safety-sensitive functions.

B. Have a negative test result on the return-to-duty test if permitted to return to work.

C. Submit to unannounced follow-up testing once returned to his or her safety-sensitive functions.

D. Make arrangements for alternative transportation when test results are positive for drugs or an alcohol concentration of 0.02 or greater.

Substance Abuse Professional

The District will only provide an assessment by a Substance Abuse Professional (SAP). The District has no obligation to provide or pay for further treatment, as this is the responsibility of the covered employee.

Records

A. Testing Records

Records shall be maintained on test results, prevention programs, policies, training, drug use and alcohol misuse, refusals to submit to testing, covered

employee evaluations, and annual summary reports of the District's testing program. The retention period for the records is as follows:

1. Five Year Retention Period: This pertains to the results of alcohol tests of 0.02 or higher, confirmed positive drug tests, documentation of any covered employee who has refused to submit to a required drug or alcohol test, covered employee assessments, and referrals by the Substance Abuse Professional, and each calendar year summary.

2. Two Year Retention Period: This pertains to records documenting the collection process for the drug and alcohol tests and training of supervisors.

3. One Year Retention Period: This pertains to any alcohol test results which are less than 0.02 and the documentation of any negative or canceled drug test.

All records are confidential; however, the regulations require that they be made available for inspection by the Ramona Municipal Water District within two business days following a request by an authorized person. The records are kept in a separate file and will not be made a part of the covered employee's

personnel file. An exception to this is when disciplinary action results from the incident. When there is disciplinary action, disciplinary notices and related documents will be placed in the covered employee's personnel file.

The results of any testing done pursuant to these guidelines shall be used for employment purposes only and shall not be released for use in the criminal justice system, unless compelled by court order.

B. Access to Records

The following agencies shall have access to all test results without the verbal or written consent of the covered employee:

1. The Ramona Municipal Water District decision-makers in proceedings initiated either by the District or the covered employee as a result of testing.

2. The Department of Transportation or any state or local official with regulatory authority over the District or any of its covered employees.

3. The National Transportation Safety Board when conducting an investigation of an accident where drug and/or alcohol testing was performed.

Training

A. Informational Material

As required by the Department of Transportation, the District will provide information on drug use and treatment resources to safety-sensitive function employees. In addition, the District will provide an orientation to these guidelines for all covered employees.

B. Mandatory Supervisory Training

All supervisors of safety-sensitive employees shall attend at least two hours of training on the signs and symptoms of drug abuse. This training shall cover the physical, behavioral, speech and performance indicators of probable alcohol misuse and the use of controlled substances, and is intended to assist supervisors in making appropriate determinations for reasonable suspicion testing.

Compliance with the Federal Law

At all times, the District will comply with the current applicable federal law concerning drug and alcohol testing. Issues or inconsistencies that are not addressed in these guidelines will be determined by referring to the law and official regulations outlining policies and procedures relative to the law. Due to the complexities involving the law, not all of the particulars may necessarily be covered in these guidelines. The District reserves the right to make changes to these guidelines at any time.

#

DRIVER'S VEHICLE INSPECTION REPORT

RMWD Safe Work Practices

Date: _____

Unit No.: _____

Driver: _____

Mileage

End: _____

Begin: _____

Total: _____

X = Defective or Deficient

	Pre-Trip	Post-Trip
APPROACHING THE UNIT		
Body - Damage	____	____
Leaks: Water, Fuel, Oil, Grease	____	____
Clean Exterior	____	____
ENGINE COMPARTMENT		
Oil & Water Level	____	____
Leaks: Water, Fuel, Oil, Grease	____	____
Belts	____	____
Hoses	____	____
Battery	____	____
IN CAB (Start Engine, All Lights On)		
Instruments & Gauges	____	____
Windshield, Windows, mirrors	____	____
Horn & Wipers	____	____
Brakes: Service, Park, Emerg.	____	____
Lights, Flashers, Signals	____	____
Steering (Excess Play)	____	____
Clutch	____	____
Emergency Safety Equipment	____	____
Driver's Seatbelt	____	____
Clean Interior	____	____

	Pre-Trip	Post-Trip
OUTSIDE UNIT		
Wheels: Tires, Lugs, rims	____	____
Lights: Tail, Stop, Clearance Side-Marker, Identif., Turn Signals, Head Lights Flashers	____	____
Reflectors	____	____
Springs	____	____
Exhaust System	____	____
Drive Line: Transmission, Shaft, Universal	____	____
Fuel Tanks - Caps - Lines	____	____
MISCELLANEOUS		
Brake Hoses	____	____
Electric Lines	____	____
Hookup & Fifth Wheel	____	____
Tow Bar, Pintle Hook Safety Chains and Converter Gear	____	____
Anti-Lock Warning Signal	____	____
Tractor Protection Valve	____	____
Operation		
Load & Fastening Devices	____	____
Other	____	____

AIR BRAKE TEST (Before Starting Trip)

Maximum Air Pressure

Leak - 1 Minute

Leak - 1 Minute Pedal Depressed

Low Air Warning Device

Driver's Remarks and/or Repairs to be Made:

Driver's Signature:

Shop Comments:

Foreman or Mechanic's Signature:

PURPOSE

Most of us are not experienced electricians but we all work with electrical equipment. The information contained in this section outlines general guidelines you should follow when working with equipment such as typewriters, drills, saws, pumps, generators and other electrically powered machinery.

WHILE WORKING AROUND ELECTRICITY:

1. Avoid wearing rings, metallic watchbands and metallic objects while working on electrical equipment.

2. Avoid using electrical equipment while standing on a wet surface as it increases the chance of electrocution.

3. Unplug machinery and appliances before cleaning, inspecting, repairing or removing anything from them.

4. Use only approved nonmetallic ladders when working around power lines or electrical equipment.

5. Know the location of fuses and circuit breakers.

6. Enter high voltage areas only if you are trained to do so.

7. Make sure all electrical equipment is properly grounded.

8. Report overloaded circuits to the person in charge of your facility's building maintenance.

9. Move all flammable materials away from electrical heat sources and lights.

10. Use class "C" rated extinguishers for electrical fires. Using water to put out an electrical fire will increase the danger of electrocution.

USING ELECTRICAL CORDS

Plugging in more cords than the outlet is designed for may result in circuit overload.

Check machinery for frayed or broken electrical cords or exposed wires before plugging in. Using electrical equipment or cords with damaged connections or wiring could result in fire or electrical shock.

Grasp electrical cords by the plug when disconnecting or pulling out of a wall socket. Yanking out the cord could cause frayed or broken wires.

Rearrange electrical cords so they are out of the path of travel.

FIRST AID FOR ELECTRICAL SHOCK

Treat electrical shock victims using the following first aid measures:
1. Turn off the current.
2. Call 911.
3. Begin CPR until emergency help arrives.
4. Treat the victim for shock and burns.

PURPOSE

The purpose of this Program is to address designated actions the District and its employees must take to ensure employee safety from fire and other emergencies. This Program follows the requirements of Title 8 California Code of Regulations, Section 3220.

SCOPE

This Program applies to all employees, all District facilities, and all emergency action plans.

PROGRAM REQUIREMENTS

1. Emergency Escape Procedures and Emergency Route Assignments
   The purpose of this plan element is to provide direction to employees in the event of an emergency as to safe means of egress from a building and/or the facility. Some buildings or facilities have several means of egress. Some exits could lead to areas that may further endanger the safety of employees, such as a hazardous materials storage area or entry into a part of a building or yard that has no other means of escape.

   To ensure employees are prepared in advance in the event of an emergency, the District has created facility maps which indicate the nearest exit to all sections of the building and instruct employees to use that exit. If for some reason that exit cannot be reached, employees will be instructed of the closest alternative exit available. These site maps will be posted at posting sites at each facility, and are included in attached Appendix A. Each site map also contains an assembly area where employees are to congregate following an emergency.

2. Critical Plant Operation Procedures
   Department managers with responsibility for plant operations must create a written shutdown procedure for the facility that details all of the procedures to take place prior to operator evacuation.

   Since these critical operations vary, it is the responsibility of each department manager to determine what procedures need to be completed prior to evacuation of operators so that a safe shutdown can be achieved. The procedures should be as brief as possible, posted or available in a predetermined area, and employee training provided to operators who will be responsible for conducting these emergency procedures.

3. Accounting for All Employees
   It is important for emergency responders to know if any employees have not reached a safe location so that they may prepare for possible rescue procedures. The designation of a safe assembly area will make it much easier for a proper and accurate accounting of employees. Each supervisor and chief shall be responsible for ensuring all employees are present at the assembly area. If necessary, a roster should be created in advance, or an organizational chart should be available for reference. If there are workers in the field, it may be necessary to bring along a radio to verify that those employees are still in the field.

4. Rescue and Medical Duties
   If outside emergency response time is greater than four minutes, the District shall train a sufficient number of employees in a Red Cross First Aid and CPR course to ensure that there will be at least one person available to administer first aid if needed. Only those employees that have been well trained in emergency rescue procedures should attempt them.

5. Explanation of Duties
   Each department manager, supervisor and chief is responsible for being knowledgeable about the Emergency Action Plan. To prevent different interpretations being made of the emergency plan, periodic meetings will be held to discuss the plan and how it will be administered.

6. Evacuation
   There may be more than one method of evacuation necessary at some facilities. In most instances, evacuation can be achieved by simply walking away from the affected areas. If there are other means of appropriate evacuation, the procedures must be detailed and the affected persons must be trained.

7. Training

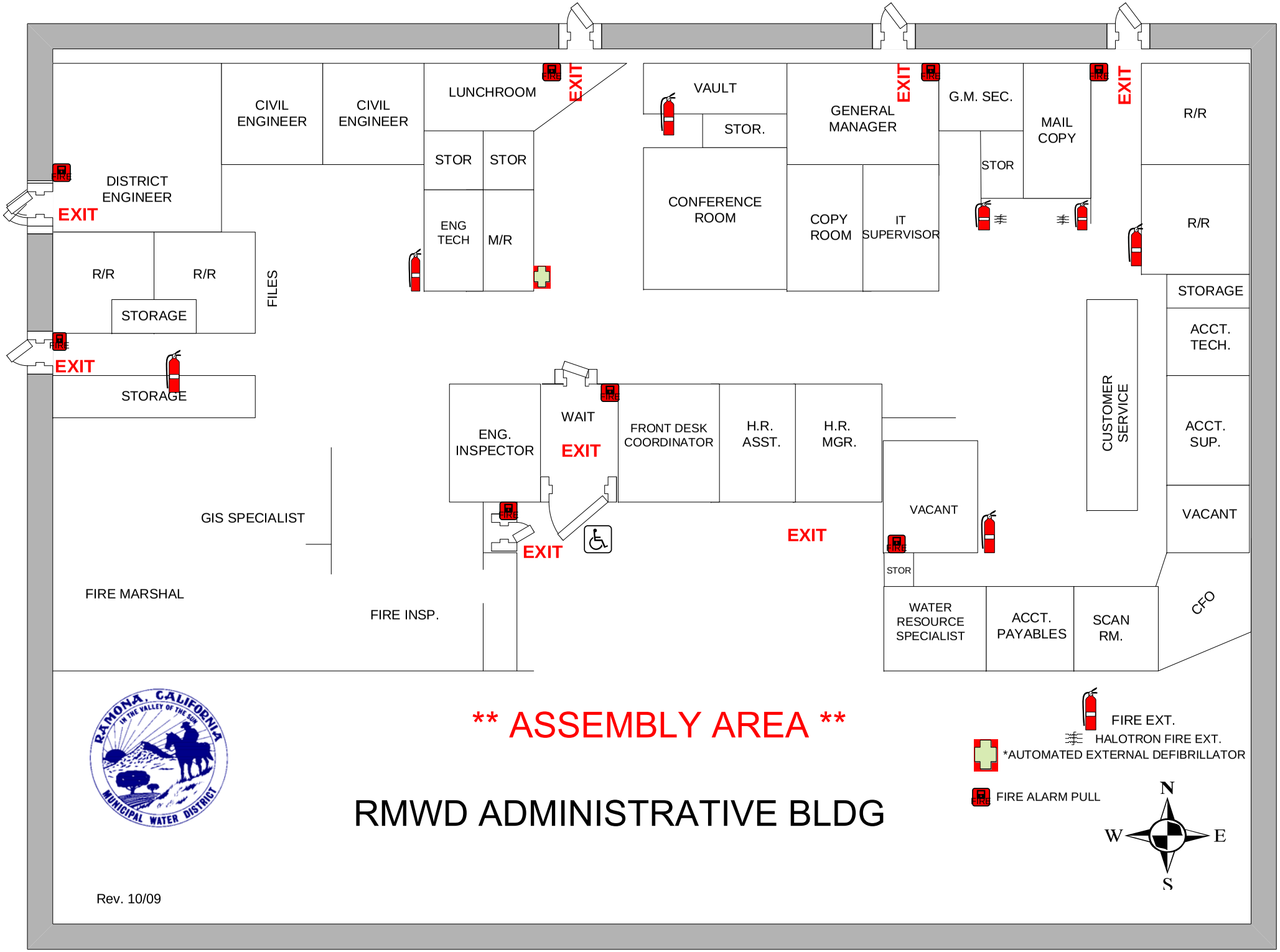
   A. Evacuation Assistant Designation
      There may be a need for a person(s) to help guide other employees in the event of an emergency. Not only must persons be designated to carry out these duties, but also to conduct periodic drills and refresher training. Without periodic drills and training, most employees are likely to forget the procedures established. Arrangements should be made in advance to assist employees that require special consideration.

   B. Employee Responsibility
      Under the plan, employees will be given specific responsibilities in the event of an emergency. For example, some will be responsible for calling the authorities, others for assisting in an orderly evacuation, and some have only the responsibility for evacuating to the assembly area. Where possible, employees will be aware of their responsibilities when the plan is first implemented or whenever their specific duties are changed. All other assignments will be made when the plan is put into action, depending on the circumstances and staff availability.

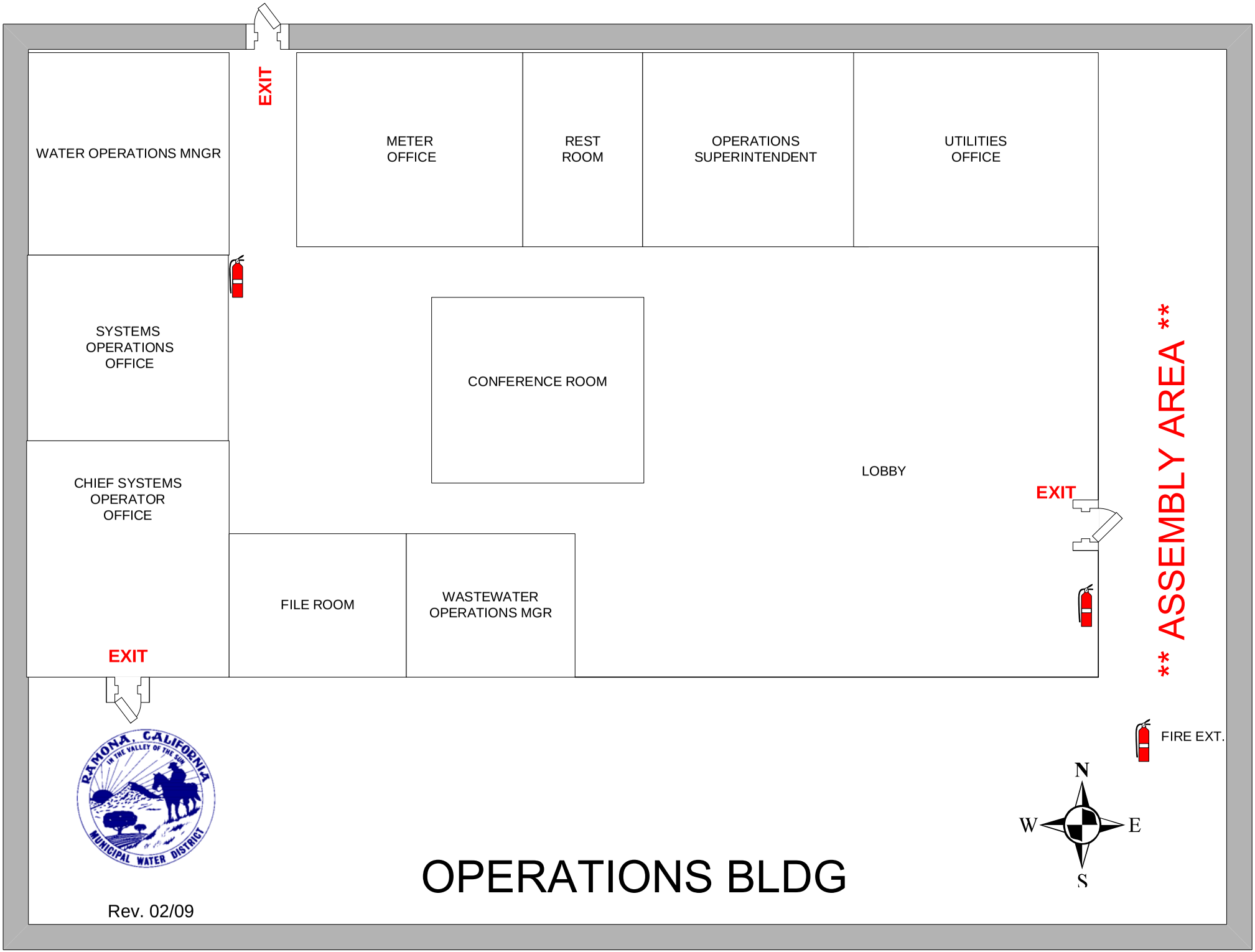
#

Appendix A

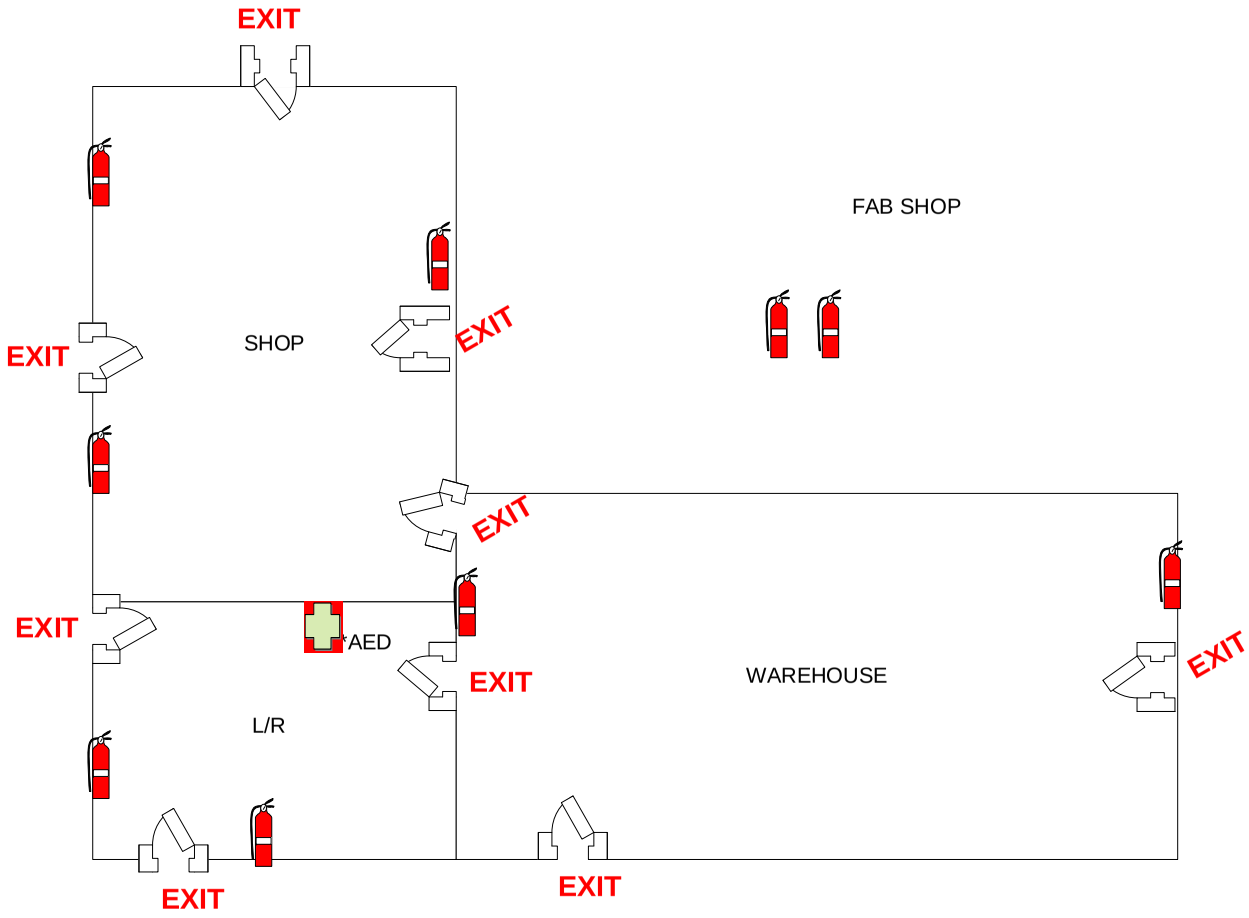
RMWD Facility Evacuation Maps



RMWD ADMINISTRATIVE BLDG


WATER OPERATIONS MNGR
EXIT
METER OFFICE
REST ROOM
OPERATIONS SUPERINTENDENT
UTILITIES OFFICE
SYSTEMS OPERATIONS OFFICE
CONFERENCE ROOM
LOBBY
EXIT
** ASSEMBLY AREA **
CHIEF SYSTEMS OPERATOR OFFICE
FILE ROOM
WASTEWATER OPERATIONS MGR
EXIT
FIRE EXT.
N
W
E
S
OPERATIONS BLDG
Rev. 02/09

