

TO: BOARD OF DIRECTORS
FROM: BRUCE BUEL *BBB*
DATE: December 4, 2007

**AGENDA ITEM
D-7
DECEMBER 12, 2007**

CONSIDER ADOPTION OF REVISED INJURY AND ILLNESS PREVENTION PROGRAM AND 2008 CODE OF SAFE PRACTICES

ITEM

Consider adoption of revised Injury and Illness Prevention Program and 2008 Code of Safe Practices.

BACKGROUND

Title 8 of the California Code of Regulations requires every employer to have an effective Injury and Illness Prevention Program (IIPP). The program must be in writing and contain certain minimum provisions including but not limited to the following:

- Identify persons with authority and responsibility to implement the program
- Provide a system for ensuring compliance with safe and healthy work practices
- Provide mechanisms for communication and feedback regarding employee safety
- Include procedures for identifying and evaluating workplace hazards
- Develop a Code of Safe Practices which relate to the employer's operations

The District's current IIPP was adopted in May, 2004. Staff revised and updated the IIPP based on the model IIPP developed by the Special District Risk Management Authority (SDRMA). In addition, staff developed a revised Code of Safe Practices as a separate document to allow for annual review and revision as necessary.

RECOMMENDATION

Staff recommends that your Honorable Board adopt Resolution 2007-IIPP.

ATTACHMENT

Resolution 2007-IIPP with Exhibit "A" – Injury and Illness Prevention Program and Exhibit "B" – 2008 Code of Safe Practices

**NIPOMO COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 2007- IIPP**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
NIPOMO COMMUNITY SERVICES DISTRICT
AMENDING THE INJURY AND ILLNESS PREVENTION PROGRAM
AND ADOPTING 2008 CODE OF SAFE PRACTICES**

WHEREAS, the Board of Directors of Nipomo Community Services District (herein "District") adopted a revised Injury and Illness Prevention Program on May 12, 2004, and

WHEREAS, Staff has reviewed and updated the District's Injury and Illness Prevention Program and 2008 Code of Safe Practices; and

WHEREAS, the draft Injury and Illness Prevention Program and 2008 Code of Safe Practices has been circulated for employee comment; and

WHEREAS, the Injury and Illness Prevention Program attached as Exhibit "A" and the 2008 Code of Safe Practices attached as Exhibit "B" to this Resolution have been reviewed by the Board of Directors of the Nipomo Community Services District.

NOW, THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED by the Board of Directors of the Nipomo Community Services District, as follows:

1. The policies attached hereto as Exhibit "A" are hereby adopted as the Injury and Illness Prevention Program of the Nipomo Community Services District and the policies attached hereto as Exhibit "B" are hereby adopted as the 2008 Code of Safe Practices.
2. Severability. If any section, subsection, clause, or phrase of the attached Injury and Illness Prevention Program or 2008 Code of Safe Practices is, for any reason, found to be invalid or unconstitutional, such finding shall not affect the remaining portions of the Injury and Illness Prevention Program or 2008 Code of Safe Practices adopted by this Resolution.
3. Repeal of Prior Injury and Illness Prevention Program. The Injury and Illness Prevention Program adopted by the District Board of Directors on May 12, 2004, are hereby repealed in their entirety.
4. Inconsistency. To the extent the Injury and Illness Prevention Program or 2008 Code of Safe Practices adopted by this Resolution may be inconsistent or in conflict with the regulations and conditions of any prior District Motion, Resolution, Rule or Regulation governing the same subject, the terms and conditions of the Injury and Illness Prevention Program and 2008 Code of Safe Practices adopted by this Resolution shall prevail.

**NIPOMO COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 2007- IIPP**

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Page Two

5. Effective Date. This Resolution and the attached Injury and Illness Prevention Program and 2008 Code of Safe Practices shall take effect immediately.

Upon motion of Director _____ seconded by Director _____ and on the following roll call vote, to wit:

AYES:

NOES:

ABSENT:

CONFLICT:

the foregoing resolution is hereby passed and adopted this 12th day of December, 2007.

Michael Winn
President of the Board
Nipomo Community Services District

ATTEST:

APPROVED:

