

# County of San Bernardino

## CODE OF SAFE PRACTICES

### GENERAL SAFETY RULES

For the protection and safety of all employees, the County Of San Bernardino has established the following rules designed to prevent accidents and injuries. Compliance with these rules is mandatory. Documentation is made when the rules are distributed.

1. All accidents and injuries must be reported at the time of occurrence.
2. Machines or equipment shall not be operated until employees are properly instructed on their operation.
3. Horseplay, practical jokes, throwing things, running in aisles and stairway, distracting others at work, and unnecessary shouting are forbidden.
4. All spilled oil, grease, water and other liquids must be wiped up immediately.
5. Areas in which overhead maintenance is being performed will be blocked off and posted to prevent possible injury from falling objects. A barricaded or posted area will not be entered except by those performing the work.
6. Any defective tool or equipment must be immediately reported. Any defective tool or equipment will not be used until repaired or replaced.
7. Failure by an employee to comply with the safety rules will be grounds for corrective disciplinary action.
8. Specific Department Safety Rules, when applicable, will be posted in appropriate work areas.
2. Hand trucks will be pulled when in transit except when going down incline or placing load in position.
3. Hand trucks will be loaded in such a manner as to eliminate the possibility of spilling.
4. When carrying material, caution will be exercised in observance of obstructions, loose material, etc.
5. Protruding nails in boxes, skid, or other containers will be removed or made flush immediately.
6. All material will be stacked and stored in proper areas.
7. Material will not be stored in aisles. Aisles must be kept clear at all times.

### PROTECTIVE EQUIPMENT

### MATERIAL HANDLING

1. Lifting: Attempting to lift or push an object that is too heavy must be avoided. Get help to move a heavy object or divide the load
1. Safety glasses will be worn where eye protection is required. Photogray or sunglasses will not be allowed in shop area.
2. Safe shoes are required of all employees. Shoes with exposed heels, toes, or archway will not be permitted in shop areas. Shoes constructed of materials other than leather or synthetic leather will be explicitly prohibited from shop area.
3. Where there is a danger of hair (4" from the scalp in length) entangling in moving machinery or equipment, a hair enclosure (cap, net or hat) must be worn.
4. Personal protective equipment required when performing specific tasks will be worn and used as directed by County Safety Procedures.

## **MACHINE OPERATING**

1. Use of machinery or equipment is restricted to that which employee has been trained, qualified and authorized to operate.
2. Immediate notification must be made for any equipment that is missing protective guards or has improperly positioned protective guards. Such equipment shall not be operated until corrected.
3. Power machinery will be kept free of unnecessary tools, rags, and scrap while in operation.
4. Machinery will be turned off when not in use.
5. Brush, chip hook or rake will be used to remove chips.
6. Work pieces and cutters will be secured before setting machine in motion.
7. Correct speed and feed will be used when operating equipment.
8. Rings, jewelry, watch, gloves, neckties, long sleeves or loose clothing will not be worn when near or when operating machinery.
9. Tampering with or removal of safety guards is prohibited.

## **COMPRESSED AIR**

1. Compressed air will not be used to clean floors.
2. When blowing chips from a hole, the hole must be covered with a shop towel.
3. Flow from an air hose will not be directed toward another person or toward the operator of the air hose.
4. Compressed air will not be used to clean clothes, hands or other parts of the body.
5. Where danger of flying particles is present, safety glasses with side shields

will be worn by employees working with compressed air hoses.

6. The working pressure of an air nozzle will not exceed 30 psi.
7. Altering or tampering with safety air nozzles is forbidden.

## **HOUSEKEEPING**

The foundation for a safe, healthful, and pleasant place to work is good housekeeping.

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

## **CHEMICALS**

1. Chemicals meeting the definition of "Hazardous Material", as defined by the California Department of Industrial Relations, Safety and Health Regulations, will not be purchased and/or brought into a County facility for usage without:
  - A. A Material Safety Data Sheet or equivalent information on file; and
  - B. Express consent or approval of the appropriate member of management.
2. No chemicals meeting the definition of "Hazardous Material", as defined by the

California Department of Industrial Relations, Safety and Health Regulations, will be used without strict adherence to the data, precautions, procedures for handling, storage, training, disposal, and usage contained on the appropriate Materials Safety Data Sheet.

3. All containers contents will be labeled.

### **FIRE EMERGENCY**

1. All fires must be reported immediately. A fire emergency number will be called and location of fire given.
2. All employees must know the location of fire extinguishers, fire blankets and stretchers.
3. Tampering with fire extinguishers is forbidden.

4. Fire extinguishers, sprinklers, fire exits or risers will not be blocked by supplies, stock or parts at any time.
5. Smoking or open flame is prohibited in areas where flammable materials are used or stored. The County prohibits smoking in any County owned or leased facility.
6. All employees will comply with posted "No Smoking" areas.
7. A person who is reporting a fire must stay on the telephone line until released by answering party.

### **MEDICAL EMERGENCY**

All medical emergencies will be reported immediately. 9-1-1 must be called and location given.