** ASSEMBLY AREA **



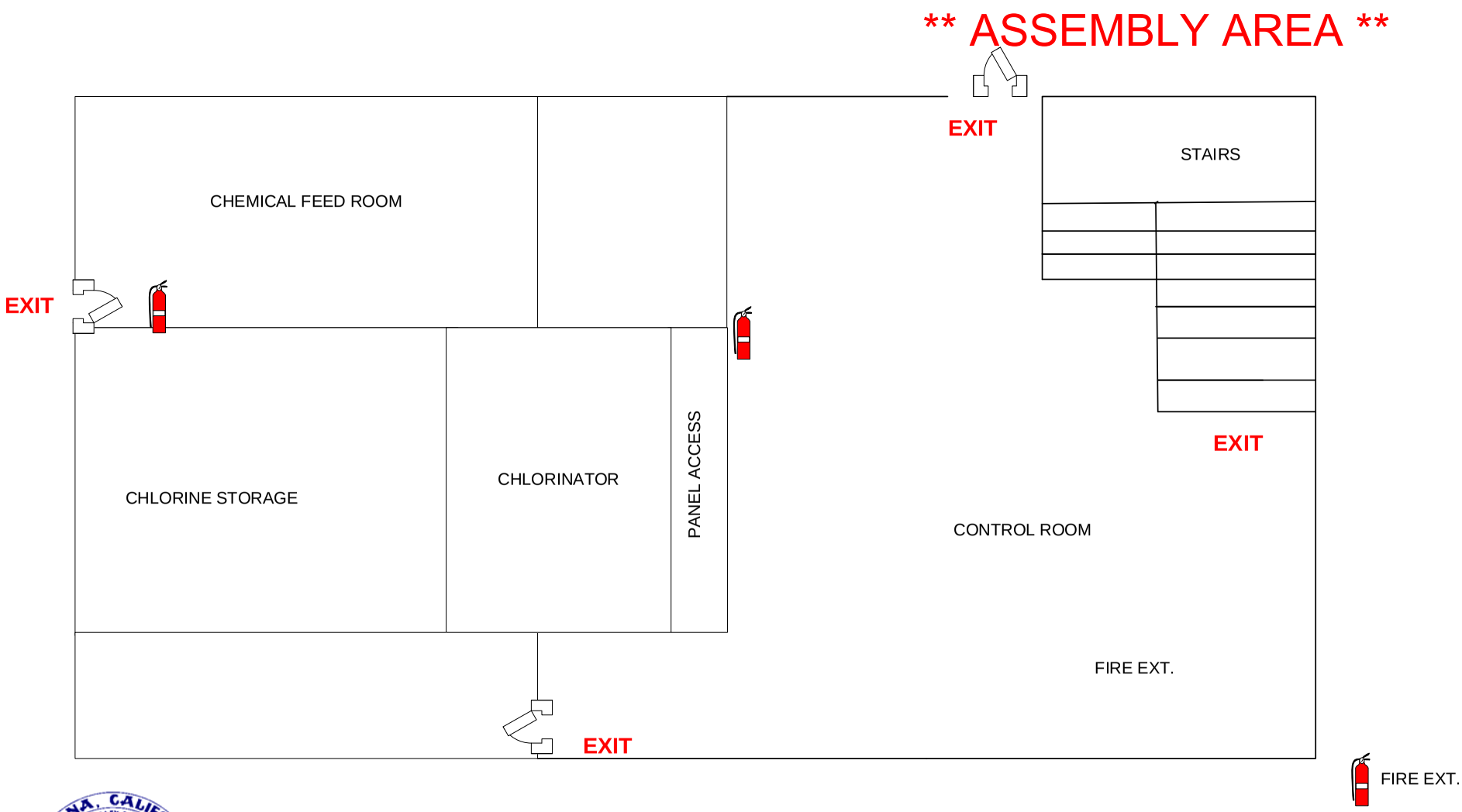
FIRE EXT.

*AUTOMATED EXTERNAL DEFIBRILLATOR

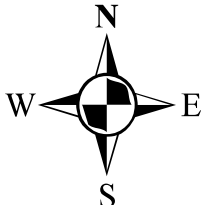
SHOP/WAREHOUSE

N
W E
S

Rev. 02/09

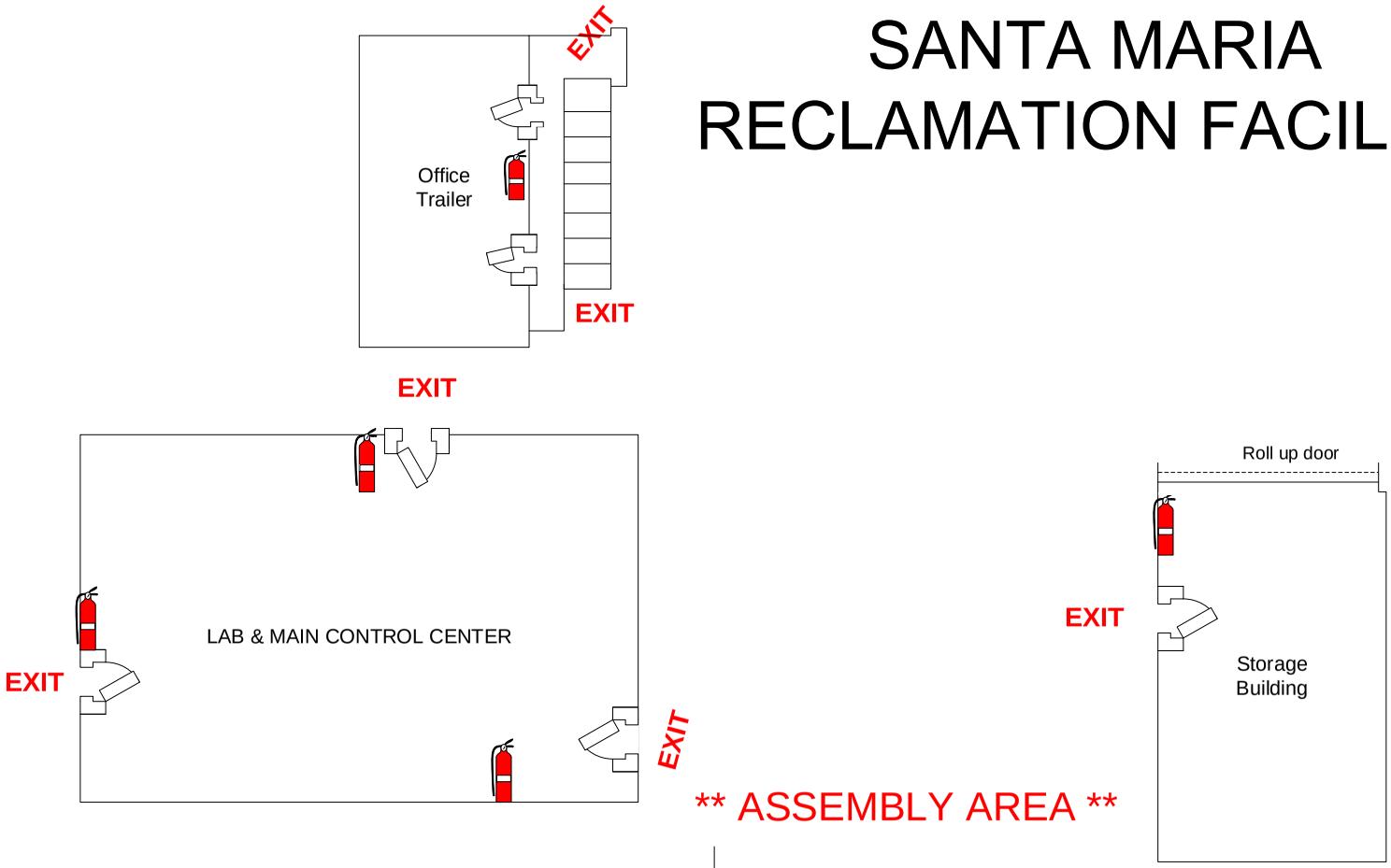


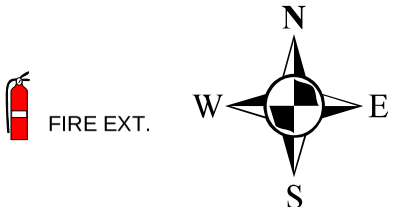
BARGAR WATER TREATMENT PLANT



Rev. 02/09

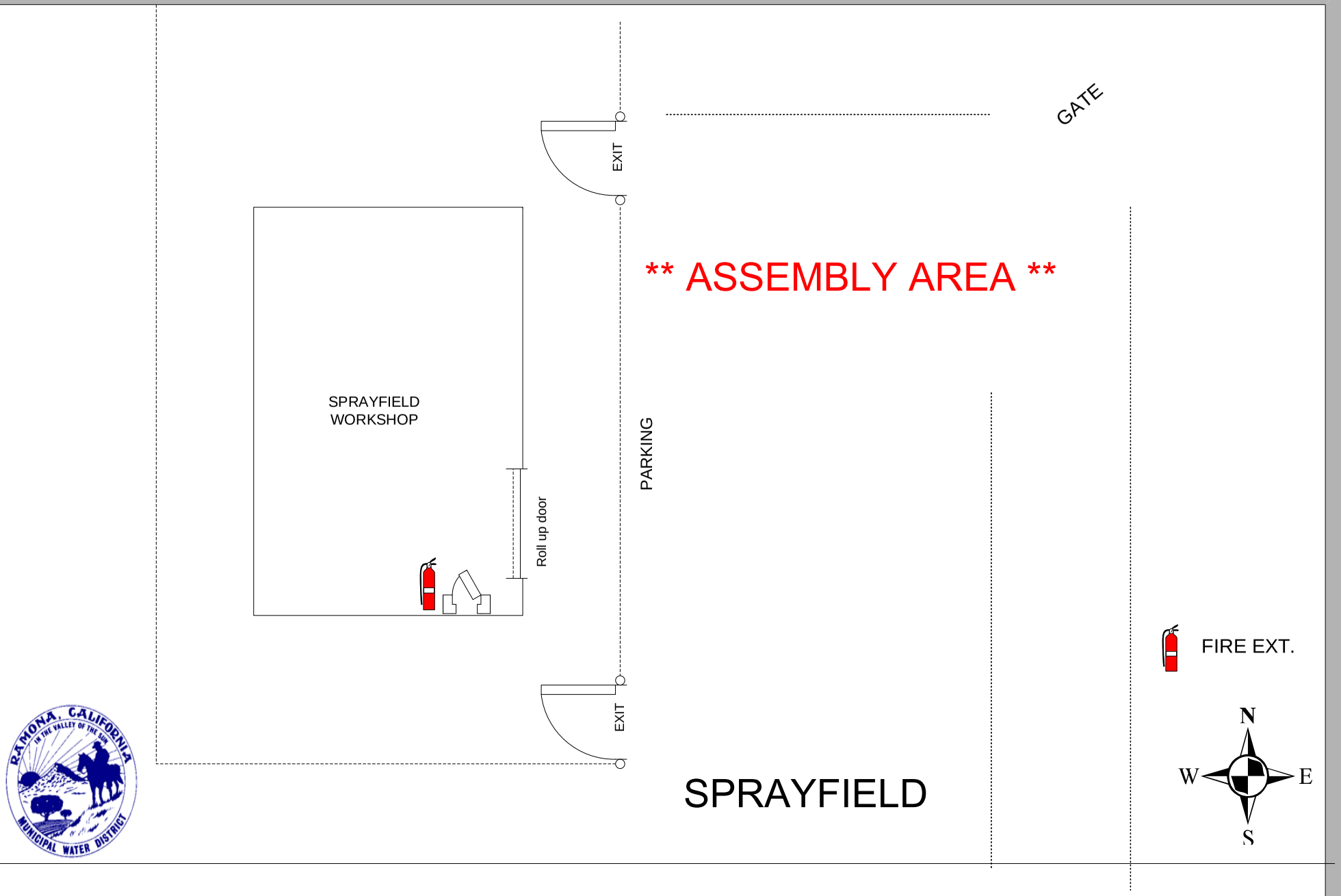
SANTA MARIA RECLAMATION FACILITY



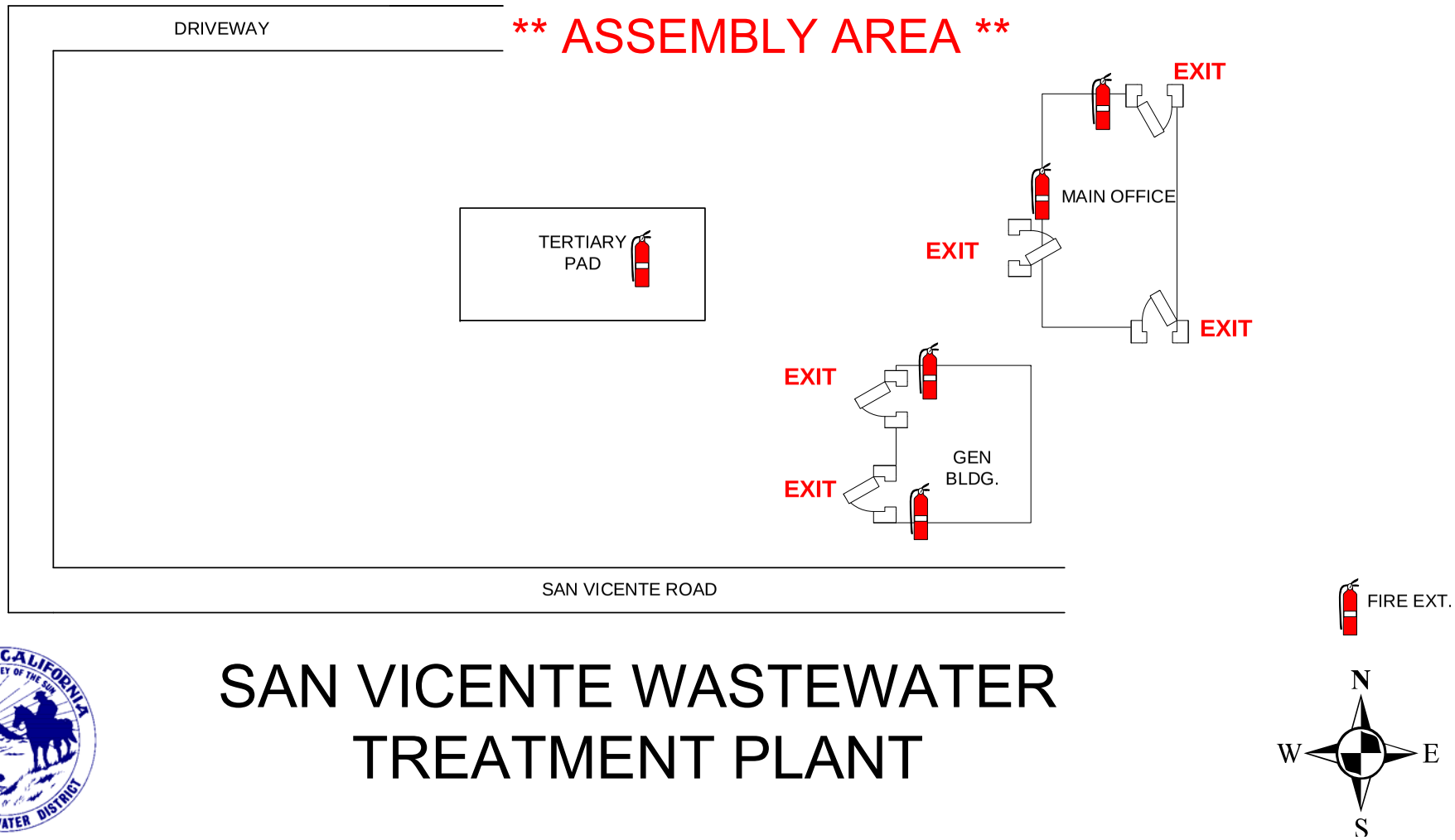


Rev. 11/09

SAWDAY ST


GATE
EXIT
** ASSEMBLY AREA **
SPRAYFIELD
WORKSHOP
PARKING
Roll up door
FIRE EXT.
EXIT
N
W
E
S
SPRAYFIELD
RANGELAND RD

Rev. 11/09



SAN VICENTE WASTEWATER TREATMENT PLANT

Rev. 02/09

PURPOSE

As we spend increasing amounts of time at our computer workstation, we need to be aware of how the design and arrangement of our equipment can impact our comfort, health, and productivity.

WORK AREA

The work area should be large enough to accommodate you, allow the full range of motions involved in performing required tasks, and provide room for the equipment and materials that make up the workstation.

- Use a headset for lengthy or frequent telephone work.
- Place the items you use most frequently directly in front of you.
- Avoid overcrowding computer work areas.