Donna K. Johnson
Secretary to the Board

JON S. SEITZ
District Legal Counsel

***NIPOMO COMMUNITY SERVICES DISTRICT
INJURY & ILLNESS PREVENTION
PROGRAM***

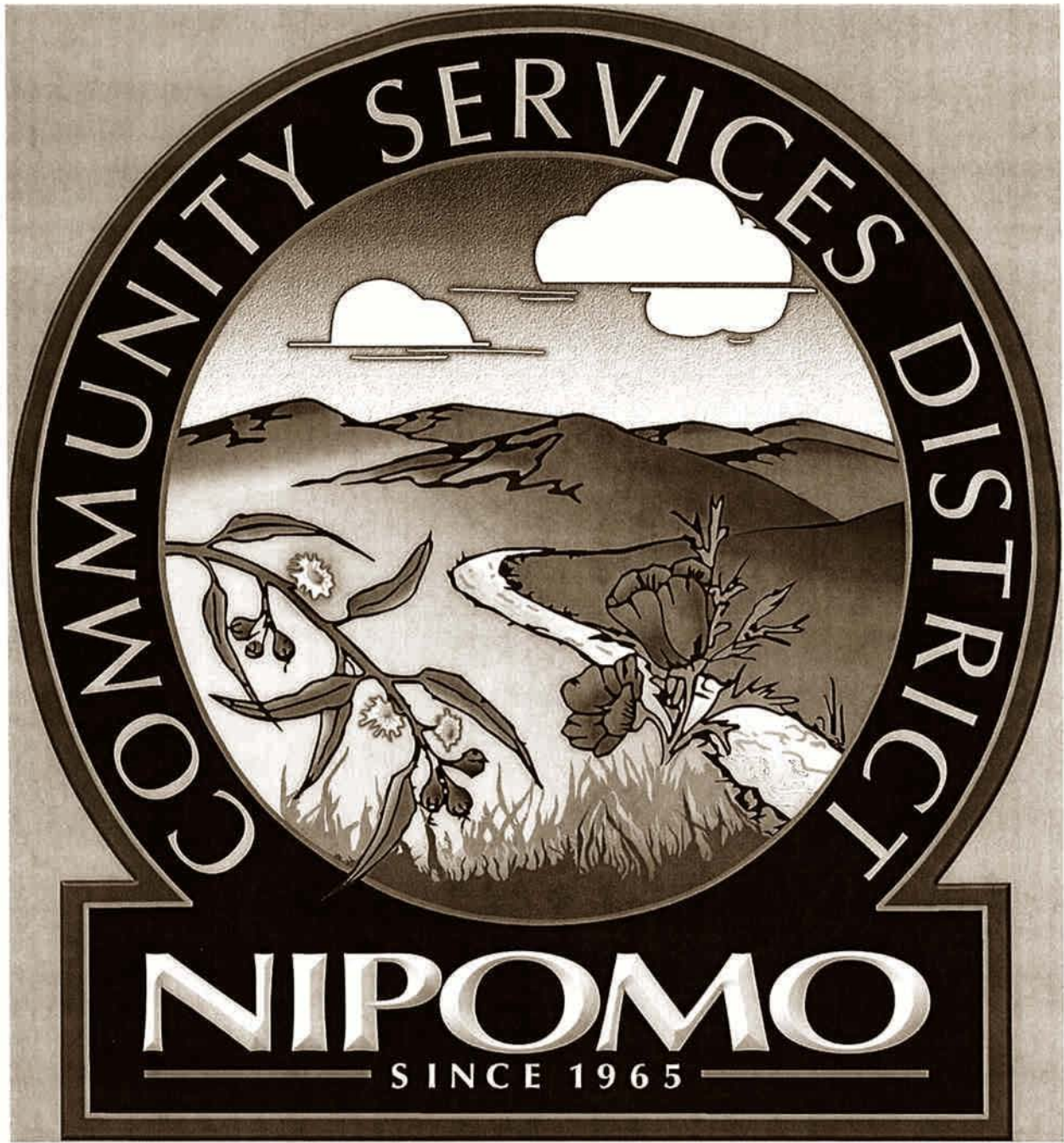


Table of Contents

Safety Policy	3
Responsibilities	4
Compliance	5
Communication	6
Hazard Identification & Evaluation	8
Injury/Illness Investigation	9
Correction of Hazards	10
Training	11
Forms	15
Safety Meeting Attendance Roster	
Safety Suggestion Form	
Accident Report – Non-Vehicular	
Accident Report – Vehicular & Moving Equipment	

Safety Policy

*No function at NCSD is so critical as to require or justify
a compromise of safety and health.*

We believe that everyone benefits from a safe and healthful work environment. We are committed to maintaining a safe workplace and to complying with applicable laws and regulations governing safety.

To achieve this goal, NCSD has adopted an *Injury & Illness Prevention Program* (IIPP). This program is everyone's responsibility as we work together to identify and eliminate conditions, practices, policies and procedures that compromise safety.

To this end, each and every manager, supervisor and employee has the authority to take action to prevent mishaps.

It takes positive and genuine effort to assure a safe work environment. The alternative is wasted money and wasted time due to occupational injuries and illnesses and their associated pain and suffering.

Our expectations are that everyone will:

1. Do the right thing the first time.
2. Seek to integrate safety into all tasks.
3. Avoid taking short cuts.
4. Take time to assure a safe workplace.
5. Have a safe and healthy work experience here at NCSD.

Please join me in striving to achieve our ultimate goal of an injury-free workplace.

General Manager

Date

Responsibilities

1. **Managers/Supervisors** – General Manager, Assistant General Manager, and Utility Supervisor

Managers and supervisors have the responsibility of providing a safe place to work including plant facilities, equipment, standards and procedures, adequate supervision and recognition for a job done properly. They are responsible for training all of their employees to perform their jobs properly and safely. They teach, demonstrate, observe and enforce compliance with established safety standards.

2. **Safety Officer** – District Engineer

The Safety Officer has the responsibility for the implementation, maintenance, and update of this program.

3. **Employees**

Employees have the responsibility of performing their tasks properly and safely. They are to assure themselves that they know how to do the job properly, and ask for additional training or assistance when they feel there is a gap in their ability, knowledge, or training. They should never undertake any task, job, or operation unless they are able to perform it safely.

Compliance

1. Management Responsibility

Management is responsible for ensuring that organizational safety and health policies are clearly communicated and understood by employees. Managers and supervisors are expected to enforce the rules fairly and uniformly.

2. Employee Responsibility

All employees are responsible for using safe work practices, for following directives, policies and procedures, and for assisting in maintaining a safe work environment.

3. Performance Evaluations

As part of employees' regular performance reviews, they are evaluated on their compliance with safe work practices.

4. Employee Recognition

Employees, who make a significant contribution to the maintenance of a safe workplace, as determined by their supervisors, receive written acknowledgment that is maintained in the employees' personnel files.

5. Employee Training

Employees who are unaware of correct safety and health procedures are trained or retrained.

6. Employee Correction

Employees who fail to follow safe work practices and/or procedures, or who violate organizational rules or directives, are subject to disciplinary action, up to and including termination in accordance with the District's Personnel Policies and Procedures.

Communication

1. Two-Way Communication

Management recognizes that open, two-way communication between management and staff on health and safety issues is essential to an injury-free, productive workplace.

2. NCSD's System of Communication

The following system of communication is designed to facilitate a continuous flow of safety and health information between management and staff in a form that is readily understandable.

- a. An orientation program is given to all new employees and includes a review of the *Injury & Illness Prevention Program* and a discussion of policy and procedures that the employee is expected to follow.
- b. NCSD has safety meetings where safety is freely and openly discussed by all present. Such meetings are held monthly for Utility Department personnel and quarterly for Administrative personnel. All employees are expected to attend and are encouraged to participate in discussion.
- c. From time to time, written safety notifications are provided directly to individual employees or are posted on NCSD bulletin boards.
- d. Other methods of communicating pertinent to health and safety information are used as they are identified.

3. Safety Suggestions and Hazard Reporting

- a. All employees are encouraged to inform their supervisors, or other management personnel of any matter, which they perceive to be a workplace hazard, or a potential workplace hazard. They are also encouraged to report suggestions for safety improvement.

This reporting can be done orally, but preferably in writing. When done in writing, the notification may be given directly to the supervisor, the Safety Officer or other management personnel.

- b. If an employee wishes to report anonymously, a hazard, safety suggestion, or other safety problem he or she can complete a *Safety Suggestion Form*, not filling in their name.
- c. *No employee shall be retaliated against for reporting hazards or potential hazards, or for making suggestions related to safety.*
- d. Management reviews all suggestions and hazard reports.
- e. If employees provide their names in regards to the notification, they are informed of what is being done within 5 working days of receipt, and receive updates as applicable.
- f. The resolution is communicated to employees in accordance with paragraph 2 under the subject of *Communications*.

Hazard Identification & Evaluation

Inspection of the workplace is our primary tool used to identify unsafe conditions and practices. While we encourage all employees to identify and correct hazards and poor safety practices continuously, certain situations require formal evaluation and documentation.

1. Safety Inspections

Documented internal safety inspections are conducted on a quarterly basis on a department basis. Hazards found are corrected on the spot or recommendations are submitted for future corrections.

The safety officer and one employee from the department being inspected conduct the quarterly inspections. The goal is to have each employee have at least one opportunity every other year to participate in a quarterly inspection.

2. Additional Inspections

Inspections are also conducted in accordance with Cal-OSHA requirements:

- a. Whenever new substances, processes, procedures or equipment present a new safety or health hazard.
- b. Whenever management/supervision become aware of a new or previously unrecognized hazard, either independently or by receipt of information from an employee.
- c. Whenever it is appropriate to conduct an unannounced inspection.

Injury/Illness Investigation

1. Investigation

All accidents resulting in injury or property damage, however slight, including near misses or near hits are investigated immediately to determine the primary and contributing causes. This information is documented and analyzed to assist in obtaining corrective actions to prevent similar accidents from occurring in the future. The responsibility to see that this investigation is performed rests with the Department Manager and Safety Officer.

2. Reporting

All facts, findings, and recommendations are documented on an accident investigation report. Management reviews accident investigation reports with a view towards determining adequacy of corrective action.

Correction of Hazards

When a hazard exists it is corrected on a timely basis based on the severity of the hazard.

If imminent danger exists to any employees, management and supervision remove these employees from the danger at once, and personnel are provided with the necessary safeguards to correct the hazard.