DESK/WORKSTATION

Standard furniture cannot accommodate everyone's needs. A taller person may need a one-time adjustment to have his or her work surface raised somewhat; a shorter person may need a footrest or other accessories. Adjustable furniture may be needed in situations where people share or use the same workstation.

- The desktop should be organized so that frequently used objects are close to the user to avoid excessive extended reaching.

- The work surface should have a matte finish to minimize glare or reflections.

- The area underneath the desk should always be clean/uncluttered to accommodate the user's legs and allow for stretching.

- If a fixed-height desk is used, add a keyboard tray that adjusts vertically to provide added adjustability.

- Use a headset or speaker phone to avoid neck and shoulder discomfort if you use a phone frequently throughout the day.

- Place the phone on the side of your non-dominant hand (i.e., left side if right-handed, right side if left-handed)

- Position your desk lamp (if you use one) so that it illuminates source documents without causing either glare on the computer screen or direct illumination to your eyes.

- A document holder should be used if documents are referred to during keying. The document holder should:

    1. Be stable and adjustable (height, position, distance, and angle of view).
    2. Support your document on either side of the monitor.
    3. Be at the same distance from your eyes as the display screen to avoid frequent changes of focus and you should be able you to look from one to the other without moving your neck or back.

CHAIR ADJUSTMENTS

Contrary to popular belief, sitting, which most people believe is relaxing, is hard on the back. Sitting for long periods of time can cause increased pressure on the intervertebral discs — the spongy discs between the vertebra. Sitting is also hard on the feet and legs. Gravity tends to pool blood in the legs and feet and create a sluggish return to the heart.

The following recommendations can help increase comfort for computer users:

- "Dynamic sitting," don't stay in one static position for extended periods of time.
- When performing daily tasks, alternate between sitting and standing or take small walking breaks throughout the day.
- The chair back should have a lumbar support.
- Adjust height of backrest to support the natural inward curve of the lower back.
- Adjust height of chair so feet rest flat on floor.
- Sit upright in the chair with the low back against the backrest and the shoulders touching the backrest.
- Thighs should be parallel to the floor and knees at about the same level as the hips.
- Back of knees should not come in direct contact with the edge of the seat pan. There should be 2-4 inches between the edge of the seat and the back of the knee.
- Arm rests should be removable and the distance between the arm rests should be adjustable.
- Adjust height and/or width of armrests so they allow the user to rest arms at their sides and relax/drop their shoulders while keyboarding.
- Don't use armrests to slouch. Also, chair arms should not noticeably elevate your shoulders or force you to move your arms away from your body to use them.
- Elbows and lower arms should rest lightly on armrests so as not to cause circulatory or nerve problems.
- Use a footrest when attempts to adjust your chair and the rest of the workstation fail to keep your feet on the ground.
- Ensure that you have some space (2-3") between the top of your thighs and the underside of your workstation.
- Have enough space under your work surface so that you can pull your self all the way up to the edge of the desk with room for your legs and knees to fit comfortably.

MONITOR

Once the chair and work surface height are properly adjusted, the computer monitor should be placed so the top of the screen is at or just below eye level when seated in an

upright position. The following suggestions can help prevent the development of eye strain, neck pain and shoulder fatigue while using your computer workstation:

- Make sure the surface of the viewing screen is clean.
- Adjust brightness and contrast to optimum comfort.
- Position the monitor directly in front of the user to avoid excessive twisting of the neck.
- User must position the monitor at a comfortable viewing distance, approximately 18-30 inches from the user.
- Position monitors at right angles from windows to reduce glare. Close window blinds as needed to reduce glare from sunlight.
- Position monitors away from direct lighting which creates excessive glare or use a glare filter over the monitor to reduce glare.
- Adjust the monitor tilt so that ceiling lights do not reflect on your screen.
- If a document holder is used, it should be placed at approximately the same height as the monitor and at the same distance from the eyes to prevent frequent eye shifts between the monitor screen and reference materials.
- Get regular eye check-ups.
- Adjust as needed for larger screens. You may need to sit farther away and increase the font size to take full advantage of the larger screen.

Bifocal and trifocal wearers have to pay particular attention to the placement of their monitor. Wearers of bifocals and trifocals often unknowingly tilt their heads backwards so they can read the screen through the lower portion of their glasses. This can sometimes lead to neck, shoulder, and back discomfort. Potential solutions include either lowering the computer monitor or purchasing glasses designed specifically for working at the computer.

KEYBOARD

Many ergonomic problems associated with computer workstations occur in the shoulder, elbow, forearm, wrist, and hand. Continuous work on the computer may expose soft tissues in these areas to repetition, awkward postures, and forceful exertions, especially if the workstation is not set up properly.

The following adjustments should be made to your workstation to help prevent the development of an ergonomic problem in the upper extremities:

- First adjust your chair as mentioned above, then with your arms resting comfortably at your side, raise your forearms to form a 90 degree angle with your upper arms.
- Adjust keyboard height so shoulders can relax and allow arms to rest at sides. An articulating keyboard tray is often necessary to accommodate proper height and distance.

- Position the keyboard directly in front and be close to the user to avoid excessive extended reaching.

- Forearms parallel to the floor (approximately 90 degree angle at elbow).

- Mouse should be placed adjacent to keyboard and at the same height as the keyboard. Avoid extended and elevated reaching for keyboard and mouse. The back of the wrist should be kept flat (in a neutral position). Do not rest the hand on the mouse when your are not using it. Rest hands in your lap when not entering data.

- A padded wrist rest will help to keep your wrist in a straight and neutral position while typing and keep your arms off the sharp edges of the work surface.

- Do not rest your wrists or hands on a palm or wrist rest when you are keying. These rests are designed to provide support only during breaks from keying.

- The slope of the keyboard may need to be adjusted so that it is flat in order that your wrists are straight, and not bent back while you are typing.

- Press the keys gently; do not bang them or hold them down for long periods. Keep your shoulders, arms, hands, and fingers relaxed.

If your work surface is too high and not adjustable, adjust your chair to bring your arms to the proper position. If you raise your chair make sure your feet are properly supported.

MOUSE, TRACKBALL, OR OTHER INPUT DEVICE

- The mouse is present in virtually every office environment. Handed versions of mouses are designed specifically to the contours of either the right or left hand.

- Placing the mouse, trackball, or other input device too far away, too low, or too much on one side can cause shoulder, wrist, elbow, and forearm discomfort. Placing the input device directly in your immediate reach zone offers natural comfort and maximum hand-to-eye coordination.

- Do not bend your wrist upward. Make sure you are sitting high enough for the workstation to be slightly below elbow height so that your hand rests naturally on the mouse.

- Mousing demands a certain level of surface stability; if used on a keyboard tray, the tray should not wobble or tip.

- A trackball has an exposed ball that you manipulate with your fingers. It requires the use of different muscle and tendon groups than does a mouse, and can add variety to your manipulation of computer information. Some trackball designs, however, may cause discomfort and possible injury to the area around your thumb, which stretches and reaches to maneuver the trackball.

- When selecting a mousing device, trackball or other input devices, consider the shape and size of the devices, how comfortably it fits into your hand, ease of operation, and any special features that might make your job easier.

LIGHTING

Lighting not suited to working with a computer is a major contributing factor in visual discomforts including eyestrain, burning or itching eyes, and blurred or double vision.

The lighting in most office environments is too bright for optimal VDT screen viewing. The illumination may be reduced by removing 2 bulbs in a 4-bulb fluorescent fixture, removing the bulbs in every other fixture, or turning off overhead lights altogether. Supplemental desk lighting is better than overhead lighting for reading or printed copy.

Use the following recommendations to reduce eyestrain and eye fatigue:

- Close drapes/blinds to reduce glare.
- Adjust lighting to avoid glare on screen (light source should come at a 90 degree angle, with low watt lights rather than high).
- Avoid intense or uneven lighting in your field of vision.
- Place monitor at 90 degree angle to windows (where possible).
- Reduce overhead lighting (where possible).
- Use indirect or shielded lighting where possible.
- Walls should not be painted with a reflective finish.
- Use a glare screen or monitor shield to reduce glare from overhead lighting.

WORK HABITS

Repetitious static work (working at the computer) is very fatiguing on your upper extremities as well as your eyes. It is important to alternate tasks throughout the day, and take short "breaks" away from the computer so your body to rest and recover. Taking a short "break" (3 to 5 minutes) does not mean you have to stop working, other activities such as talking to a co-worker, making copies, filing, etc. could be done during breaks from typing.

It is also important to change positions periodically. Sitting in one position or leaning on your arms for an extended period of time can interfere with circulation.

LAPTOP COMPTERS

NOTE: *LAPTOP COMPUTERS ARE NOT RECOMMENDED AS PRIMARY COMPUTERS. IN THE OFFICE OR WHILE AT HOME, A DOCKING STATION IS RECOMMENDED TO PROVIDE ADJUSTABILITY WHICH WILL ENHANCE NEUTRAL POSTURES.*

COMPUTING

Maintaining neutral postures will reduce stress and strain to the musculoskeletal system.

- Incorporate mini-breaks every 20 to 30 minutes to break up repetition and static postures.
- Maintain a comfortable viewing distance from your screen; about 18-30 inches.

- Keep your head and neck in a neutral posture; avoid excessive neck flexion or rotation.
- Angle the screen so that it is perpendicular to your line of sight, if lighting permits.
- Position the keyboard at elbow height, and keep your wrists straight while keying. Experiment with table height, chair height and keyboard angle to maintain neutral wrist postures.
- Remember: if you raise your chair use a footrest to support your feet. When seated your hips should be slightly higher than your knees.
- If you are seated in a side chair or couch, use a pillow to support your arms while keying. This will help you maintain neutral arm, wrist, and hand postures.
- Attach an external mouse instead of using the small constricted touchpad or trackball.
- Clean the screen regularly using appropriate antistatic cleaning materials.
- The hands and wrists should be kept in a straight wrist posture when typing and should not be resting on a pal rest, table, or lap while typing. Wrist and palm rests are designed to provide support during breaks from typing.

#

INFORMATION IN THIS SECTION EXPLAINS:

1. What is considered approved eye and face protection.
2. Who is required to wear eye and face protection.
3. Guidelines for the use of eye and face protection.
4. Responsibilities for following safe work practices.

INJURY CAUSES

The most common types of eye and face injuries include:

1. Punctures caused by flying objects or debris while cutting, digging, grinding, sawing, drilling, or machining.

2. Abrasions caused by blows to the eyes and face during movement of equipment and materials.

3. Burns caused by chemical splashes while handling hazardous materials or exposure to welding flashes.

WEARING EYE AND FACE PROTECTION

Cal/OSHA regulations and District safe work practices require you to wear protection when your work could cause injury to your eyes and face.

Eye and face protection must meet current American National Standards Institute guidelines (ANSI Z87.1).

Eye and face protection is to be used when administrative and engineering controls do not eliminate the hazard.

Contact your supervisor if you need specialized eye and face protection or if you have questions or concerns about the type of personal protective equipment required.

You and your supervisor should work together to evaluate hazards and select the best type of eye protection you need for the type of work you will be doing. Use the selection chart (Exhibit "A"), to help you decide what is best for you. When working with your supervisor:

1. Assess work procedures requiring the use of eye and face protection, when non-routine work is performed, or a new type of work is assigned.

2. Discuss the different types of eye and face protection available for use, and responsibility for using the protection provided.

3. Review disciplinary guidelines when safe work practices requiring the use of eye and face protection are ignored.

HOW EYE AND FACE PROTECTION WORKS

Each type of eye and face protection is designed to protect you from different kinds of hazards. Information in this section explains how each type works.

SAFETY GLASSES

Lenses and frames prevent flying objects from entering your eyes.

The lenses will not shatter into pieces that will pierce your eye if the object breaks the lens.

SAFETY GOGGLES
Goggles shield your entire eye from smaller particles that safety glasses do not stop.

Chemical goggles protect your eyes from dust and from hazardous materials that could splash into your eyes.

FACE SHIELDS
Protect your face from chemical sprays and small sharp edged particles that could fly into your face while machining, drilling, grinding, or chipping materials like concrete.

Also wear safety glasses or safety goggles, since using a face shield alone will not protect your eyes against flying particles.

WELDING HELMETS
Combine the protection of a face shield and specially tinted dark glass to protect your face and eyes from hot metal and ultraviolet rays.

SELECTING PROTECTION
Eye and face protection is usually available from the warehouse.

The type of eye and face protection you select should protect you from specific types of eye and face injuries depending on the work you do.

PURCHASE OPTIONS
The warehouse supplies clear and grey safety glasses, face shields, and chemical goggles. Employees may also utilize their Protective Clothing Allowance as provided under the Memorandum of Understanding.

PRESCRIPTION SAFETY GLASSES
If you must wear protective lenses, you may need to purchase prescription safety glasses. Notify your supervisor that you need to buy prescription glasses if you must wear corrective lenses and are required to perform work that exposes you to eye injury hazards. Funding is available through the Protective Clothing Allowance.

CARING FOR EYE AND FACE PROTECTION
Take care of eye and face protection by following manufacturer's recommendations, including but not limited to:

1. Keeping safety glass lenses and face shields clean, as looking through dirty lenses and face pieces may cause eye fatigue, and could be a factor in causing an injury.

2. When cleaning eye and face protection, use mild soap and warm water and soak for 10 minutes, rinse and allow to air dry.

3. Replacing damaged lenses and face shield, as pitted and scratched lenses and shields make it hard to see what you are doing and may reduce the protection factor of your safety equipment.

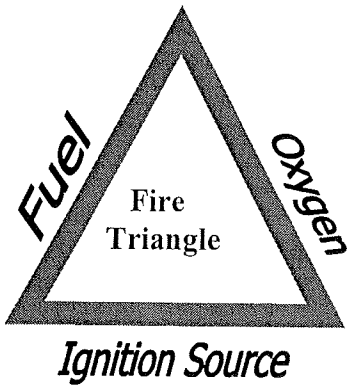
Exhibit "A"

Work Performed	Hazards	Protection Type	Other Information
Chipping - grinding - machining - masonry - riveting - sanding	**Impact** from flying objects, large chips/ particles, sand, dirt, etc.	▪ Glasses w/side shields ▪ Goggles w/direct or indirect ventilation ▪ Face shield	Heavily tinted lenses are not recommended unless glare is a hazard
Furnace operations - pouring - casting - welding - hot dipping - gas cutting	**Heat** from hot sparks, molten metal splash, and high temperature work	▪ Face shield ▪ Goggles w/direct or indirect ventilation ▪ Glasses w/side shields ▪ Reflective face shields	Protectors that do not provide side shield protection are not recommended
Acid/corrosive chemical handling - degreasing - plating	**Chemical splash** and corrosive mists	▪ Goggles w/direct or indirect ventilation **and** face shield	Safety glasses, welding helmets and hand-held face shields do not offer adequate protection.
Woodworking - buffing - dusty conditions - weed whacking	**Nuisance dust**	▪ Goggles w/direct or indirect ventilation	Safety glasses do not adequately protect against very small dust particles
Welding	**Optical radiation** caused by electric arc	▪ Filter lens ▪ Shade 10-14 w/welding helmets or shields	Select the darkest lens shade that allows adequate sight to complete task. Additional eye protection must be worn under welding helmets

#

HOW FIRES START

Fire is a chemical reaction. Fire needs three elements to occur:



Fuel
Fuel can be any combustible material, solid, liquid or gas. Most solids and liquids become a vapor before they burn.

Oxygen
The air we breathe is about 21 percent oxygen. Fire only needs an atmosphere with at least 16 percent oxygen.

Ignition Source
Heat is necessary to increase the temperature of the fuel to a point where enough vapors are given off for ignition to begin.

INSPECTING FIRE EXTINGUISHERS

Know where fire extinguishers are located in your area.

Look at the gauge to make sure the extinguisher is fully charged.

Make sure the pin, nozzle, and identification labels are not damaged or broken.

Fire extinguishers must be visually inspected once a month and serviced annually to make sure they will be ready for use in an emergency.

EVACUATING

Leave the building as soon as the alarm sounds. This may mean you will have to leave personal belongings behind.

Avoid smoke and toxic gases by keeping close to the floor.

If possible, cover your mouth and nose with a damp cloth.

Report to a predetermined area outside of the building so that a head count can be taken.

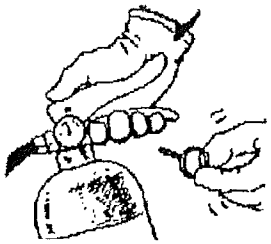
The last person to leave the area should close doors after leaving. Keep doors unlocked so the Fire Department can get to the area quickly.

FIGHTING FIRES

Immediately call 911 to report any fires.

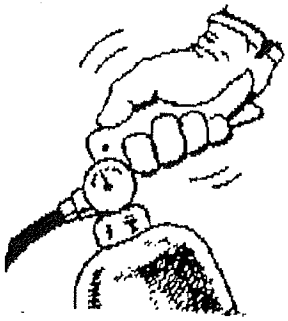
Fight fires only if you have been trained and the fire is controllable.

USING FIRE EXTINGUISHERS



Pull the pin.

Aim at the base of the flames.



Squeeze the trigger while holding the extinguisher upright.

Sweep from side to side, covering the fire area.

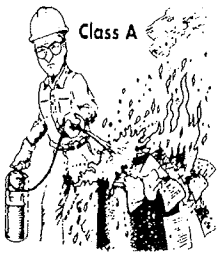
Class A

Wood
Rubber
Paper
Cloth
Some plastics

Prevention

Keep storage and work areas free from trash and debris.

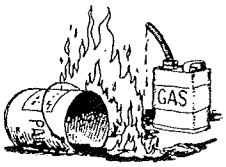
Extinguishing Methods



Pressurized water
Foam
Multi-purposed dry chemical

Class B

Gasoline
Some paints
Other flammable liquids



Prevention

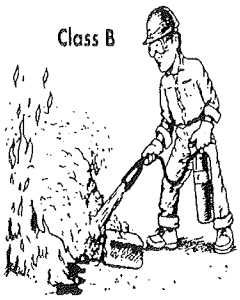
Refuel equipment in open air, away from open flame.

Refuel after equipment has cooled.

Place oily or solvent-soaked rags in covered containers.

Store flammable liquids in fire-proof cabinets.

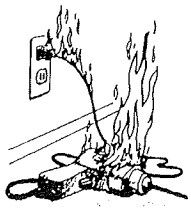
Extinguishing Methods



Foam
Carbon dioxide
Dry chemical
Halon

Class C

Electrical motors
Switches
Panel boxes
Power tools



Prevention

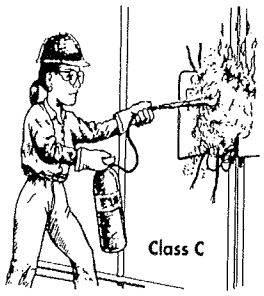
Inspect wiring for worn insulation and
Inspect wiring for worn insulation and broken connections.

Perform preventive maintenance on electrical motors to keep dust and oil from igniting.

Avoid overloading outlets.

Investigate and report any burning smells coming from electrical-powered equipment.

Extinguishing Methods



Do not use water
Carbon dioxide
Dry chemical
Halon

#

FORKLIFT SAFETY PROCEDURES:

1. Always inspect the vehicle at least once per shift. This includes the battery, brakes, controller, fuel system, horn, lights, lift system, steering mechanism, and tires. Do no operate any vehicle found to be in need of repair.