Training

1. Orientation - New Employees

The initial orientation on general safety is conducted within two days of employment. This orientation includes:

a. Review of the NCSD's:

- 1) Injury & Illness Prevention Program
- 2) Hazard Communication Program
- 3) Personal Protective Equipment Requirements
- 4) Emergency Action Plan
- 5) Fire Prevention Plan
- 6) Code of Safe Practices
- 7) Occupational Injury & Illness Reporting Requirements

b. Overview of how to prevent:

- 1) Overexertion
- 2) Strains and sprains
- 3) Slips, trips and falls
- 4) Cuts and lacerations
- 5) Electrical shock
- 6) Driving accidents
- 7) Other occupational injuries or illnesses identified via loss analyses and investigations

c. At a minimum, all new hires are given a copy of NCSD's *Injury & Illness Prevention Program* and those rules and regulations (Code of Safe Practices) that apply to their work environment. New employees sign and date their receipt of this information.

2. Initial On-The-Job Training

When an employee first starts to work, a manager/supervisor trains the employee in all aspects of safety for the purpose of educating the new employee on the hazards of the work environment and the safety procedures that are required to be used to mitigate those hazards.

This training is done by using the "New Employee Training Checklist" which is signed by the supervisor and the employee when the training is completed, and then becomes a permanent part of the employee's personnel file.

The "New Employee Training Checklist" is filled out during the employee's initial on-the-job training, and both the supervisor and employee sign and date the checklist.

3. Specific Organizational-Wide Training

a. First Aid

All employees receive first-aid training in accordance with the Cal-OSHA requirement that there is always at least one person available to provide first aid.

b. Emergency Preparedness

This training includes NCSD's emergency action plan structure and how each employee fits into that structure, i.e., what the employee is expected to do under specific circumstances such as fire, earthquake, medical emergency and bomb threat.

c. Defensive Driver Driving

Besides discussions on defensive driving that are part of regular safety training meetings, NCSD strives to provide at least one formal defensive driving course every four years for those employees who drive organizational vehicles and/or their private vehicles on organizational business.

d. Ergonomics

Management provides ergonomic training to those employees who have to complete tasks that involve lifting, pushing, pulling and/or repetitive motion. At a minimum, employees receive training on proper lifting techniques, and if necessary, computer workstation set up.

4. Retraining

Reasons for retraining include change of job assignment, change of operations or materials, observation of poor work habits, or update of training methods. Managers/supervisors/safety officer perform retraining:

- a. When an existing employee changes job functions.
- b. On at least an annual basis as a refresher program.

Such training includes a review of those topics covered in the new employee orientation, other general workplace safety issues, job-specific hazards and/or hazardous materials, as applicable.

5. Specialized Training

- a. Managers and supervisors are trained in their responsibilities for the safety and health of their employees. Such training includes both safety management and technical subjects.
- b. Managers and supervisors are also trained in the hazards and risks faced by the employees under their immediate direction.
- c. Managers/Supervisors/Safety Officer:
 - 1) Determine safety-training needs.
 - 2) Implement new training programs.
 - 3) Evaluate the effectiveness of these programs.

- d. In addition, training is provided whenever:
- 1) New substances, processes, procedures or equipment pose a new hazard and there is a lack of skill or knowledge to deal with the situation.
 - 2) Management, supervision, safety officer become aware of a previously unrecognized hazard and there is a lack of skill or knowledge to deal with the hazard.

FORMS

NIPOMO COMMUNITY SERVICES DISTRICT

SAFETY MEETING ATTENDANCE ROSTER



SAFETY MEETING SUBJECT

1. Please fill in the date of the meeting and the name of the safety meeting leader.
2. Have all safety meeting participants sign this roster.

Date of Meeting:	Leader Name:
Start Time:	End Time:

	Name (print)	Name (signature)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		

NIPOMO COMMUNITY SERVICES DISTRICT

SAFETY SUGGESTION FORM



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

Area of Unsafe Condition or Practice: _____

Description of Unsafe Condition or Practice: _____

Causes or Other Contributing Factors: _____

Suggestion For Improving Safety: _____

Has the Matter Been Reported to your supervisor or the Safety Officer? _____

Name (optional): _____ Date: _____

NCSD ENCOURAGES EMPLOYEES TO PARTICIPATE IN COMMUNICATIONS INVOLVING SAFETY. NCSD WILL INVESTIGATE EVERY SUGGESTION AND ADVISE THE EMPLOYEE OF THE RESPONSE IN A TIMELY MANNER.

Anonymous Suggestions: A response will be written and posted on the safety bulletin board in the break room.

8080 - APPENDIX "I" -- ACCIDENT REPORT -

Note: This report is prepared exclusively for the use of the Nipomo Community Services District and its attorneys, and is an attorney-client communication not to be released without the express approval of the attorney representing the District.

VEHICULAR & MOVING EQUIPMENT

(For bodily injury or damage to another's property or for damage to vehicle or moving equipment you are driving)

DRIVER'S NAME				PHONE		DATE OF BIRTH		
ADDRESS					NUMBER OF YEARS WITH DISTRICT			
CITY			STATE	ZIP	DRIVER'S LICENSE NO.			
VEHICLE								
MAKE OF YOUR VEHICLE		YEAR	MODEL	SERIAL NUMBER	LICENSE NUMBER	WHERE VEHICLE CAN BE SEEN		
TRAILER (IF APPLICABLE)		YEAR	MODEL	AREA OF DAMAGE	USED FOR BUSINESS <input type="checkbox"/> YES <input type="checkbox"/> NO	ESTIMATED COST OF REPAIR \$		
ACCIDENT								
DATE OF LOSS	TIME OF LOSS	LOCATION (STREET OR HIGHWAY)			CITY	STATE		
WERE POLICE CALLED SCENE? <input type="checkbox"/> YES <input type="checkbox"/> NO		POLICE DEPT. CALLED	DRIVER		ARRESTED	TICKETED	VIOLATION	
NAME OF OFFICER					BADGE NUMBER			
STATION ADDRESS								
CLAIMANT 1								
OWNER OF OTHER VEHICLE		AGE	ADDRESS		CITY	STATE	ZIP	PHONE
DRIVER, IF OTHER THAN ABOVE		AGE	ADDRESS		CITY	STATE	ZIP	PHONE
MAKE OF VEHICLE	YEAR	MODEL	LICENSE NO.	AREA OF DAMAGE	EST. OF DAMAGE \$	WHERE CAN VEHICLE BE SEEN?		
CLAIMANT 2								
OWNER OF OTHER VEHICLE		AGE	ADDRESS		CITY	STATE	ZIP	PHONE
DRIVER, IF OTHER THAN ABOVE		AGE	ADDRESS		CITY	STATE	ZIP	PHONE
MAKE OF VEHICLE	YEAR	MODEL	LICENSE NO.	AREA OF DAMAGE	EST. OF DAMAGE \$	WHERE CAN VEHICLE BE SEEN?		
PROPERTY DAMAGE -- OTHER THAN AUTO (ie. FENCE, CANOPY)								
OWNER OF PROPERTY			ADDRESS		CITY	STATE	ZIP	PHONE
DESCRIBE DAMAGED PROPERTY			LOCATION OF PROPERTY		CITY	STATE	EXTENT OF DAMAGE	
WITNESS INFORMATION								
NAME			ADDRESS		CITY	STATE	ZIP	PHONE
NAME			ADDRESS		CITY	STATE	ZIP	PHONE
LIST OF ALL PERSONS IN VEHICLES:								

**APPENDICES
CHAPTER EIGHT - APPENDIX "I"**

**NUMBER: 8080
EFFECTIVE: 05/23/07**

PERSONS INJURED

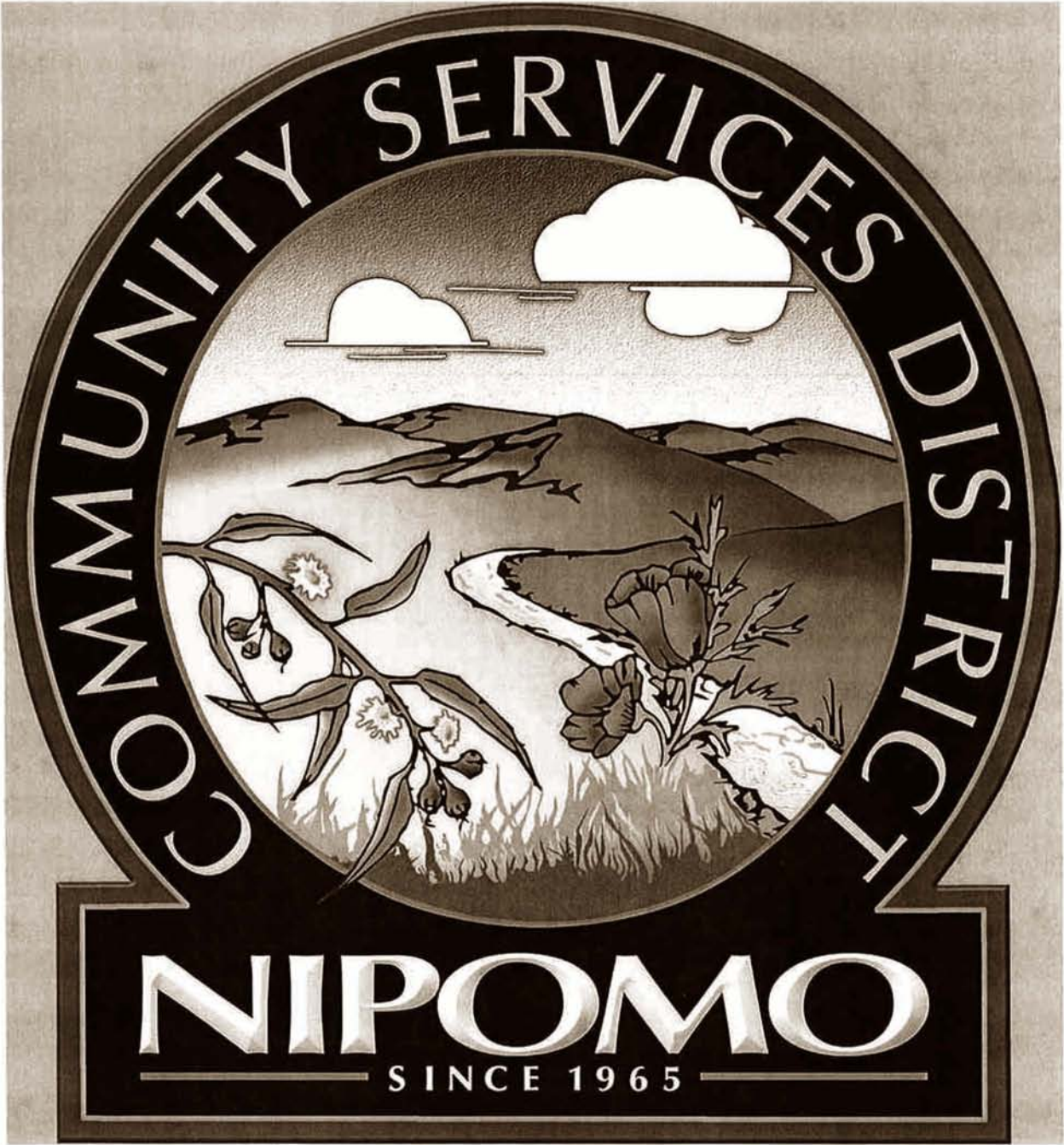
(USE ADDITIONAL SHEET IF NECESSARY)