2. Look in the direction of travel and do not move the vehicle until you confirm the path is clear.

3. Do not exceed a safe speed for the conditions, size and type of load.

4. Do not pass trucks traveling in the same direction at intersections, blind spots, or other dangerous locations.

5. Maintain at least three truck lengths distance between you any truck/vehicle in front of you.

6. Slow down and sound the horn at cross isles and other locations where vision is obstructed.

7. Carry the forks as low as possible.

8. Do not load trucks in excess of their rated capacity.

9. Do no move a loaded vehicle until the load is secured.

10. Carry a load trailing (i.e., drive in reverse with the load behind you) if the load would obstruct the view if carried in front of the vehicle.

11. Always refer to the load chart and never lift a load beyond the capacity of the machine and load configuration.

12. Ascend or descend a grade slowly. If the grade is in excess of 10 percent, drive a loaded truck with the load upgrade.

13. Do not tilt a load forward with the load-engaging means elevated, except when picking up a load. Do not tilt an elevated load forward unless you are depositing it onto a storage area. When stacking or tiering, tilt a load backward only as much as necessary to stabilize the load.

14. If you leave the vehicle and will be 25 feet or more away, leave the load-engaging means down, bring the mast to the vertical position, shut the power off, curb the vehicle if necessary, and set the brakes.

15. If you leave the vehicle and are within 25 feet of the vehicle, lower the load-engaging means fully, neutralize the controls, and set the brakes.

#

TOOL SELECTION

Typical hand tools you may use include:

- Hammers
- Screwdrivers
- Pliers
- Cutters
- Chisels
- Shovels
- Snips
- Staplers

Each tool has a specific purpose. Select a tool for the task it was designed for. For example: using a claw hammer to remove nails.

USING TOOLS

Use tools for which you are trained and inspect your tools before use, making sure:

1. Wooden handles are free from cracks.
2. Cutting edges are sharp.
3. Chisel heads are free from mushrooming.
4. Metal parts are straight and free from burrs.

Replace or repair the tool if it is damaged.

Test a cutting edge on scrap material. Testing a blade with your finger or in your hand could result in a cut.

Select the right size tool for the job. For example: the screwdriver tip fits the screw head.

Place tools in a secure location when working on ladders or scaffolding.

Do not carry tools in your pants pocket. Wear a tool belt or hoist them up and down in buckets.

Point sharp or cutting edges away from you toward the ground.

PREVENTING INJURIES

Injuries result when:

- The wrong tool for the job is used;
- Personal protective equipment is not worn; and/or
- Safe work practices are not followed.

Wear personal protective equipment when you need it. For example: when using a chisel to chip concrete, wear a face shield and safety glasses to protect your eyes and face.

If you use hand tools regularly, refer to specific safe work methods recommended by the manufacturer, departmental work procedures, or as you have been instructed.

Tool Maintenance

Clean tools after every use. Lightly oil metal tools and store in a clean, dry place to prevent rust and keep cutting edges sharp.

#

PURPOSE

The Hazard Communication Program establishes methods for providing information regarding hazardous materials in the workplace as required by California Code of Regulations, Title 8, Section 5194 (8 CCR 5194).

SCOPE

This program discusses requirements for the use of hazardous material labels and other hazard warning methods, Material Safety Data Sheets (MSDSs), hazardous materials evaluations, annual inventories, and employee information and training on hazardous materials. The program will ensure that:

1. Employees have proper training and awareness of hazardous materials in the workplace.
2. Material Safety Data Sheets (MSDS) are available for employee access.
3. Proper posting and container labeling are accomplished.

RESPONSIBILITIES

This program applies to employees, including contract employees under the direct supervision of the District's employees, who may come in contact with or be exposed to hazardous materials at the workplace while performing their normal duties or during emergency conditions. It also applies to those who are involved in the purchase, transportation, or storage of hazardous materials.

Management Shall:

1. Provide and document hazard communication training.

2. Ensure a list is available of all hazardous materials in the workplace.

3. Ensure that MSDSs are readily available and the locations of MSDS information are identified to employees.

4. Evaluate the hazard potential of new hazardous materials being introduced into the workplace and recommend safer alternatives, if available.

5. Provide guidance for labeling of hazardous material containers.

6. Ensure workplace inspections include evaluations of hazardous material safe handling and storage practices.

Supervisors Shall:

1. Identify the hazardous materials normally associated with jobs under their supervision and make sure their employees receive the appropriate Hazard Communication training (both general and specialized) before they begin any work assignment involving hazardous materials.

2. Notify management regarding the use of new hazardous materials.

3. Notify management regarding new uses for existing hazardous materials.

4. Ensure personnel employ the protective measures prescribed by MSDSs and local operating instructions when working with hazardous materials.

5. Ensure personnel use, transport, and store hazardous materials in a safe manner.

6. Ensure hazardous material containers are labeled properly (including portable containers).

7. Ensure current MSDSs are available for the hazardous materials used.

Employees Shall:

1. Familiarize themselves with hazard warnings, hazard labels, and MSDSs so they can use this information where needed.

2. Employ the protective measures prescribed by MSDSs and local operating instructions when working with hazardous materials.

CONTRACTOR REQUIREMENTS

Contractors are required to have their own Hazard Communication program. However, the District must provide the contractors with information specific to District operations. The contractors must, in turn, convey this information to their employees.

TRAINING PROCEDURES

Initial Training

For employees whose duties require them to work around hazardous materials, initial training shall be provided by management before they begin their work assignment. This training will cover the following topics:

1. Overview of Hazard Communication regulations, including employees' rights under the regulations.

2. Operations in the work area where hazardous materials are present.

3. How to read warning labels and identify the presence or release of hazardous materials.

4. Emergency procedures for spills/accidents, including fire hazards, first aid, clean-up, and disposal.

5. Location and availability of this Hazard Communication Program, including hazardous materials lists and MSDSs.

6. How to read an MSDS and use it to identify (at a minimum):

   - Physical and Health Hazards;
   - First Aid Procedures;
   - Protective Measures;

- Storage and Handling Procedures; and
- Spill Response Procedures.

Training for Non-Routine Tasks
Periodically, employees are required to perform non-routine tasks which may involve hazardous materials. Before starting work on such projects, affected employees shall be given information by their supervisor about the hazards to which they may be exposed.

Specialized Training
Specialized training shall also be provided on an as-needed basis as new hazards are introduced into the workplace and for hazards that are newly discovered (e.g., from revised MSDS information).

Recurring Training
On-going training will be provided to employees. The frequency of this training should be designed to maintain a heightened level of hazardous material awareness. Hazardous Material awareness training should be conducted at least annually.

HAZARDOUS MATERIAL INFORMATION

All purchases of hazardous materials must include the MSDS with delivery.

A list of workplace hazardous materials can be found in MSDS binders/files.

Workplace MSDSs are located near the Warehouse/Shop counter and at each treatment plant.

WARNINGS & LABELING

All containers of hazardous materials are to be labeled with the following information:

1. Complete identity of the material.
2. Appropriate hazard warning and safety precautions.
3. Name and address of the manufacturer or other responsible party.

Secondary container must be labeled with either a copy of the original label or generic labels.

All warnings and labels must be legible, in English, and prominently displayed on containers, or readily available in the work area throughout each work shift.

#

UNKNOWN SUBSTANCES

You are cleaning up a work site and find an unlabeled container. Or you are inspecting District property and come across barrels you have never seen before, and you cannot tell if they hold hazardous materials. What should you do?

Follow the procedures listed in this section, anytime you cannot identify substances in containers, or you don't know who used the product and you don't have enough information to decide if it is a hazardous material.

REPORTING PROCEDURES – UNKOWN SUBSTANCES

Always consider an unlabeled or unknown product as dangerous to your health, because it could be toxic, flammable, corrosive, or reactive.

Extinguish any open flame or smoking materials. The containers may hold flammable materials.

Leave the unknown product or containers unopened and do not move it/them. Movement could cause leaking, explosion, or exposure to you or others.

Immediately leave the area and call your supervisor in the following circumstances:

1. The product looks like it is leaking, but is not causing a situation immediately dangerous to life or health; and/or
2. You notice an odor coming from the product's location.

Immediately call 911 in the following situations:

1. There is a vapor cloud coming from the product.
2. You notice signs of exposure, such as light-headedness or burning eyes and throat.
3. There is danger of fire.
4. The product is running into a storm drain or other waterway.

SAFETY OFFICER/HAZMAT COORDINATOR

Visit the site to determine disposition of materials.

Take all necessary precautions to prevent exposure during the investigation.

Contact the County of San Diego's Hazardous Materials Division if there is any question about site safety or if there is no way to identify the material.

Ensure product is properly disposed following regulatory agency requirements. Obtain temporary EPA number if needed.

RESPONSE GUIDELINES – HAZARDOUS MATERIALS SPILLS

District staff may clean up the spill if:

1. No employees have been injured or suffered health effects from exposure, such as choking, burning eyes, or other symptoms.

2. The substance can be quickly cleaned up without specialized equipment or trained personnel: for example, hydraulic oil leaking from a backhoe.
3. The chemical will not spread to private property or enter a storm drain.
4. An underground storage tank is not involved.
5. There is no fire.
6. Emergency response teams have not been called.
7. The substance is a known material used at your work site.
8. The chemical has not been abandoned on District property.

When cleaning up small spills:

1. Keep people away from the spill.
2. Stay upwind to reduce exposure from vapors, such as gasoline.
3. If you have been trained, use materials found in spill kits to contain and control the release.
4. Keep substances out of storm drains and sewers.

Call the County Hazardous Materials Response Team if it appears the release cannot be controlled, by dialing 911 (9-911 from District phones.)

Use the product MSDS to determine if personal protective equipment is necessary.

Control ignition sources that may produce a spark if flammable liquids are being cleaned up, such as, motors, pilot lights, light switches, or someone smoking.

IF DISTRICT STAFF CANNOT CONTROL THE SPILL
Call 911 (9-911 from District phones.)

Explain the type of emergency
1. Is it a fire or chemical spill or release?
2. Are police needed for traffic control?
3. Are paramedics needed?

Provide injury information
1. Number of injured persons.
2. Types of injuries.

Supply location information
1. Company name.
2. Address where emergency is occurring.
3. Phone number where you can be reached.
4. Major cross streets and landmarks.

Provide details about the spilled material(s)
1. Exact location.
2. How spill can be accessed.
3. Whether or not material has left the work area.
4. Product name and type of substance (for example: gasoline).
5. Quantity of material.
6. Nature of the hazard (gas, liquid, flammable).

Notify District staff

1. Your supervisor.
2. Your department manager.
3. The Human Resources Manager.

Assist emergency response personnel

1. Provide information about the substance (copies of MSDS).
2. Answer questions from other responding agencies, for example: Cal/OSHA, Hazardous Materials Management Division, Air Pollution Control District, Regional Water Quality Control Board, local Fire departments.

#

HAZARDOUS SUBSTANCES

It shall be the policy of the Ramona Municipal Water District to eliminate or control employee exposure to hazardous substances. Employees shall be informed and trained in the hazards and safety precautions to be used when working with potentially hazardous substances.

GENERAL PROGRAM ELEMENTS

The hazard communication program will consist of the following elements:

1. Inventory of chemicals used by the District.

2. Procurement of material safety data sheets (MSDS). (A MSDS is a document developed to provide the user with information necessary to gain knowledge of chemical hazards, permissible exposure limits, precautions, first aid procedures and emergency procedures).

3. Labeling of all chemicals.

4. Employee training and documentation.

The Human Resources Manager will be responsible for coordinating necessary supervisory and employee training and overall program coordination. The Purchasing/Warehouse Supervisor will maintain MSDS sheets in a binder located in the Warehouse, and kept as current as practical. Plants or supervisors that use specialized chemicals

Each department head and supervisor will be responsible to ensure that all chemicals used within their area of responsibility are inventoried, all labels are in place and legible, MSDS's are readily available to employees and assure that each employee is adequately trained in the protective techniques associated with that chemical.

Each employee is responsible to become aware of the hazards associated with the chemicals in their work place, each employee must participate in training programs related to hazardous substances.

All MSDSs will be stored in orange binders to be located at each of the following locations: Operations Warehouse, Wastewater Treatment Plants, and Water Treatment Plant. Each binder will contain the written Hazard Communication Program listing of chemicals and MSDSs utilized by that department.

LABELING AND PIPING

All chemicals must contain an affixed label to the original container with specific hazard information.

If a product is transferred from the primary container to a secondary container, the secondary container must be sufficiently labeled as well, i.e., gasoline, alcohol, solvent, etc.

All piping systems carrying water, sewage, reclaimed water, chemicals, air, etc., should be labeled as to their contents.

HANDLING TOXIC MATERIALS ON THE JOB

Employees must exercise care in the handling of poisonous or infectious substances.

Employees shall not handle food, tobacco, etc., with poisonous substances on their hands.

Poisonous or infectious substances must not be handled by an employee whose hands are cut or scratched unless hands are properly protected by gloves.

Cleaning solvents of the halogenated hydrocarbon family, whether used in bulk or aerosol form, should not come in contact with the skin as they can be absorbed, causing internal body damage. Inhalation of these vapors must also be avoided by use of adequate ventilation equipment or by wearing appropriate respiratory masks.

Harmful quantities of dust, fumes, vapors or gases should be eliminated at their source. If it is not practical to stop them at the source, such contamination should be eliminated by installing proper ventilation equipment, or requiring each employee to wear respiratory masks.

Avoid areas that have recently been treated with insecticides, defoliants, or other chemicals. Work in the area can be started or resumed after the chemicals have had time to dissipate.

HAZARDOUS NON-ROUTINE TASKS

If an employee is periodically required to perform a non-routine task exposing them to a hazardous chemical, prior to beginning that task their supervisor shall provide each employee information regarding specific hazards, protective measures to be utilized, measures the District has provided to reduce their exposure to the hazard, i.e., ventilation, respiratory protection and emergency procedures.

#

WHAT IS A HAZARDOUS MATERIAL?

Most hazardous materials are products that require a permit and will usually produce hazardous waste.

WHAT SHOULD I DO IF SOMEONE IS OVEREXPOSED TO A HAZARDOUS SUBSTANCE?

Immediately start first aid treatment, call 911, if necessary, and follow District Injury Reporting Guidelines.

WHERE CAN I GET MORE INFORMATION ABOUT CHEMICALS USED IN MY WORKSPLACE?

1. Material Safety Data Sheets.
2. Manufacturer or distributor.
3. Your supervisor.
4. Human Resources staff.

HOW DO I KNOW IF MATERIALS I AM USING WILL PRODUCE HAZARDOUS WASTE?

A material may be considered hazardous waste if it is flammable, corrosive, reactive, or toxic.

WHAT IS A HAZARDOUS WASTE?

A hazardous material that must be disposed of because the product can no longer be used, it is contaminated, was used as a cleaner (such as solvents), or is being recycled.

WHO IS RESPONSIBLE FOR MANGING HAZARDOUS WASTE?

Anyone who uses hazardous materials or supervises employees using hazardous substances.

WHO ENFORCES HAZARDOUS WASTE REGULATIONS?

The County of San Diego, Hazardous Materials Management Division of the Environmental Health Services Department enforces state and federal regulations.

MUST I TRAIN THE EMPLOYEES I SUPERVISE?

Yes, if employees you supervise use hazardous materials that could be disposed of. Training includes:

1. Proper use.
2. Current storage requirements.
3. Disposal methods.

MAY I STORE HAZARDOUS WASTE AND FOR HOW LONG?

The District's Hazardous Materials Health Department permit allows us to store hazardous waste for 180 days. No District facility is allowed to serve as a storage site longer than permitted.

HOW DO I HANDLE HAZARDOUS WASTE?

The Operations center and treatment plants have designated areas where specific types of hazardous waste may be disposed of. The supervisor at each site will be able to answer questions you may have.

WHAT DO I DO WITH HAZARDOUS WASTE?

Hazardous waste is strictly regulated and must be disposed of following special handling methods. Storm drains, vacant lots, sewers, and other out of the way places are not appropriate disposal sites.

Dispose of hazardous waste into proper containers.

WHAT IS A HAZARDOUS WASTE MANIFEST?

This document is a six-part form that is a complete listing of all the hazardous waste to be transported. The manifest must have all the required information before hazardous waste is transported from the site.

WHAT INFORMATION IS REQUIRED ON THE HAZARDOUS WASTE MANIFEST?

1. District's hazardous waste identification (EPA) number.
2. Transporter's identification number.
3. Type of hazardous waste being transported.
4. Amount and type of containers.
5. Special handling requirements.
6. Transporter and District representative signatures.

WHO IS RESPONSIBLE FOR MAINTAINING HAZARDOUS WASTE MANIFESTS?

Hazardous Materials Coordinators at the Operations yard and treatment plant, work with the Human Resources Manager to ensure all hazardous waste documents are completed and regulatory requirements are followed.

WHAT IS A BUSINESS PLAN?

Written information describing hazardous materials located at the Operations yard and the treatment plants is submitted to the San Diego County Hazardous Materials Management Division. The description includes:

1. The type and quantity of hazardous materials stored.
2. Who to contact in an emergency.
3. A plan of the site.

OTHER EMERGENCY INFORMATION

Hazardous Materials Coordinators work with the Human Resources Manager and the County of San Diego's Hazardous Materials Management Division to update the plan.

Each facility's plan must be reviewed, on an annual basis, with all employees assigned to work at that location.

#

PURPOSE

Information in this section explains:

1. Who is required to wear head protection.
2. Guidelines for using head protection.
3. Responsibilities for following safe work practices.

HEAD INJURY CAUSES

The most common causes of head injuries include:

- Electrical shock.
- Head impact from falling objects or the head striking a hard surface or material.
- Blows to the head.

Types of head injuries include:

- Neck sprain.
- Concussion.
- Skull fracture.
- Burns from electrical shock.

WEARING HEAD PROTECTION

You can avoid most head injuries if you wear the right headgear. Head protection is available from the warehouse.

Cal/OSHA regulations and District safe work practices require you to wear head protection when your work could cause injury.

HARD HAT REQUIRED

Typical operations that require wearing a hard hat include:

1. Operating heavy equipment such as backhoes, cranes, bulldozers, forklifts, and bobcats.

2. Working in areas where heavy equipment is operating.

3. Working in areas where your head could hit tree limbs, overhead lines, or other objects.

4. Working under scaffolding, equipment, or other places where objects could be dropped or fall below.

5. Using tools such as chippers, hammers, chisels, drills, or breakers that may cause objects to fly toward your head.

6. Working in tight spaces, such as trenches, where shovels, digging bars, tampers, or other similar tools are being used.

HOW HEAD PROTECTION WORKS

The hard shell deflects a blow to the head and distributes the impact over a larger area.

The hat protects your scalp, face, and neck from splashes and spills.

The brim provides shade from the sun and protects the head, face, and neck.

The hat suspension acts as a shock absorber, even if the hat is dented or shatters.

Make sure your hat fits right, there should be about one inch between the hat harness and the shell so air can circulate and keep your scalp cool.

If your hat is too tight, you might get a headache.

Inspect your hard hat before you use it, look for dents and cracks, and check for frayed or broken sweatbands and straps.

Contact your supervisor if you have questions or concerns about selection and use of head protection.