NAME			AGE	NAME			AGE	
ADDRESS			PHONE		ADDRESS			PHONE
CITY		STATE	ZIP		CITY		STATE ZIP	
OCCUPATION			WHERE TAKEN		OCCUPATION			WHERE TAKEN
<input type="checkbox"/> FATALITY <input type="checkbox"/> BLEEDING OR DISTORTED <input type="checkbox"/> WOUND <input type="checkbox"/> UNCONSCIOUSNESS <input type="checkbox"/> NO VISIBLE INJURY- COMPLAINED OF PAIN <input type="checkbox"/> OTHER _____			<input type="checkbox"/> PEDESTRIAN <input type="checkbox"/> IN YOUR VEHICLE <input type="checkbox"/> IN CLAIMANT VEHICLE		<input type="checkbox"/> FATALITY <input type="checkbox"/> BLEEDING OR DISTORTED <input type="checkbox"/> WOUND <input type="checkbox"/> UNCONSCIOUSNESS <input type="checkbox"/> NO VISIBLE INJURY- COMPLAINED OF PAIN <input type="checkbox"/> OTHER _____			<input type="checkbox"/> PEDESTRIAN <input type="checkbox"/> IN YOUR VEHICLE <input type="checkbox"/> IN CLAIMANT VEHICLE
ADDITIONAL REMARKS								
DESCRIBE ACCIDENT				VEHICLES 1 <input type="checkbox"/> 2 <input type="checkbox"/>		PEDESTRIAN		
				ACCIDENT DIAGRAM INDICATE NORTH BY ARROW				
WHAT STREET WERE YOU ON?			CLAIMANT 1		CLAIMANT 2			
WHAT DIRECTION WERE YOU TRAVELING?			CLAIMANT 1		CLAIMANT 2			
WEATHER CONDITIONS <input type="checkbox"/> DRY <input type="checkbox"/> WET <input type="checkbox"/> ICY <input type="checkbox"/> FOGGY <input type="checkbox"/> SNOWY				TRAFFIC CONDITION <input type="checkbox"/> LIGHT <input type="checkbox"/> MODERATE <input type="checkbox"/> HEAVY				
SPEED LIMIT		WERE YOU FAMILIAR WITH AREA <input type="checkbox"/> YES <input type="checkbox"/> NO			TRAFFIC CONTROLS			
SIGNATURE OF EMPLOYEE COMPLETING FORM				DATE		TIME		
THIS SECTION MUST BE COMPLETED BY SUPERVISOR								

I have reviewed this report and have recorded it in the District's records.
 Signature: _____
 Title: _____ Date: _____

NIPOMO COMMUNITY SERVICES DISTRICT

2008 CODE OF SAFE PRACTICES



2008 CODE OF SAFE PRACTICES

Table of Contents

Safe Practices	Applicable Department		Page
	Admin	Operations	
General Safety Practices	X	X	3
Driving Safety	X	X	5
Fire Safety	X	X	7
Housekeeping	X	X	9
Office Safety	X	X	10
Slips, Trips and Falls	X	X	11
Personal Protective Equipment		X	12
Electrical Safety		X	14
Excavation, Maintenance and Plant Operations		X	16
Guarding		X	20
Hand Tools		X	21
Ladder Safety		X	22
Power Tools and Equipment		X	24
Safety Responsibilities for Managers and Supervisors	X	X	25

The following are safe work practices that shall be followed by all NCSD employees. These safe work practices are in addition to other safety procedures found in NCSD Administrative Procedures, Standard Operating Procedures and hazard specific safety programs.

2008 CODE OF SAFE PRACTICES

GENERAL SAFETY PRACTICES

All employees shall follow these general safety practices:

1. Keep your work area clean and orderly at all times to prevent slips, trips or falls.
2. Only use equipment and machines on which you have been authorized to operate.
3. Bend your knees and use your legs to lift, push or pull objects.
4. Wear all the personal protective equipment appropriate for the work area, including hard hats, steel-toed shoes/boots, and eye protection. (See PPE section)
5. Take special care to watch where you are walking to avoid slipping or tripping and possibly falling.
6. Ensure there is adequate lighting to perform the job safely.
7. Use only those hazardous chemical containers that have appropriate labeling (name and hazard warning). Label all containers immediately after hazardous chemicals are placed inside them or when the containers' labels have been removed or defaced. Properly dispose of waste chemicals.
8. Do not enter confined spaces (not including excavations) unless you are trained, have monitored the atmosphere (as needed), and have eliminated or controlled all serious hazards. Only enter an excavation under the direction of a trained, competent person.
9. Take your job seriously and work diligently to ensure that you and everyone around you work in a safe manner.
10. If you experience symptoms of heat illness (heat cramps, heat exhaustion, or heat stroke), seek shade in an area of open air or an air conditioned vehicle.
11. Report immediately to your supervisor:
 - a. On-the-job injuries or illnesses.
 - b. Hazards, unsafe practices, malfunctioning equipment or tools, defective personal protective equipment, or policies and procedures that you believe could create or result in a dangerous situation.
 - c. Near misses. District employees can learn from near misses and potentially identify needs for changes in work procedures, additional training or equipment needs that would minimize potential re-occurrence.

2008 CODE OF SAFE PRACTICES

GENERAL SAFETY PRACTICES

12. If you are acting as a NSCD contract administrator for contractors involved with construction, maintenance or repair work, or any work in confined spaces, ensure that:
 - a. Safety concerns are identified and communicated to the contractor representative.
 - b. Special NSCD site procedures are communicated to the contractor representative.
 - c. Your safety-related communications with the contractor are documented.
 - d. Pertinent written contractor safety plans, programs, and information are obtained before the start of work (written programs on confined space entry, lockout/tagout, hot work, diving safety, and/or respiratory protection)

Original Date: December 12, 2007
Revised Date: _____

2008 CODE OF SAFE PRACTICES

DRIVING SAFETY

While driving on NCS D business, all employees shall:

1. Have permission to use the vehicle.
2. Have the following documents with you:
 - a. Your driver's license for the particular type of vehicle you are driving.
 - b. Vehicle registration form.
 - c. Proof of vehicle insurance.
 - d. A complete vehicle accident kit and first-aid kit (for District vehicles).
3. Conduct a safety check prior to driving the vehicle:
 - a. Walk around the vehicle to make sure everything is in order, especially the lights and tires. Check for possible obstructions around the vehicle.
 - b. Check the operation of the brakes, steering mechanism, signals, headlights, and horn.
 - c. Be sure you have good visibility all around. Adjust side and rear view mirrors.
4. Ensure that you and your passengers buckle your safety belts.
5. Obey all State and local traffic regulations with special emphasis on:
 - a. Obeying the speed limit.
 - b. Using turn signals.
 - c. Backing. Use care and caution and walk around the vehicle to make sure no person or thing is in your rearward path.
 - d. Staying a safe distance behind the vehicle in front of you using the 3-second rule.
 - e. Driving defensively - - letting the other driver go ahead.
 - f. Park District vehicles out of vehicle and pedestrian traffic except when vehicle placement is determined by job requirements(i.e., excavation work in street, valve exercising, etc.).
6. Beginning July 1, 2008, use a cellphone only with a hands-free device while your vehicle is in motion.
7. Store tools and similar loose equipment in secure compartments to prevent them from becoming flying objects.

2008 CODE OF SAFE PRACTICES

DRIVING SAFETY

8. When departing the vehicle, set the hand/foot brake and remove the keys.
9. Report any problems to your supervisor immediately.
10. In the event of a motor vehicle accident, follow the directions in the vehicle accident kit, contact the police and report the accident to your supervisor immediately, regardless of the level of damage or whether or not an injury is involved.