SELECTING HEAD PROTECTION

The District will provide the type of head protection you need to follow safe work practices.

Make sure your hard hat has the ANSI Z89.1 label marked somewhere on it.

Tie back or protect hair that could be caught in moving machine parts or be exposed to flammable or toxic materials.

The style of head protection you select should protect you from specific types of head injuries. You and your supervisor should work together to evaluate hazards and select the best type of head protection you need for the type of work you will be doing.

When working with your supervisor:

1. Assess work procedures requiring the use of head protection when non-routine work is performed, or a new type of work is assigned.

2. Discuss the different types of head protection available for use and responsibility for using the protection provided.

3. Review disciplinary guidelines when safe work practices requiring the use of head protection are ignored.

CARING FOR HEAD PROTECTION

Take care of head protection following manufacturer's recommendations.

Clean the shell of your hard hat at least once a month to remove oil, grease, and dirt. The suggested cleaning method is soaking the hat for 5 minutes in warm water in a mild detergent, then wiping down the hat and letting it air dry.

You are not allowed to paint your hard hat, because paint may reduce its protection value.

Altering your hard hat by drilling holes or cutting into the shell will reduce its protection value.

Avoid storing or placing your hard hat on the front or back ledge of your vehicle, because sunlight and heat can rot the harness and straps and reduce the protection value of the hard hat's shell.

#

PURPOSE

Information contained in this section includes:

1. Who is required to wear hearing protection.
2. Guidelines for hearing protection use.
3. Responsibilities for following safe work practices.

HEARING LOSS CAUSES

Losing your hearing can happen quickly or occur so gradually, that you hardly notice the change. One day you realize you no longer hear high-pitched noises such as whistling or phones ringing.

Temporary hearing loss can happen after you are exposed to loud noise over a few minutes or as long as several hours. This type of hearing loss is usually reversible and normal hearing returns after a few hours away from loud noises

Permanent hearing loss can happen after you are exposed to loud noise over several months or years without wearing hearing protection. This type of hearing loss can never be repaired or cured, no matter how long you stay away from loud noise.

Age-related hearing loss cannot be prevented. That is why it is important to protect your hearing while at work and at home.

HEARING PROTECTION REQUIRED

Cal/OSHA regulations and District safe work practices require you to wear hearing protection when your work could cause hearing loss. The District provides the hearing protection you need.

Wearing the wrong type of protection for the hazard or not wearing any hearing protection causes most hearing loss.

Knowing the amount of noise you are exposed to will help you select the best type of protection.

The right type of hearing protection depends on the type of work that you do, what is comfortable for you to wear, and other personal protective equipment you must wear, such as hard hats, respirators, or eye and face protection.

You and your supervisor should work together to evaluate hazards and select the best type of hearing protection you need for the type of work you will be doing. When working with your supervisor:

Assess work procedures requiring the use of hearing protection when non-routine work is performed, or a new type of work is assigned.

Discuss the different types of hearing protection available for use and responsibility for using the protection provided.

Review disciplinary guidelines when safe work practices requiring the use of hearing protection are ignored.

You need to protect your hearing when:

- The sounds in your work area are irritating;
- You need to raise your voice to be heard by someone standing next to you;
- Sound levels reach 85 decibels or higher for an 8-hour time period; or
- There are short bursts of sound that can cause hearing damage

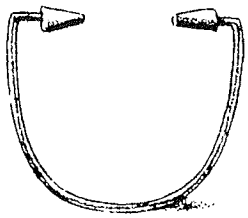
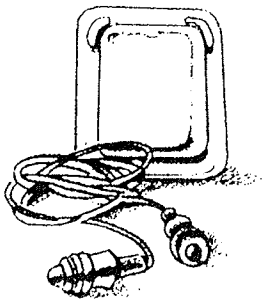
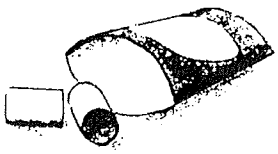
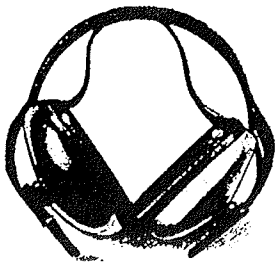
You must wear hearing protection in areas posted as Hearing Protection Required.

Earplugs and earmuffs may have to be worn at the same time if you work in a very noisy place, or the results of your hearing test require you to wear protection that reduces the amount of noise you are being exposed to.

You must have your hearing tested every year (*Hearing Conservation Program*) if your work exposes you to noise averaging 85 decibels or more over an 8-hour workday.

The District will provide hearing protection you need. Use the selection chart at the end of this section to help you decide the best type you need for the work you do.

#

Kind of Protectors	How They Work	Advantages	Disadvantages
Ear Plugs   	Slip inside your ears to block out excess noise Can be fitted to your ear or one size fits all Comes in various types: ☐ moldable (can be inserted individually) ☐ attached to head bands ☐ attached to plastic cords	Let you move your head freely Good when you work in tight places; since they fit in your ear, they don't take up extra room over your ears Can be worn with almost any hairstyle Can be worn with hard hats, eye protection, and respirators Offer good protection against high frequency sounds	Can work loose during the workday Must be replaced periodically Small and can be easily lost Your hands must be clean when inserting moldable plugs
Ear Muffs 	Made of rigid plastic Lined with foam or other soft material Constructed with an adjustable headband	The headband can be adjusted for comfort Seldom come loose during workday Lets you move your head freely	Difficult to wear with eye, head, and respiratory protection

PURPOSE

Warm weather means activities and fun under the sun! Weather you love putting on shorts and feeling the warm outdoors, or find it hot and sticky, everyone must be careful not to let a heat-related illness spoil the day.

Normally, the body has ways of keeping itself cool, by letting heat escape through the skin, and by evaporating sweat (perspiration). If the body does not cool properly or does not cool enough, the victim may suffer a heat-related illness. Anyone can be susceptible although the very young and very old are at greater risk. Heat-related illnesses can become serious or even deadly if unattended.

PREVENTING HEAT-RELATED ILLNESS

1. Dress for the Heat
   Wear lightweight, light-colored clothing. Light colors will reflect away some of the sun's energy. It is also a good idea to wear hats or to use an umbrella.

2. Drink Water
   Carry water or juice with you and drink continuously even if you do not feel thirsty. Avoid alcohol and caffeine, which dehydrate the body.

3. Eat Small Meals and Eat More Often
   Avoid foods that are high in protein which increase metabolic heat.

4. Avoid Using Salt Tablets Unless Directed to do so by a Physician

5. Slow Down
   Avoid strenuous activity. If you must do strenuous activity, do it during the coolest part of the day, which is usually in the morning between 4:00 a.m. and 7:00 a.m.

6. Stay Indoors when Possible

7. Take Regular Breaks
   When engaged in physical activity on warm days. Take time out to find a cool place. If you recognize that you, or someone else, is showing the signals of a heat-related illness, stop activity and find a cool place. Remember, have fun, but stay cool!

KNOW WHAT THESE HEAT-RELATED TERMS MEAN

Heat Wave
More than 48 hours of high heat (90 degrees or higher) and high humidity (80 percent relative humidity or higher) are expected.

Heat Index
A number in degrees Fahrenheit that tells how hot it really feels with the heat and humidity. Exposure to full sunshine can increase the heat index by 15 degrees.

Heat Cramps
Heat cramps are muscular pains and spasms due to heavy exertion. They usually involve the abdominal muscles or the legs. It is generally thought that the loss of water and salt from heavy sweating causes the cramps.

Heat Exhaustion

Heat exhaustion is less dangerous than heat stroke. It typically occurs when people exercise heavily or work in a warm, humid place whether body fluids are lost through heavy sweating. Fluid loss causes blood flow to decrease in the vital organs, resulting in a form of shock. With heat exhaustion, sweat does not evaporate as it should, possibly because of high humidity or too many layers of clothing. As a result, the body is not cooled properly. Signals include cool, moist, pale, flushed or red skin; heavy sweating; headache; nausea or vomiting; dizziness; and exhaustion. Body temperature will be near normal.

Heat Stroke

Also known as sunstroke, heat stroke is life-threatening. The victim's temperature control system, which produces sweating to cool the body, stops working. The body temperature can rise so high that brain damage and death may result if the body is not cooled quickly. Signals include hot, red and dry skin; changes in consciousness; rapid, weak pulse; and rapid, shallow breathing. Body temperature can be very high – sometimes as high as 105 degrees Fahrenheit.

STAGES OF HEAT-RELATED ILLNESS

Heat-related illness usually comes in stages. The signal of the first stage is heat cramps in muscles. These cramps can be very painful. If you are caring for a person who has heat cramps, have him or her stop activity and rest. If the person is fully awake and alert, have him or her drink small amounts of cool water or a commercial sports drink. Gently stretch the cramped muscle and hold the stretch for about 20 seconds, then gently massage the muscle. Repeat these steps if necessary. If the victim has no other signals of heat-related illness, the person may resume activity after the cramps stop.

The signals of the next, more serious stage of a heat-related illness (often called ***heat exhaustion***) include:

- Cool, moist, pale skin (the skin may be red right after physical activity).
- Headache.
- Dizziness and weakness or exhaustion.
- Nausea.
- The skin may or may not feel hot.

The signals of the late stage of a heat-related illness (often called ***heat stroke***) include:

- Vomiting.
- Decreased alertness level or complete loss of consciousness.
- High body temperature (sometimes as high as 105 degrees Fahrenheit).
- Skin may still be moist or the victim may stop sweating and the skin may be red, hot and dry.
- Rapid, weak pulse.
- Rapid, shallow breathing.

This late stage of a heat-related illness is life threatening. Call 9-1-1, or the local emergency number.

GENERAL CARE FOR HEAT EMERGENCIES

1. Cool the Body
2. Give Fluids
3. Minimize Shock

For Heat Cramps or Heat Exhaustion
Get the person to a cooler place and have him or her rest in a comfortable position. If the person is fully awake and alert, give a half glass of cool water every 15 minutes. Do not let him or her drink too quickly. Do not give liquids with alcohol or caffeine in them, as they can make conditions worse. Remove or loosen tight clothing and apply cool, wet cloths such as towels or wet sheets. Call 9-1-1 or the local emergency number if the person refuses water, vomits or loses consciousness.

For Heat Stroke
Heat stroke is a life-threatening situation! Help is needed fast. Call 9-1-1 or your local EMS number. Move the person to a cooler place. Quickly cool the body. Wrap wet sheets around the body and fan it. If you have ice packs or cold packs, wrap them in a cloth and place them on each of the victim's wrists and ankles, in the armpits and on the neck to cool the large blood vessels. (Do not use rubbing alcohol because it closes the skin's pores and prevents heat loss.) Watch for signals of breathing problems and make sure the airway is clear. Keep the person lying down.

#

PURPOSE

Employees working in hazardous environments shall be provided with immunizations to prevent illness and disease. Immunizations shall be provided at District expense and by the District's designated medical provider.

GUIDELINES

Eligible immunizations include: Hepatitis A, B, and Tetanus. As these shots are given in a series, the employee must receive the full series to be properly immunized.

The Human Resources Department will assist staff in arranging appointments for this process, but it shall be the employee's responsibility to ensure they complete the immunization process.

TYPE	SERIES INFORMATION	OTHER INFO.
Hep A	(2) shots six months apart	
Hep B	(3) shots – 2nd at 30 days, 3rd at 6 months	Titer three weeks after 3rd
Tetanus	One shot	Lasts up to 10 years

#

Use the following guidelines if your work requires you to use a ladder.

SELECTING A LADDER

Different jobs require different types of ladders, which include:

- Stepladders;
- Extension ladders;
- Sectional ladders; and
- Stockroom ladders

Use the manufacturer's instructions posted on the side of the ladder to help you choose the right one for your work.

Check the load capacity. Ladders are rated for the type of work you will do:

Light-duty - Type III, rated up to 200 pounds
Medium-duty - Type II, rated from 200 to 225 pounds
Heavy-duty - Type I, rated form 225 to 250 pounds
Extra heavy-duty - Type IA, rated from 250 to 300 pounds

Select a ladder that is long enough for you to do the job without stretching or reaching beyond a safe working distance.

Make sure ladder feet are appropriate for the type of surface the ladder will be standing on. For example: Are special foot pads needed? Or will you be working with or near electricity requiring a fiberglass ladder?

INSPECTION

Ladders that are damaged or worn are dangerous. Thoroughly inspect ladders that have been dropped.

Before you use any ladder, check for:

1. Firmly anchored steps, slip resistant and free of oil, grease, paint, water, dust.
2. Loose rungs, rails, braces, ropes, uprights or side rails.
3. Loose or missing hinges, screws, nails, nuts, or bolts.
4. Sharp corners or rough edges.
5. Knots or wood decay.

CARRYING LADDERS

Have someone help you carry the ladder if it is too long or heavy for you to carry without hurting yourself.

Position one person at the front and one person at the back of the ladder.

If you must carry the ladder by yourself:

1. Test the ladder weight: can you lift it easily without straining?

2. Use one hand to grasp the ladder side rail in the middle.

3. Carry the ladder horizontally. Walk with the front of the ladder slightly higher than the back.

4. Check the area around you for tripping hazards.

SET UP

1. Watch for overhead obstructions and power lines.

2. Use a barricade when you use a ladder in a traffic area.

3. Lock or block any doors that could open toward you.

4. Keep the area around the ladder free of clutter.

5. Rest the ladder base on a solid, level surface.

6. Use a large board to level the surface and keep the ladder from sinking into soft ground.

7. Set straight ladders at 75 degree angles

8. Put one foot away from the vertical support for every four feet of ladder height.

9. The ladder must extend 3 feet beyond a roof edge or platform if you are going to access these areas.

CLIMBING

1. Carry small tools in a tool belt.

2. Use a handline to raise and lower larger tools or equipment.

3. Keep hands and shoes free of substances such as mud, grease, or oil that could cause you to slip.

4. **Don't climb if you:**
   - Are sick;
   - Feel faint or dizzy;
   - Are under the influence of drugs or alcohol; and/or
   - Are afraid of heights

5. Use both hands and face the ladder.

6. Climb to the third rung from the top of a straight ladder; climb to the second step from the top of a stepladder.

7. Keep your body between the side rails.

8. To keep the ladder from shifting:
   - Tie off three feet from the roof or platform edge;
   - Have someone hold the base as you climb up or down;
   - Do not use ladders outside in strong winds; and
   - Get down from the ladder if you need to move.

9. Check ladders that are permanently attached to structures (fixed), to make sure:
   - Cleats and anchor points are secure;
   - Cage parts and cleats are free of corrosion; and
   - Areas at the base are free of clutter.

Avoid shifting position like reaching or leaning too far while you are on a ladder as it could cause you to fall or the ladder to tip over.

Only one person at a time should climb a ladder.

Remove a ladder once you have finished using it.

CARE AND STORAGE

1. Read and follow manufacturer's recommendations.

2. Paint hides defects. Use wood preservatives or clear finishes to protect wooden ladders.

3. Store in dry places.

4. Rest on support racks to hang straight and level.

5. Racks spaced about six (6) feet apart will help ladders hang straight.

6. Tag and remove from use defective ladders until they can be repaired or thrown away.

7. Check extension ladders for worn or broken ropes, and broken or damaged section locks.

If you are required to use ladders, refer to specific safe work methods recommended by your department, or as instructed by your supervisor or other authorized personnel.

#

PURPOSE

This procedure specifies safe work practices for authorized/qualified employees to use while working on or around equipment or machinery due to hazardous energy sources that may pose a risk during cleaning, servicing, or adjusting.

> *Exception: Minor tool changes and adjustments, and other minor service activities, which take place during normal production operations are not covered by the lockout/tagout requirement if they are routine, repetitive, and integral to the use of the equipment or machinery for production, provided the work is performed using alternative measures which provide effective protection.*

SCOPE

This Lockout/Tagout Procedure specifies methods for locking, blocking and tagging out hazardous energy sources during cleaning, servicing, or adjusting of mechanical, pneumatic, hydraulic, chemical, electrical, and thermal equipment as required by the Injury and Illness Prevention Program (IIPP); CCR, Title 8, General Industry Safety Orders, Section 3314 and Electrical Safety Orders, Group 1, Article 3 and ANSI Z-244.1.

RESPONSIBILITIES

Management shall:

1. Ensure the elements of this procedure are followed by employees and outside contractors.

2. Ensure employees are provided the training and equipment necessary to safely implement lockout and tagout actions.

3. Provide supervisors, authorized/qualified personnel, and affected personnel with training and guidelines on lockout/tagout procedures.

4. Provide consultation to contractors to ensure compliance with the Lockout/Tagout Procedure.

5. Ensure training is provided to employees and maintain training records.

6. Conduct periodic inspections of lockout/tagout activities at least annually to ensure the Lockout/Tagout Procedure is being followed, and certify the inspection has been performed. Where lockout is used, the inspection shall include a review between the inspector and each employee of their responsibilities under the procedure being inspected.

Supervisors shall:

1. Ensure training is provided for all employees who perform job functions that may require lockout/tagout procedures, and ensure that only properly trained employees engage in such activities.

2. Maintain annual inspection records.

3. Ensure employees are aware of potential hazards and necessary safety procedures prior to beginning a job that requires lockout/tagout procedures.

4. Assign department/plant locks and multiple-lock hasps to personnel, and ensure that no two padlocks are keyed the same.

5. Ensure all employees under each work permit are accounted for prior to re-energizing locked-out equipment when multiple locks are used.

6. Ensure contractors have been notified of this procedure and assist safety personnel with compliance.

7. Identify equipment and processes requiring lockout/tagout procedures.

Authorized/Qualified Employees shall:

1. Follow the instructions of this procedure when locking or implementing a lockout/tagout on machines or equipment in order to perform servicing or maintenance on that machine or equipment.

2. Ensure they do not expose themselves to any potential hazardous energy source.

3. Obtain and maintain appropriate types of lockout/tagout and lockout/tagout equipment.

4. Attend training programs on the use and application of lockout/tagout and lockout/tagout procedures.

5. Notify all affected personnel that a lockout of equipment is required and the reason for the lockout.

Affected Personnel shall:

1. Ensure they do not expose themselves to any potential hazards associated with machinery servicing or repair.

2. Not remove any lockout, tagout, or tagout device.

3. Not attempt to energize (turn on) or operate any piece of machinery being repaired or serviced.

CONTRACTOR REQUIREMENTS

When a host employer arranges to have employees of a contractor perform work on host machinery, equipment, or systems, the contractor will be informed on the requirements of this Lockout/Tagout procedure. Each contract employee is expected to follow this Lockout/Tagout procedure when performing work requiring lockout and tagout actions.

The Host Employer shall:

1. Inform the contractor that maintenance or servicing of equipment and machinery requires compliance with this Lockout/Tagout procedure and, Title 8, General

Industry Safety Orders, Section 3314 and Electrical Safety Orders, Group 1, Article 3 and ANSI Z-244.1.

2. Apprise the contractor of hazardous energy sources identified through experience with the host's machinery, equipment, and systems.

3. Appraise the contractor of any precautions or procedures the host has implemented for employees in or near the contractor's work areas.

4. Coordinate Lockout/Tagout actions with the contractor when both the host employees and contractor employees will be working on or near the same equipment, machinery, or systems.

5. Debrief the contractor at the conclusion of lockout/tagout operations regarding any hazards confronted or created in the work area.

6. Supply lock(s) for equipment to be locked out, and provide the District with a key.

7. Ensure proper risk transfer is in place.

The Contractor shall:

1. Obtain any available information regarding lockout/tagout procedures from the host employer.

2. Coordinate lockout/tagout actions with the host employer when both the host and contractor personnel will be working on or near the same equipment, machinery, or systems.

3. Inform the host employer of any hazards confronted or created in or near the machinery, equipment, or systems being worked on.

4. Supply his or her own lock in addition to District-provided lock as desired.

Note: The District reserves the right to remove a contractor lock in an emergency or when the contractor fails to do so upon request. Locks can be removed only by qualified/ authorized staff, when necessary and safe to do so, as outlined the Lockout/Tagout Instructions below (# 11).

DEFINITIONS

AUTHORIZED/QUALIFIED EMPLOYEE	A trained employee who locks or implements a lockout/tagout procedure on machines or equipment to perform the servicing or maintenance on that machine or equipment.
AFFECTED PERSONNEL	Employees who work with or around equipment being serviced or repaired.
ENERGY ISOLATING DEVICE	Any device which physically prevents the supply of energy necessary to operate equipment. This does not include push buttons, selector switches, or other control circuit type devices.
HAZARDOUS ENERGY SOURCE	Electrical, mechanical, pneumatic, chemical, thermal, potential and stored energy such as raised loads, charged capacitors and wound springs which remain dangerous even after sources are turned off.
LOCKOUT/TAGOUT	Physical blocking of moveable parts or materials to ensure equipment may not be moved, and the use of devices which prevent inadvertent movement of the machine or materials.

PROCEDURE REVIEW

The Lockout/Tagout Procedure will be reviewed as needed to ensure compliance with regulatory mandates and improve, as necessary, the guidance included in the procedure. Employee understanding of, and compliance with, this procedure will be evaluated at least annually using the guidance outlined in Management's responsibilities.

LOCKOUT/TAGOUT INSTRUCTIONS

Perform lockout/tagout procedures in the following manner:

1. Notify all affected personnel that a lockout of equipment is required and the reason for the lockout.

2. Identify all hazardous energy sources. WARNING: IF ALL ENERGY SOURCES ARE NOT IDENTIFIED AND BLOCKED, EMPLOYEE INJURY MAY OCCUR!

3. If the equipment being locked out is within three (3) feet of exposed energized electrical equipment or conductors, insulate the exposed energized electrical equipment or conductors with appropriate dielectric strength material for the voltage of the equipment or conductors.

4. If the equipment is operating, the operator shall shut it down by the normal stopping procedure (depress stop button, open toggle switch, etc.). If an individual other than the operator shuts down the equipment, be sure that nobody is operating the machinery prior to turning off the power.

5. Reposition the switch, valve, or other energy isolating device(s) so that the energy source(s) (electrical, mechanical, etc.) is disconnected or isolated from the equipment. Stored energy such as capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems and air, gas, steam or water pressure, etc., must also be dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding down, etc.

6. Lockout energy sources using isolating devices with an assigned department/ plant lock. If more than one employee will be performing work on this equipment, each employee shall place their department/plant padlock on the lockout device. Electrical equipment that has no method of lockout/tagout must be neutralized by removing electrical fuses or disconnecting the equipment from its power source.

7. Attach accident prevention tags on the controls of the equipment for each employee performing work on the equipment. Tags or signs must include:

    A. The reason for the lockout.

    B. The name of the employee working on the equipment and how that person may be reached.

    C. The date and time the tag was put in place.

    D. Attachment devices that are non-reusable, applied by hand, self-locking, and non-releasable with an unlocking strength of at least 50 pounds. A minimum 6-inch-long nylon cable tie shall be used to attach signs and tags to the equipment. These signs and tags shall remain in place until the equipment is released to be operated.

8. Supervisors responsible for work involving lockout/tagout activities shall ensure that a log is maintained for work involving lockout/tagout activities performed by employees under their supervision.

9. Ensure that personnel are not exposed to potential hazards, and then verify that the equipment has been locked out by operating the normal operating controls. CAUTION: RETURN OPERATING CONTROLS TO OFF POSITION AFTER TESTING.

10. Restore equipment to service when the job is complete and equipment is ready for testing or normal service:

    A. Check to ensure that no personnel are exposed to potential hazards.

    B. Clear the machine or equipment of tools and other nonessential materials.

    C. Replace protective guards that have been removed or repositioned.

    D. Ensure that equipment is clear and remove padlocks and signs. Each padlock shall be removed by the employee who applied the padlock.

11. If the employee who placed a lock/tag is not available to remove it, remove the lock/tag under facility management's supervision, provided all the following conditions are met:

    A. The procedure for removal of the device is equivalent to or safer than the procedure of the person who initially attached it.

B. The supervisor has verified that the employee who attached the device is not at the facility, and obtains management approval prior to removal of the lock/tag.

C. All reasonable efforts have been made to tell the employee that his lock/tag has been removed.

D. The employee has knowledge that his lock/tag has been removed before he resumes work at the facility.

12. In situations where lockout devices need to be temporarily removed to test or position machines or equipment, the following sequence of procedures must be followed.

A. Notify all employees involved with the specific lockout device.
B. Clear the machine or equipment of tools and other nonessential materials.
C. Remove employees from the machine or equipment area.
D. Remove the locks and tags.
E. Energize and proceed with testing or positioning.
F. De-energize all systems.
G. Reapply energy control measures.
H. Proceed as with any other lockout/tagout procedure.

**(WARNING: If the lockout/tagout of hazardous energy is not possible, or if the procedure for maintenance action requires hazardous energy to remain on/present, a written safety plan must be developed, including the best safety practices, engineering controls, administrative controls, and personal protective equipment that will be applied to ensure employee safety.)*

13. SCADA Lockout (cannot be locked out)

A. Once affected equipment has been physically locked out at site, operator shall verify that pump/motor is showing off on SCADA computer.

B. Once step "A" is completed operator shall set pump/motor that is out of service to "inactive" status from "active" status.

C. Operator shall log information on work performed on log sheet located at SCADA computer.

D. Once work or repairs have been made to affected equipment, and lockout/tagout has been completed, the operator may set pump/motor to "active" status from "inactive" status if needed.

E. Operator shall log the re-activation on log sheet located at SCADA computer.

Appendices

A. Lockout/Tagout Checklist Instructions

B. Lockout/Tagout Checklist

APPENDIX A
LOCKOUT/TAGOUT CHECKLIST INSTRUCTIONS

Enter the following data in the areas indicated on the attached Lockout/Tagout Checklist.

A. **Procedure and/or Equipment Name and Model.**
Enter specific information that identifies the procedure being worked and/or the equipment being serviced or repaired; (Example: Pipe Repair; Pump # XXXX)

B. **Authorized/Qualified Employees**
Enter the names of the employees who will be accomplishing the work required.

C. **Affected Employees**
Enter the names of the employees who work with or around the procedure being performed or the equipment being serviced/repaired. These employees will need to be notified prior to starting work.

D. **Hazardous Energy Sources and Types**
List all of the hazardous energy, both kinetic energy and potential energy that are present during the procedure being performed or are used by the equipment:

Volts: List voltage of equipment.

Kenetic Energy: Moving parts or materials (Example: electric energy, mechanical movement, heat/cold, high intensity light (laser), hydraulic, fluid pressures, water/chemical/gas flow).

Potential Energy: Stored energy that could release and cause injury/illness (Example: hydraulic accumulators, electric capacitors, spring tension, pressurized air, water gates holding back water flow, mechanical parts that could move or fall).

E. **Energy Dissipation Required**
List the stored (potential) energy that needs to be released in order to make the procedure or equipment safe.

Type: Describe the energy source that must be dissipated. (Example: Release spring from gate, bleed hydraulic pressure from line).

Location: Describe the location of each energy source. (Example: north flood gate, actuator hydraulic supply accumulator # 4).

F. Energy Isolating Devices Required

Type: Describe the switch, valve or other device used to isolate the procedure or equipment from hazardous energy.

Location: Describe the location of each device. (Example: hydraulic accumulator for gate # 442).

Warning: Describe any warnings associated with the device. (Example: tagout, warning sign, strobe light).

G. Lockout Devices Required
Enter the type and quantity of lockout devices needed to follow the lockout procedure. (Example: Circuit breaker lockout (2): or Ball valve lockout (1)).

H. Shutdown procedures *
Provide a step-by-step procedure for shutting the equipment down and for isolating and locking out all power sources. Verify power source isolation by trying to operate the equipment.

I. Start-up procedures
Provide a step-by-step procedure for returning the equipment to service. Include removal of tools, replacement of guards, and removal of lockout/tagout.

J. Approvals
Have your supervisor check the procedure and verify its accuracy. The procedure should be made readily available to any "authorized employee" who is likely to perform maintenance on the equipment. Where practical, the checklist should be inserted into a sheet protector and posted next to the procedure bring accomplished or attached to the equipment being serviced/repaired (so all affected, authorized, and qualified personnel can see it).

* WARNING: *If the Lockout/Tagout of hazardous energy is not possible, or if the procedure or maintenance action requires hazardous energy to remain on/present, a written safety plan must be developed identifying the best safety practices, engineering controls, administrative controls, and personal protective equipment that will be applied to ensure employee safety.*

APPENDIX B
LOCKOUT/TAGOUT CHECKLIST

1. Procedure/Equipment Name	Equipment Model

2. Authorized/Qualified Employees

3. Affected Employees

4. Hazardous Energy Sources		
Volts	Kinetic Energy Sources (energy in motion):	Potential Energy Sources (stored energy):

5. Energy Dissipation Required	
Type:	Location:

6. Energy Isolation Devices Required		
Type:	Location:	Warning:

Lockout/Tagout Checklist (cont.)

7. Lockout/Tagout Devices Required	
Type/Quantity	
8. Shutdown Procedures*	
Date Procedure Tested: _____ Initials: _____	
9. Start-Up Procedures	
10. Approvals	
Originator:	Date:
Supervisor:	Date:

(WARNING: If the Lockout/Tagout of hazardous energy is not possible, or if the procedure or maintenance action requires hazardous energy to remain on/present, a written safety plan must be developed identifying the best safety practices, engineering controls, administrative controls, and personal protective equipment that will be applied to ensure employee safety)

Ramona Municipal Water District
Wastewater Department

LOCK-OUT / TAG-OUT FORM

EQUIPMENT OUT OF SERVICE (O.O.S.)

Main Asset:		Description:		Area:			
Sub-Asset Number	Equipment Name/Description	Location of Equipment/Isolation Device Area/Bldg #/Floor/Room/Panel	Ops. Lock #	Mech. Lock #	Elect. Lock #	CSF Lock #	Other Lock #

OPERATIONS LO/TO

Date O.O.S.	Operator (First Initial, Last Name)	Initials	Supervisor (First Initial, Last Name)	Initials
Date Back In Service (B.I.S.)	**Operator (First Initial, Last Name)**	**Initials**	**Supervisor (First Initial, Last Name)**	**Initials**

SUPPORT STAFF/CONTRACTOR LO/TO

Section	Date O.O.S.	Person Performing LO/TO (First Initial, Last Name)	Initials	Supervisor Name	Phone #	Date B.I.S.	Person Removing LO/TO (First Initial, Last Name)	Initials
Mechanical								
Elect/I&C								
CSF Mechanical								
Other:								
Other:								

Reason for Lockout: _____

_____

EQUIPMENT OUT OF SERVICE (O.O.S.)

Sub-Asset Number	Equipment Name/Description	Location of Equipment/Isolation Device Area/Bldg #/Floor/Room/Panel	Ops. Lock #	Mech. Lock #	Elect. Lock #	CSF Lock #	Other Lock #

Notes/Comments: _____

PURPOSE

Although offices are considered safe places to work, serious injuries can occur. Use the following guidelines to prevent injury in your work place:

PREVENTING TRIPS AND FALLS

1. Use handrails while climbing up or down stairs.

2. Keep desk or file drawers closed.

3. Keep aisle ways and stairways clear.

4. Store boxes and supplies where they belong.

5. If you drop or see an object on the floor, pick it up immediately.

6. Clean up all spills when they occur.

7. Report loose floor tiles and loose carpeting.

FILING CABINETS

Follow these precautions when you work around filing cabinets:

1. Open and close one drawer at a time to prevent the cabinet from tipping over.

2. Use the handle to close drawers to prevent smashed fingers.

3. Wear rubber finger guards to avoid paper cuts when filing for a long time period.

4. Report sharp edges on furniture to prevent scrapes or torn clothing.

OFFICE MACHINES

Check for frayed wiring on cords, especially near the flex point of the plug. Exposed wires can cause shock or start a fire.

Keep liquids away from electrical office equipment.

Immediately report equipment not working properly. Trying to repair equipment yourself could cause further damage.

Remove cords using the plug end to reduce damage.

VIDEO DISPLAY TERMINALS

Follow these work practices to reduce the chance of repetitive strain and other injuries when using video display terminals (video display terminals are not typewriters):

1. Avoid eyestrain when using your computer by taking frequent "eye breaks." This means looking up from your work and focusing on objects far away.

2. Use footrests to keep pressure off your legs.

3. Take time away from continuous data entry to perform other tasks every 2 hours.

4. Most data entry tasks require you to move your hands and fingers over the keyboard, use a keyboards that has raised ridges on home keys to help you find your position.

5. Avoid continual over-reaching as it puts strain on hand muscles and ligaments.

6. Keep wrists and shoulders in the neutral position.

7. **Stop** if you notice pain. Notify your supervisor if you notice continual pain while performing data entry.

8. Get out of your chair and stretch unused muscles when seated longer than one hour.

PROTECT YOUR EYES
Avoid putting your hands to your face and wash your hands after handling toner powder or other office equipment chemicals.

Wear eye protection, safety glasses or goggles, when performing work that could cause injury from flying objects or chemical splashes.

FINGER PROTECTION
Use finger guards when handling stacks of paper.

Keep razor blades, thumbtacks, and other sharp objects in closed containers.

Store pencils flat and carry pencils with the point down and away to avoid puncture wounds.

Use a staple puller to remove staples.

#

POLICY

It is the policy of Ramona Municipal Water District to permit inspections by representatives of the California Division of Occupational Safety and Health without first obtaining an inspection warrant. Such inspections shall be accomplished in accordance with the procedures outlined in the following paragraphs.

PURPOSE

These procedures are developed to help District employees to, effectively respond to and assist with, an OSHA compliance inspection. These procedures provide guidance for employees both during and after an inspection visit to protect the District. Further, these procedures are consistent with the information provided in the Cal/OSHA policy and procedure manual.

SCOPE

These procedures shall apply to all District employees who may interact with compliance inspectors in the course and scope of a compliance inspection. Members of management and employees directly involved in an inspection shall follow the examples in these procedures.

RESPONSIBILITIES

The Human Resources Manager is designated as the District's representative.

If this representative is not available in a reasonable time, a manager, supervisor, or lead may be authorized to represent the District.

PROCEDURES

1. Upon arrival at any District workplace, the OSHA inspector will be asked to wait for the appropriate District representative. The inspector may be requested to meet with the District representative at a specific location such as the administrative office.

2. The employee(s) contacted by the inspector, shall immediately contact District management, and arrange for a meeting with the inspector and appropriate District representative(s).

3. If the District representative is not available in a reasonable time, 30 to 60 minutes, the inspector is to be informed of that fact. The inspector should be told that policy requires the presence of a District representative during the inspection and that the inspection may not proceed without this individual. It should be politely suggested that the inspection take place another time or day.

4. The District representative will ask for an opening conference in an attempt to learn the basis for the inspection. That is, if the inspector wants to inspect for a specific hazard, machine or operation. The representative should try to limit the inspection to what the inspector has stated.

***NOTE:* The inspector has the right to inspect the entire workplace.**

5. During or upon completion of the opening conference, the inspector should ask consent to begin the inspection. The inspection will then commence with the presence of the District representative.

6. The District representative will accompany the inspector throughout the inspection. The representative should be courteous to the inspector and respond to questions only if authorized to do so. The inspector should be informed if the representative is not authorized to speak for the District. Limit answers to exactly what the inspector asked. *Do not give long explanations. Do not volunteer information.*

Under no circumstances is the representative, or any other employee, to guess or speculate when responding to questions of an inspector. The only acceptable answer is what the employee knows to be the facts. If the employee has no actual knowledge they should say so.

Do not agree with the statements made by the inspector, as they may be incorrect.

7. The inspector may ask to speak to District employees in private. Ask the employee if they mind the District representative being present. If the employee consents, listen to what the inspector and employee say, but do not become involved. If the inspector insists on speaking in private, consent and ask the employee about the interview after the inspection.

8. The inspector will usually ask to see the Injury and Illness Prevention Program (IIPP), training records, inspection records, OSHA 200 log, and the Hazard Communication program. These documents should be immediately available and copies should be provided upon request.

9. Inspectors may take photographs, videos, and/or samples of the workplace. The District will take similar samples and photographs of everything the inspector does. The District representative should take notes of everything the inspector says and does and the employees interviewed.

10. During the course of the inspection, the inspector may comment on minor safety or housekeeping issues. These issues should be corrected during the inspection whenever possible. Rapid minor hazard correction during the inspection may exclude these items from a potential citation.

NOTE: Never admit to a violation or concede the existence of an unsafe condition. Any corrective actions taken during the course of the inspection are at the request of the inspector.

11. On completion of the inspection, ask the inspector to hold a closing conference. At this conference ask if any citations will be issued and what safety orders will be cited. Also try to find out how the citations will be classified (general, serious, etc.). Do not argue with the inspector and do not admit to any violation of safety orders. It may be helpful to have additional management staff at the closing conference to ensure what the inspector says is fully understood.

12. If the inspector indicates that citations may be issued, call the Cal/OSHA District office that day, and schedule a meeting with the District Manager. The purpose of this meeting is to present your side of the facts and attempt to mitigate any potential citations. During the meeting advise the Cal/OSHA District Manager that the District will appeal any citation.

13. When the inspection is completed, the District representative should meet with District management and District legal counsel. A report should be prepared listing all actions taken during the inspection, everything the inspector said and did, and include all photographs and samples. Copies of this report are not to be circulated.

14. Call JPIA Risk Management, 800/ 231-5742 and discuss the results of the inspection and the District's potential options.

15. If the District receives a citation(s) it will come by certified mail. The District has 15 days to file an appeal of the citation. *The day the citation is received, call the Appeals Board at 916/ 274-5751 and initiate the appeal process.* Contact JPIA Risk Management and District legal counsel for assistance in appropriately filling out the appeal form. Complete the appeal form and return it to the Appeals Board via certified mail within 15 days.

16. Gather all appropriate information and facts to rebut the citation(s) in preparation for a pre-hearing telephone conference. The District may be able to have the citation(s) eliminated or minimized through this telephone pre-hearing conference with an Administrative Law Judge.

17. If the District has to appear at an appeal hearing, legal counsel should represent the District.

#

PURPOSE

The following provisions are requirements established by the Division of Occupational Safety and Health to outline requirements for Permits, Certifications and Notifications.

PERMITS

Construction Activities

(Title 8, California Code of Regulations, Chapter 4, Subchapter 4)

A construction activity permit is required for:

- Construction of trenches or excavations which are five feet or deeper and into which a person is required to descent.
- Construction of any building, structure, scaffolding or falsework more than three stories high or the equivalent height (36 feet).
- Demolition of any building, structure, or dismantling of scaffolding or falsework more than three stories high or the equivalent height (36 feet).
- Erection or dismantling of vertical shoring systems more than three stories high, or the equivalent height (36 feet).

What's needed:

- Schedule a safety permit conference appointment with the nearest Cal/OSHA district office (a list of offices is available at: www.dir.ca.gov/dosh.)
- The safety permit conference shall be attended by the permit applicant, who must be knowledgeable about and in a position of authority and responsibility with respect to the permitted activity.
- The potential safety and health risk of the activity shall be discussed, and the contractor shall identify specific measures to be taken to minimize these risks to employees.
- Details of the activity shall be reviewed along with Title 8 Safety Orders applicable to the activity in which the permit applicant will engage.
- The permit applicant shall provide enough detail about the construction activity to allow the district office to make a reliable determination that the activity will proceed safely.
- To make this determination, the applicant shall provide the following for evaluation and review:

  1. Applicant's completed Permit Application form.
  2. Applicant's completed Activity Notification form or Activity Notification form for Holders of Annual Permits.
  3. Copy of the permit applicant's IIP Program.
  4. Copy of the permit applicant's Code of Safe Practices.

Fees: For a list of fees, consult the website at: *www.dir.ca.gov/dosh*.

Pressure Vessels
(Title 8, California Code of Regulations, Chapter 4, Subchapter 1 and 2.)

When needed: Permits are required for air tanks, LPG propane storage tanks over 125 gallons, and high-pressure boilers over 15 psig stream. Permit exceptions depend on vessel capacity and operating pressures.

What's needed:

- DOSH Pressure Vessel Unit is responsible for issuing these permits. Permit inspections may be done by certified insurance inspectors or the DOSH unit.
- Schedule an inspection with the nearest pressure vessel office (see office listing on last page of this document or consult the website for locations).
- An inspector from the DOSH unit will perform on-site inspection, follow-up and renewals.

Fees: Variable inspection/permit.

Elevators
(Title 8, California Code of Regulations, Chapter 4, Subchapter 6)

When needed: New installation and operation of passenger/freight elevators, sidewalk elevators, dumbwaiters, incline elevators, escalators, moving walks, manlifts, inclined reciprocating conveyors, special access elevators and lifts, material lifts and dumbwaiters with automatic transfer devices, hand powered man platforms, screw column elevators, and annual renewals.

Annual certification required.

What's needed: Schedule an inspection with the nearest pressure vessel office (see office listing at end of document or consult website for locations). DOSH Elevator, Ride and Tramway Unit is responsible for issuing permits.

Fees: Variable depending on type of elevator.

CERTIFICATION

Cranes
(Title 8, California Code of Regulations, Chapter 4, Subchapter 7, Article 99, Section 5021)

When needed: Certification is required for operating cranes with rated capacity of over three tons.

What's needed: Contact a certified crane certifier. A list of crane certifiers is available from the DOSA Crane Unit (see office listing at end of document or website).

Fees: Varies with certifiers.

NOTIFICATION

Serious or Fatal Accident

(Title 8, California Code of Regulations, Chapter 3.2, Subchapter 2, Article 3, Section 342)

When needed: Employees must report work-related or suspected work-related fatalities, catastrophes, and serious injuries or illnesses immediately by phone or fax to the nearest Cal/OSHA district office (see list of offices below or consult website: *www.dir.ca.gov/dosh*).

What's needed: The information shall be provided to the Cal/OSHA district office within eight (8) hours and shall consist of the name of the person injured and the employer, nature and location of the accident, time and date of the accident and the person reporting the accident, where the injured was taken for treatment, other agencies that responded to the accident, and a description of the events of the accident.

DIRECTORY OF OFFICES

If you cannot contact an office through the listing below, consult the California State Department of Industrial Relations, Division of Occupational Safety and Health, or Cal/OSHA Consultation Services, or check the internet listing at:

http://www.dir.ca.gov/dosh

Cal/OSHA District Office
7575 Metropolitan Drive, Suite 207, San Diego, CA 92108
Telephone: 619-767-2280

Cal/OSHA Consultation Services
7575 Metropolitan Drive, Suite 204, San Diego, CA 92108
Telephone: 619-767-2060

#

PURPOSE

Wearing the proper personal protective equipment (PPE) is essential in preventing injuries whiles on the job. The District provides all necessary PPE.

Employees should contact their supervisor if they need direction, or have questions or concerns related to the use of PPE.

POLICY

Employees are required to wear appropriate PPE while on the job, and supervisory personnel shall be responsible for enforcing the following provisions at all times:

1. Work uniforms provided by the District, shall be worn neatly at all times and supplemented by special safety clothing as required.

2. Safety vests or orange shirts shall be worn at all times when working in the streets, and any other time deemed necessary by the supervisor. Safety vests shall comply with OSHA standards.

3. Whenever it is appropriate to do so, safety devices, including seat belts, must be used by all employees. The employee is responsible for checking safety devices to ensure they are in good condition. Defective devices must be reported immediately to the appropriate supervisor.

4. OSHA-approved hard hats or other protective head gear must be worn on jobs which require head protection.

5. Goggles and other suitable eye-protection devices are provided on jobs that call for eye protection. They should fit properly and be kept clean at all times. Such protective devices must be worn when actually engaged in or while in the vicinity of work where there is danger of injuring the eyes.

6. Employees exposed to an excessive noise level shall be provided and wear the proper ear protection devices.

7. Appropriate hand protection shall be worn when welding, handling rough, sharp, jagged materials, hot, cold or chemically active substances, or when hands or fingers require protection against abrasion, splinters, pinching or mashing.

8. Safety-toe shoes that meet OSHA standards are mandatory for employees who are exposed to foot injury hazards in their work environment. An annual safety shoe allowance is offered to employees for safety toe shoes.

#

POLICY

The Ramona Municipal Water District ("District" or "RMWD") is committed to maintaining an injury and illness free workplace, and is making every effort to protect its employees from harmful airborne substances. To the extent feasible, this will be accomplished through the use of engineering controls such as ventilation or substitution with a less harmful substance, and through administrative controls limiting the duration of exposure. However, where these measures are not feasible or fully effective or are under development, the District shall provide appropriate respirators to affected employees. The District is committed to full compliance with applicable federal and state regulations pertaining to employee respirator protection.

This program sets forth the District's practices for respirator use, provides information and guidance on the proper selection, use, and care of respirators, and contains requirements for establishing and maintaining a respirator program.

SCOPE

This program applies to all District employees who need to wear a respirator to perform assigned duties. Examples of chemicals or operations that pose potential respiratory hazards and involve respirator use are:

- Dust;
- Herbicide/Pesticide applications;
- Grinding;
- Paint fumes;
- Welding;
- Pipe cutting; and
- Chlorine change outs

ROLES AND RESPONSIBILITIES

Management

It is management's responsibility to determine what specific applications require the use of respirator protective equipment. Management must also provide proper respirator protective equipment to meet the needs of each specific application. Employees must be provided with adequate training and instructions on all equipment.

Management also shall also support the Respirator Protection Program and assign a Respirator Administrator with the responsibility and resources to administer the program.

Respirator Administrator

1. Has overall responsibility for the District's Respirator Protection program, including monitoring respiratory hazards, maintaining records and conducting program evaluations.

2. Has knowledge about respirator protection and maintains an awareness of current regulatory requirements and good practices.

3. Approves an overall Respirator Protection program for various types of operations that involve the use of respirators.

4. Approves training programs for employees.

5. Approves fit test procedures for employees.

6. Shall maintain open communications with Operations staff regarding the Program's success, through regular discussions at the monthly Risk Control Committee meetings.

Supervisors

1. Assist the Respirator Administrator in developing a list of worksite-specific applications that require respirator use.

2. Initiate safety briefings on respirator protection issues at the start of each new project or task that involves respirator hazards for affected employees under their supervision.

3. Ensure that any use of respirators by employees under their supervision is in accordance with this program and a written Respirator Protection program and Worksite-Specific Respirator Protection plan that has been approved by the Supervisor and the Respirator Administrator, or designee.

4. Record any complaints related to respirator usage, act promptly to investigate the complaints, correct any hazards, and get medical assistance, when indicated. Report first aid and medical treatment in accordance with District procedures. Report respirator-related incidents to the Respirator Administrator on a timely basis.

5. Ensure that their employees have the requisite training, fit testing, and medical clearances before authorizing them to wear any respirators.

6. Prohibit any employee with lapsed or incomplete respirator clearances to work in hazardous atmospheres. Enforce any restrictions imposed by the occupational physician on individual employees, including the need for corrective lenses.

7. Ensure each respirator is physically checked prior to its assignment to their employees to be sure that it is of the type specified in the written plan.

8. Inform each affected employee of the results of exposure monitoring within one day of receiving such results and assure inclusion of all exposure reports in the District's recordkeeping system.

9. Monitor employee compliance with the respirator program requirements and are responsible for implementing disciplinary procedures for employees who do not comply with respirator requirements.

Employees

1. Use respirator protection in accordance with the instructions and training provided.

2. Immediately report any defects in the respirator protection equipment and whenever there is a respirator malfunction, immediately evacuate to a safe area and report the malfunction.

3. Promptly report to the Supervisor any symptoms of illness that may be related to respirator usage or exposure to hazardous atmospheres.
4. Report any health concerns related to respirator use or changes in health status to the occupational physician.

5. Wash their assigned reusable respirators when used and disinfect assigned respirators as on a regular basis.

6. Store respirators in accordance with instructions received.

7. Observe any restrictions placed on work activities by the occupational physician.

8. Be clean-shaven in all facial areas, if necessary, to ensure a proper seal to the respirator face piece.

9. Allow no headpieces, band-aids or other items beneath a respirator seal or headstrap assembly.

10. Inspect the respirator immediately before each use, in accordance with training provided.

11. Perform a user seal, negative and positive respirator fit check each time a respirator is donned in accordance with training provided.

PERMISSIBLE PRACTICE

Any respirator worn by a District employee on the job shall be issued by RMWD under this program.

Respirators shall be issued by RMWD and worn by exposed employees performing duties identified as "respirator-required," or whenever airborne contamination levels are not otherwise reduced to within the allowable limits.

This Respirator Protection program shall be reviewed and approved by the Operations Managers and the Respirator Administrator.

Regardless of exposure level, employees who are exposed to any recognized carcinogen, mutagen or teratogen in the performance of their work assignments may request and receive an appropriate respirator for voluntary use and in addition, affected employees already assigned a respirator may request a respirator that provides a higher protection factor than the one provided by the District for that work.

At no time, however brief, shall a District employee be exposed to contaminant levels that are more than three times the allowable 8-hour time-weighted average limits without respiratory protection.

No employee may work alone while wearing a SCBA. Each SCBA wearer shall have at least one employee assigned responsibility to perform periodic status checks throughout

the duration of SCBA use. At least one standby person, located outside of the hazardous atmosphere and equipped with an SCBA, shall be in constant attendance, ready to provide immediate assistance and to call for emergency help, if needed.

WORKSITE-SPECIFIC RESPIRATOR PROTECTION PLAN

Prior to performing job tasks that involve respirator use, employees shall refer to the Worksite-Specific Respirator guidelines, which has developed for various District respirator applications (Exhibit "A"). For job tasks not listed on Exhibit "A," the employee or his or her supervisor is to complete a Worksite-Specific Respirator Protection Plan (Exhibit "B"). A list of authorized respirator users shall be maintained and available in the Human Resources Department.

RECOGNITION AND EVALUATION OF AIRBORNE CONTAMINANTS

For hazards where the presence or potential presence of airborne contaminants is recognized or suspected, but cannot be confirmed, the supervisor shall request an evaluation to determine if allowable limits are exceeded or potentially exceeded. The results of the hazard assessment shall be communicated to the General Manager and affected supervisors and employees. A written record of this assessment, including identification of the work area, the name of the assessor and the date of the assessment, shall be maintained for a period of 30 years if atmospheric hazards were identified. Copies of such assessments shall be maintained in the Human Resources Department, and will be made available upon request.

EVALUATION OF AIRBORNE CONTAMINANT CONTROLS

When hazardous atmospheres are recognized, elimination of the hazardous material or feasible engineering and work practice controls shall be instituted to reduce contaminant levels to within allowable limits. If such measures are not completely successful or if the condition is temporary, personal protective equipment, including respiratory protection, shall be selected and worn.

MEDICAL APPROVAL FOR RESPIRATOR USE

Every employee who is being considered for inclusion in the Respirator Protection Program must participate in a medical evaluation. A determination of the employee's ability to wear a respirator while working is made initially before fit testing. Future evaluations are made when there is a change in workplace conditions or information indicating a need for re-evaluation.

Depending on the level of respirator use, employees shall be assessed by a combination of completion of a Respirator Medical Evaluation Questionnaire, and/or evaluation by a District-designated physician or other licensed health care professional (PLHCP).

The PLHCP's approval shall be a written certification that the employee is approved for respirator use, and any restrictions on the employee's use of respiratory protection, including the need for corrective lenses. The PLHCP's certification shall not disclose any confidential medical information, but shall clearly list or describe any restrictions to be observed. The Human Resources Department shall maintain a current list of employees qualified to wear respirators. Supervisors will be provided a copy upon request.

Medical evaluations shall be performed by a licensed physician selected by RMWD and the cost of the respirator medical evaluation shall be paid by the District, including

reasonable time and travel expenses of the employee. Payment for special medical diagnostic procedures needed to assess the ability of an employee to safely wear a respirator shall be approved in advance by RMWD. No medical treatment costs shall be paid under this program.

Medical records created under this program shall be handled in accordance with OSHA requirements for confidentiality, employee access and retention.

SELECTION AND ISSUANCE OF RESPIRATORS

Selection of the appropriate respirator is listed in Exhibit A of this policy.

If the atmosphere is uncharacterized, as in a full permit space, it must be assumed to be IDLH and a positive pressure SCBA or combination supplied-air respirator with SCBA must be worn. Respirator selection shall comply with OSHA requirements for specific substances, such as asbestos, lead, etc. At a minimum, the assigned protection factor of the user's respirator shall equal or exceed the hazard ratio.

All respirators used by District employees shall be approved by NIOSH. No components shall be substituted, unless they are listed in the approval by NIOSH. Any change or modification to a respirator may void the respirator approval and may adversely affect its performance.

Any restrictions or limitations recommended for a particular respirator by the respirator manufacturer shall be observed.

Employee shall ensure that assigned respirators or components are inspected upon receipt and shall confirm that the respirator assembly is complete, sanitary and in good working order. Atmosphere-supplying respirators shall be inspected periodically and employee shall log all inspections.

Each respirator must be inspected by its wearer immediately prior to each use, according to instructions provided in the respirator training. Any defects shall be reported to the Supervisor before entry into a hazardous atmosphere. A user seal check shall be performed by the wearer immediately prior to entering the hazardous atmosphere.

The District will provide an appropriate spectacle kit to each respirator wearer who requires corrective lenses and will pay for prescription safety lenses for the kit initially and as needed.

Employees who are issued a respirator are responsible for its maintenance, daily inspection and storage while the unit is in their control.

FIT TESTING

Each respirator wearer shall be fit tested at least annually, using protocols approved by the Respirator Administrator. More frequent testing shall be performed if required by OSHA regulations for specific substances or if the wearer's facial contours change, such as by weight gain or loss, facial surgery, etc.

On the occasion of each fit test, employees will be provided a District-issue respirator; however, upon request, an employee may obtain an alternative size or type of respirator.

The alternative respirator must be approved by the Respirator Administrator, or designee.

Fit test certifications shall be prepared and signed by the person performing the fit test and must name the tested employee; the make, model and size of respirator fit tested; and the result of the fit test.

The Human Resources Department shall maintain a list of employees who are currently approved for respirator use, to include medical, fit testing and training certifications. Supervisors will be provided a copy, and may request additional copies, as required. The Supervisor is responsible to ensure that each respirator user under his or her supervision meets all criteria for respirator use. Employees with expired certifications shall not be permitted to work in hazardous atmospheres or to voluntarily wear a respirator until their lapsed requirements are updated.

TRAINING

Each respirator wearer, supervisor of a respirator wearer, respirator technician and administrator must be trained. This training shall be updated at least annually.

Upon successful completion of respirator training, the instructor shall sign a certification that names the employee trained, the type(s) of respirator and the training date. A copy shall be provided to the supervisor. A record shall be maintained of the training topics covered.

RMWD-approved respirator training shall be paid for by the District, including the employee's reasonable time and travel to participate in such training.

#

EXHIBIT "A" - WORKSITE-SPECIFIC RESPIRATOR GUIDELINES*

**The following list represents the majority of District respirator applications.*
For applications not listed below, a Worksite-Specific Plan must be completed and signed by supervisor, prior to employee undertaking task.

Name of Application/ Task Description	Atmospheric Hazards		Control Implementation	Emergency Response			
	Oxy Levels (Deficient?)	Monitoring (Freq./Method)	Respirator type to be worn & limits for use	Signs & Symptoms of overexposure	Evacuation Procedures	First Aid & Emergency Medical Proc.	Reporting Procedures
Grinding – metals, asbestos & gasket removals	N/A	N/A	**N-95** Change when different breathing occurs	Irritation of eyes and respiratory tract	LEAVE AREA	WASH & FLUSH AFFECTED AREAS	CONTACT: Supervisor Human Resource Manager Water Operations Manager
Welding – general, non-specific	N/A	N/A	**N-95, 8514, 8511or full face** Change when different breathing occurs/cart. life span	Irritation of eyes and respiratory tract			
Pipe Cutting – cutting PVC & beveling	N/A	N/A	**N-95** Change when different breathing occurs	Irritation of eyes and respiratory tract			
Dust- General/Other- brakes; asbestos; concrete; sludge	N/A	N/A	**N-95** Change when different breathing occurs	Irritation of eyes and respiratory tract			
Herbicide/Pesticides- app. to facilities; weeds, etc.	N/A	N/A	**<1 gal. – N-95; >1 gal.- Ser.6700 air purf.; cart. 60926 (multi gas);** cart. life span	Irritation of eyes and respiratory tract			
Paint Fumes – aerosol; apps.; misc.; water-based apps.	N/A	N/A	**N-95 or full face** Change when different breathing occurs/cart. life span	Irritation of eyes and respiratory tract			
Chlorine – changing of chlorine cylinders	YES (use monitor)	YES (leak detector)	**SCBA** Tank time allowable	Irritation of eyes and respiratory tract			
Potassium Permanganate – mixing powder form	N/A	N/A	**N-95** Or air supplied when necessary	Irritation or damage to body tissue or contact			

EXHIBIT "B"
Worksite-Specific Respiratory Plan

Task description:

_____
_____
_____

Atmospheric hazards:
- Oxygen levels: _____ Is this oxygen level deficient?
- Monitoring (List the monitoring frequency and method for each atmospheric hazard):

_____
_____
_____

Controls to be implemented to reduce employee exposure to atmospheric hazards:
- Respirators to be worn (List type, cartridge type if APR, concentration and limits for use):

_____
_____
_____

Authorized employees (list with employee number):

_____
_____
_____

Emergency response:
- Signs and symptoms of overexposure

_____

- Evacuation procedures

_____

- First aid and emergency medical procedures

_____

- Reporting procedures

_____

Supervisor Signature:_____ **DATE:** _____

SKIN EXPOSURE

The immediate result of overexposure to the sun's ultraviolet rays is severe sunburn.

Another result of too much sun is prematurely aged skin.

The sun weakens the skin's elasticity and can also cause dark patches and scaly gray growths called *keratoses*. Keratoses may be precancerous. There is increasing evidence that melanoma (skin cancer) is related to sun exposure.

Skin cancer is the most common and also the most preventable cancer. All forms of skin cancer including melanoma have visible, early warning signs:

- A sore on the skin that does not heal;
- A change in the size or color of a mole; and
- Development of any unusual pigmented area.

See a doctor if you notice any warning signs.

Excessive exposure to sunlight may also cause cataracts or growths on eyelids (pterygiums).

RISKS

Fair-skinned persons, usually redheads and blondes, are at higher risk.

Certain drugs can make the skin more susceptible to sunburn. These drugs include:

- Antibiotics;
- Some medicated soaps and creams;
- Barbiturates; and
- Birth control pills

Certain chemicals such as coal tars can cause skin cancer.

An adult who had one severe sunburn as a child or teenager has double the chance of developing melanoma.

PROTECTION

Sunscreens that were once called sunblock are now more often labeled "broad-spectrum suncreens." These products contain a physical block–zinc oxide or titanium dioxide, against both UVA and UVB. They have a SPF of 30+ and may be more effective in preventing all kinds of skin cancers.

The District requires you to use the following protection if you routinely work outdoors:

1. 30 SPF broad-spectrum sunscreen cream that protects against both UVA and UVB.
2. Wide brimmed hats.
3. Sun visors that fit over hard hat brims.
4. Safety and regular sunglasses with ultraviolet ray protection.
5. Umbrellas with stands (for use when you must stand or work in the sun for long periods of time).
6. Work in the shade if possible.

ADDITIONAL INFORMATION

The SPF number indicates the factor by which the amount of ultraviolet rays are decreased by the sunscreen. For example, a person using a sunscreen with a SPF value of 30 can stay in the sun 30 times longer than without sunscreen.

You are not fully protected in the shade, as ultraviolet rays are only partially deflected. Rays bounce from all directions - sand, water, even the street.

You can get burned on a cloudy day. Ultraviolet rays can also reach down into three feet of water.

Whatever your skin type, do a monthly self-exam of your skin to check for changes in moles, blemishes, or birthmarks.

#

PURPOSE

The District requires the use of approved traffic control methods when work is performed in construction zones in the street. Typical procedures are contained in manuals such as: Regional Traffic Control standards, Cal/OSHA regulations, and State of California (Caltrans) Manual of Traffic Controls.

Following correct traffic control methods will help to:

1. Keep vehicles, bicycles, and pedestrians away from the work zone.
2. Improve public relations by reducing confusion to motorists and keep traffic moving with minor delays.
3. Minimize risk to workers and the public and reduce the likelihood of damage or personal injury claims resulting from collisions.

PROCEDURES

Wear a traffic safety vest, or a traffic orange shirt, when working in the street.

Whenever possible, visit the job site before setting up traffic control devices and consider the following factors when planning traffic control:

1. Traffic conditions.
2. Existing traffic control devices such as signal lights or stop signs.
3. Traffic lane requirements.
4. Physical features such as curves and hills.
5. Visibility restrictions such as blind alleys.
6. Access to private properties or businesses.
7. Type and number of devices needed.
8. Pedestrian traffic, including access for disabled persons.

Traffic control should be coordinated with businesses and other agencies operating in the area you will be working. These include:

1. Police and Fire departments.
2. Municipal Public Works.
3. Bus and transit companies.
4. School districts.

Whenever possible, schedule work requiring traffic control during low traffic periods, usually between 8 a.m. to 3 p.m. Note: Some agencies will tell you when you may begin and end traffic control work.

Frequently inspect the traffic control pattern to make sure devices are kept in place and operating.

Inspect traffic control devices before and after use to check for damaged or missing parts that could affect the visibility of the device.

For example, cones missing reflective sleeves for use in traffic control at night.

Remove traffic control devices when no longer needed. This prevents vandalism, theft, or damage caused by someone hitting the device.

TRAFFIC CONTROLS
The District uses the following controls to divert traffic through work zones.

CONES
Move traffic away from your work site.

Are placed in advance of work zones to gradually move motorists to the correct lane.

Define lanes for drivers to use in a work zone.

Show a change in position of existing lanes.

Should be illuminated or have a reflective sleeve for traffic control at night.

BARRICADES
Keep motorists away from objects or unusual situations created by construction work, such as open trenches or spoil piles.

Are not used in place of cones or delineators to move traffic away from the work site.

DELINEATORS
Separate opposing lanes of traffic. Must be reflectorized if they are used at night.

HIGH LEVEL WARNING DEVICES
Provide advance warning that work is being performed.

Are designed to be visible where other warning signs cannot be seen.

DIRECTIONAL ARROW BARS
Are normally trailer-mounted electronic signs that can be seen over long distances showing the direction motorist must follow.

FLAGGING
Flagging is dangerous because flaggers work outside the protection of the traffic safety zone. Therefore, flaggers should be used only after other traffic control measures fail to effectively move vehicles through construction zones.

A sign with a flagger symbol must be placed as part of the traffic control pattern.

Flaggers should stand in advance of the work zone to slow down or stop traffic.

Flagging requires focused concentration to make sure conflicting directions do not confuse drivers.

Flaggers are necessary when:
- Workers or equipment occasionally block traffic.
- One lane is being used for two-way traffic.
- Public safety determines the need.

Flaggers must wear personal protective equipment including hard hat and orange reflective vest. Safety shoes may be required if work could cause foot injury.

Training in the proper flagging techniques must be given, including:

- Hand signals that will be used.
- Use of stop/slow sign.
- Other methods used to direct traffic, such as walkie talkies.

NIGHT FLAGGING

All workers must wear reflective clothing or vests and all traffic control devices must be reflective or lighted.

All flagger positions must be lit and visible to drivers.

Flaggers must use walkie talkies for communications.

#

PURPOSE

Over a five year period, 26 California workers were killed and 207 others injured in trench cave-ins. In almost every instance, the cause of these accidents was a failure to properly shore or slope the trench.

BEFORE EXCAVATING

1. Obtain a Permit
   Obtain a permit from the Division of Occupational Safety and Health (DOSH) if workers are required to enter an excavation that is 5 feet or deeper.

2. Locate Hidden Obstructions
   A minimum of two working days before starting the excavation, notify all regional notification centers and any non-member underground utility owners. It may also be necessary to obtain plans of as-builts in order to locate underground pipes or utilities.

   Be aware that these records may not be accurate. The obstructions revealed by the plans should be physically located, and either removed or protected from damage.

3. Beware of Disturbed Ground
   Trenches in disturbed soil may require additional sheeting and bracing, as will hard compact ground, if there is filled ground nearby.

   For example, a trench wall which is near another previously filled trench is unstable, although it might appear to be hard compact material.

DAILY INSPECTION

A competent person must inspect the trench and protective systems daily before that start of work and through-out the day as conditions change. Competent person is defined as one who must demonstrate:

- Knowledge of the provisions pertaining to excavations, trenches and earthwork.
- Knowledge of soil analysis as required in the provisions pertaining to excavations, trenches and earthwork.
- Knowledge of the use of protective systems.
- Authority to take prompt corrective action on the job as conditions warrant.
- Ability to recognize and test for hazardous atmospheres.

WHAT CONDITIONS INFLUENCE THE KIND AND AMOUNT OF SHORING YOU NEED?

1. Depth of the Trench
   If the trench is five feet deep or more it must be shored or sloped.

   If there is a possibility of soil movement, even shallower trenches have to be shored. If you have doubt about it, shore/slope the trench.

2. Soil Classification
   The less stable the soil, the more liquid the soil, the more you need to protect yourself against cave-in.

3. Changing Weather Conditions
   Hardpacked soil can become soupy/unstable after a rain.

   Trenches which are safety sloped or shored in dry weather can become deathtraps when it is wet. Thawing soil can also become unstable quickly.

4. Heavy Loads in Area
   Don't park heavy equipment next to a trench. Nearby structures – such as buildings, curbs, trees and utility poles – exert stress on trench shoring.

5. Vibration
   If you are digging a trench near a roadway or where other operations create vibration, make certain the shoring/sloping design reflects these conditions.

OTHER CONSIDERATIONS

Every trench is a possible trap for hazardous atmospheres. When in doubt, test and ventilate.

#

PURPOSE

Manufacturers are required to place warning labels on all containers of materials containing hazardous chemicals. Labels provide much of the information you need to know to use hazardous materials safely.

WHAT'S ON A WARNING LABEL

All warning labels are required to list:

1. The name of the material.
2. Physical and health hazards.
3. The name and address of the manufacturer or distributor.

All warning labels must contain a signal word that indicates how dangerous the material is.

Danger: means special safety handling procedures and specialized personal protective equipment is required. Using the product could cause serious injury, illness, or death.

Warning: means that using the material could cause a less severe injury or illness. Personal protective equipment is usually required.

Caution: means that using this type of product could cause mild irritation and may require personal protective equipment.

Label information may include a description of additional hazards and how to use the product safely. The label may list:

1. If the material is flammable, explosive, corrosive, or reactive.

2. If the product contains radioactive materials.

3. What type of fire protection to use in case of fire.

4. Protective equipment you should wear.

5. Procedures for proper use, handling, storage, and disposal.

6. First aid instructions.

7. How to handle spills and leaks.

Labels are required on all containers. If you find a container with no label or the label is damaged or hard to read, report it to your supervisor immediately.

#

PURPOSE

In the event the water system receives a threatening phone call, remain calm and try to keep the caller on the line. Use the following checklist to collect as much detail as possible about the nature of the threat and the description of the caller.

1. **Water System Identification:**

   Name:
   Address:

   Telephone:

2. **Types of Tampering/Threat:**

   ☐ Contamination
   ☐ Biological
   ☐ Chemical
   ☐ Threat to tamper
   ☐ Bombs, explosives, etc.
   ☐ Other (explain)

3. **Types of Suspicious Activity:**

   ☐ Breach of security systems (e.g., lock cut, door forced open, etc.)
   ☐ Unauthorized personnel on water system property
   ☐ Presence of personnel at water system at unusual hours
   ☐ Changes in water quality noticed by customers (e.g., change in color, odor) that were not planned or announced by the water system
   ☐ Other (explain):

4. **Alternate Water Source Available:** ☐ **Yes** ☐ **No**

   If yes, give name & location:

5. **Location of Tampering:**

   ☐ Distribution Line
   ☐ Raw Water Source
   ☐ Other (explain):
   ☐ Water Storage Facility
   ☐ Treatment Chemicals
   ☐ Treatment Plant

6. **Contaminant Source and Quantity:**

7. **Date and Time of Tampering/Threat:**

8. **Caller's Name/Alias, Address, and Telephone Number:**

9. **Is the Caller (check all that apply):**

☐ Male ☐ Female ☐ Foul ☐ Illiterate

☐ Well Spoken ☐ Irrational ☐ Incoherent

10. **Describe Caller's Voice (check all that apply):**

☐ Soft ☐ Calm ☐ Angry ☐ Slow ☐ Rapid

☐ Slurred ☐ Loud ☐ Laughing ☐ Crying ☐ Normal

☐ Deep ☐ Nasal ☐ Clear ☐ Lisping ☐ Stuttering

☐ Old ☐ High ☐ Cracking ☐ Excited ☐ Young

☐ Familiar (who did it sound like)? ☐ Accented (which nationality or region)?

11. **Is the connection clear? (Could it have been a wireless or cell phone)?**

12. **Are there background noises?**

☐ Street noises (what kind)? ☐ Machinery (what type)? ☐ Voices (describe)

☐ Children (describe) ☐ Animals (what kind)? ☐ Motors (describe)

☐ Computer keyboard; office ☐ Music (what kind)? ☐ Other

13. **Call received by (name, address, phone number):**

Date call received:

Time of call:

14. **Call reported to:**

Date/Time:

15. **Action(s) taken following receipt of call:**

PURPOSE

This procedure provides safety and health instructions regarding gas and electric welding, cutting, brazing, or similar flame or spark-producing operations to protect personnel and property against heat, evolved gases and fumes, and radiation. The following instructions and work practices have been established in accordance with the District's Injury/Illness Prevention Program and requirements of the following sections in 8 CCR: 4845-4853; 4649; 4650; 5189; 1536; and 1537.

SCOPE

This procedure shall apply to all employees responsible for planning, supervising, and conducting welding and/or cutting operations.

GENERAL INFORMATION

A. Supervisors and workers performing welding, cutting, and/or brazing operations shall be trained in hazard recognition, evaluation, and control; fire protection; and safe work practices; and shall adhere to requirements in this procedure.

B. Welding/Cutting/Grinding Areas: Whenever possible, welding and/or cutting operations should be performed in areas that are isolated and designated for such uses. Welding or cutting must not be performed in the following areas:

1. In the presence of explosive atmospheres; or

2. In areas near the storage of quantities of exposed, ignitable materials.

C. Equipment: Personnel are required to use approved welding, cutting, and grinding equipment and follow the manufacturer's instructions. Such equipment shall be maintained in safe working order at all times. Personnel shall report any equipment defect or safety hazard to a supervisor, and the use of such equipment must be discontinued until repaired by qualified personnel.

D. Site Preparation: Prior to beginning welding or cutting operations, workers must:

1. Check the work area (35' radius) to ensure that no fire hazards are present including oily or greasy materials;

2. If possible, remove all combustible materials within 35 feet, if not necessary for the operation;

3. Check that all equipment is in good working condition;

4. Inform workers in the immediate area to alert others of the potential hazards; and

5. When performing welding, cutting, and/or brazing operations in areas on or around acutely hazardous materials or in confined spaces, obtain a hot work permit as required.

E. Ventilation: Cutting or welding operations must be performed in areas with adequate ventilation to keep fumes and gases within safe limits.

1. Adequate exhaust ventilation must be used when potentially hazardous materials are being worked on or when using inert gas welding, or plasma-arc cutting.

F. Personal Protective Equipment: Approved personal protective equipment (PPE) shall be worn by all employees performing or assisting in welding and/or cutting operations.

1. Examples of PPE include eye protection, helmets and hand shields, flame- resistant gloves, limb/body protection, and respiratory protection (when ventilation is not adequate).

2. All welders must wear flame-resistant aprons or coveralls, gauntlet gloves, and shirts with sleeves of sufficient length and construction to protect the arms from heat, UV radiation, and sparks.

3. Sleeves and collars must be kept buttoned and high boots are to be worn under pant legs to prevent hot metal slag or sparks from contacting the shins or legs. Shorts are permitted only if legs are fully protected with adequate apron, coveralls or leggings.

4. Synthetic fiber clothing should not be worn unless it is specifically manufactured to be fire-retardant.

5. Clothing should be kept reasonably free of oil or grease.

G. Confined Space Operations: Personnel who are required to perform welding and/or cutting operations in a confined space area must take proper precautions. Refer to the Confined Space Pre-Entry Procedure, and contact the Entry Supervisor prior to performing welding and/or cutting operations in a confined space.

A hot work permit is required when working in a confined space.

H. Employees and contractors performing welding and/or cutting operations must be made aware of the risks involved, and shall obtain approval from the District prior to performing such operations.

I. Fire Protection: Fire protection equipment must be maintained ready for use at all times that welding and/or cutting operations are being performed.

1. Utility trucks supporting welding/cutting operations must be equipped with firefighting and fire protection equipment, including a fire extinguisher of at least 10 ABC rating.

2. If welding is to be performed in areas where a fire hazard may exist, fire watch practices must be established and implemented.

3. Suitable fire protection equipment must be maintained ready for use at all times that welding or cutting operations are being performed. If welding is

to be performed in non-approved areas, supervisory personnel must complete a hot work permit.

4. A Fire Watch is required if welding is performed in an area where combustibles are closer than 35 feet to the point of operation, and could be ignited by sparks. If required, a Fire Watch includes:

   a. Using fire-extinguishing equipment to extinguish fires within the capacity of equipment available;

   b. Watching for fires in all exposed areas, for up to 30 minutes after completion of welding and/or cutting operations; and

   c. Reporting any injury, including suspected flash burns, to their supervisor.

HOT WORK PERMIT

Prior to performing welding/cutting operations in the following circumstances, a hot work permit must be completed and approved by the appropriate supervisor:

A. In confined spaces; and

B. In areas where combustible materials are adjacent to the opposite side of metal walls, partitions, ceilings, or roofs and areas likely to be ignited by conduction or radiation.

Copies of open permits must be maintained at the job site and in the supervisor's office. Upon job completion, closed permits should be maintained for three (3) years.

CARE OF COMPRESSED GAS CYLINDERS

A. Compressed gas cylinders shall be legibly marked identifying the contents.

B. Compressed gas cylinders shall be stored and transported in the following manner:

   1. Valve end must be up;

   2. Outside storage areas must be protected from direct sunlight, external heat sources, electric arcs, or high temperatures;

   3. Inside storage areas must be well protected, well ventilated, and in a dry location at least 20 feet from highly combustible materials;

   4. Cylinders containing flammable gases will be stored at least 20 feet from oxygen cylinders;

   5. Cylinders shall not be kept in unventilated enclosures such as lockers and cupboards, or inside the cabs or passenger areas of vehicles;

6. Valve protection devices must be in place when cylinders are not in use, and during storage and transport. Valve protection devices must not be used for lifting cylinders;

7. Cylinders must be prevented from tipping, falling, or rolling; and

8. All empty cylinders will be handled and stored as if they were still pressurized.

C. If cylinders are found to have leaky valves or fittings, which cannot be stopped by closing the valve, the cylinders shall be taken outdoors, away from sources of ignition, and slowly emptied. Never put other workers at risk. If the leak is large, do not attempt to move the cylinder, evacuate all personnel from the area and notify your supervisor.

D. Pressurized cylinders must not be taken into confined spaces.

RMWD
HOT WORK PERMIT

Date _____ W.O.# _____

Work Location(s) & Description: _____

_____

Employee(s) Performing Job: _____

_____

Fire Guard Duty Schedule: _____ to _____

OPERATIONAL REQUIREMENTS (Check all areas that apply. This section must be completed prior to approving this permit.)

		YES	NO
1.	Fire Watch	☐	☐
2.	Fire Extinguisher(s) (Type 10 ABC)	☐	☐
3.	Area clear of combustibles (35 ft radius)	☐	☐
4.	Area clear of Flammable Vapors	☐	☐
5.	General/Local Ventilation	☐	☐
6.	Respiratory Protection Type: _____	☐	☐
7.	Confined Space Permit	☐	☐
8.	Process Safety Management Area	☐	☐
9.	Air Monitoring	☐	☐
10.	Hearing Protection	☐	☐
11.	Pressurized Cylinders	☐	☐
12.	Additional Comments/Instructions _____		

Firewatcher (Name/EE #) _____ Signature _____

Job Supervisor's Approval _____

Date _____ Time _____

This form must be completed for all welding/cutting operations, which will be performed in areas on or around acutely hazardous materials and/or in confined space areas. Upon job completion, this form shall be maintained in the field administrative office.

#