Original Date: December 12, 2007
Revised Date: _____

2008 CODE OF SAFE PRACTICES

FIRE SAFETY

All employees shall follow these fire safety rules:

1. Ensure good housekeeping is maintained, keeping work areas clean and free of debris.
2. Know the evacuation routes from your work area.
3. Store flammable materials in approved safety cans and/or cabinets.
 - a. Keep smoking and flames/sparks away from areas where flammables are present.
 - b. Clean or report all spills of flammable liquids.
4. Operate and maintain all electrical circuits so they do not become overloaded.
5. Use only space heaters that have:
 - a. An automatic “tip-over” device that shuts the unit off if the device should topple over.
 - b. Sufficient electrical power on the circuit to handle the space heater’s electrical needs.
6. Keep fire exits and escape routes clear and well marked.
7. Know where alarm boxes are located.
8. Know where fire extinguishers are located and what type to use on each kind of fire:
 - a. Type A Wood, paper, cloth, rubbish
 - b. Type B Flammable gas/liquids, oil, grease, oil-based paint
 - c. Type C Electrical
 - d. Type D Combustible metals
9. **To use an extinguisher safely**, stand six to eight feet from the fire with your back to an unblocked exit and use the PASS procedure:

Pull the safety pin at the top of the extinguisher.

Aim the nozzle or horn at the base of the flames.

Squeeze or press the handle to release the extinguishing agent.

Sweep from side to side at the base of the fire and at least six inches past the edges of the flames until completely extinguished.

2008 CODE OF SAFE PRACTICES

FIRE SAFETY

Before fighting a fire, be certain that co-workers have been alerted to the fire and are leaving the building/area, and that the fire department has been called.

Fight the fire only if the fire is small and contained, a correct type of extinguisher is within easy reach, and you are near a clear exit in case you need to escape. Do not fight a fire that has already spread.

Never put water on an electrical equipment fire.

10. Maintain a fire watch when open flames, sparks, or smoke are present. Keep a fire extinguisher available when welding/cutting/brazing, grinding or conducting other hot work. Maintain a fire watch for 30 minutes after hot work or weed abatement activities are completed at areas with a high wildfire risk.
11. Obtain a hot work permit from your supervisor before performing hot work outside of maintenance shop at NCSD facilities (office buildings/areas, pump stations, tanks, and treatment plants). Maintain a fire watch for 60 minutes after hot work is completed under a permit.

Original Date: December 12, 2007
Revised Date: _____

2008 CODE OF SAFE PRACTICES

HOUSEKEEPING

All employees shall follow these housekeeping safety rules:

1. Arrange furniture and equipment so it is easy to use and move around.
2. Keep tables and shelving units from becoming overloaded.
3. Keep chairs squarely on the floor; make sure coasters are securely attached.
4. Check furniture corners for rough edges and sharp points. Try to keep corners round and smooth.
5. Store heavier items at waist level for ease of lifting.
6. Open one file or storage drawer at a time.
7. Turn off office machines when finished using them.
8. Keep electrical circuits from becoming overloaded; request additional outlets and power if needed.
9. Check electrical cords for frayed or worn spots.
10. Keep electrical, telephone, computer and other cords out of aisle ways. The optimum approach is to rearrange furniture and/or install additional outlets where the power is needed.
11. Store sharp tools down and away; use cardboard sheaths to cover such tools.
12. Keep all bottles and containers clearly labeled as to their ACTUAL contents.
13. Box and label supplies.
14. Keep a step stool or ladder on hand for reaching hard to reach objects.
15. Maintain good, sufficient lighting.
16. Clean up spills immediately.

Original Date: December 12, 2007
Revised Date: _____

2008 CODE OF SAFE PRACTICES

OFFICE SAFETY

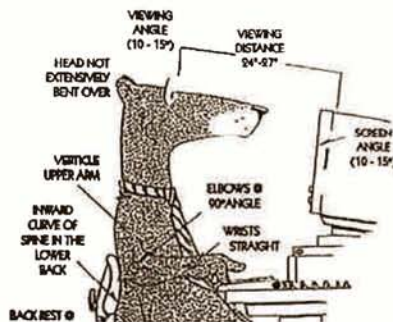
All employees shall follow these office safety rules:

1. Use caution when using stairs; hold on to handrails as you descend or ascend.
2. Open doors slowly, other people may be on the other side of doors as you enter or leave.
3. Maintain an orderly and clean work environment:
 - a. Keep desk and file cabinet drawers closed when unattended.
 - b. Keep boxes and supplies out of aisles.
 - c. Keep cords out of aisles; strap or tape them to desks or walls.
 - d. Put office supplies away when finished with a specific task.
 - e. Wipe ups spills. Dispose of food and drink after use to keep pests away from the office.
4. Keep personal items (such as purses, umbrellas, jackets, sweaters) off the floor, and in drawers, closets or on coat racks to avoid creating tripping hazards.
5. Use a hand truck or get help to lift and move heavy items.
6. At your work station:
 - a. Make sure your lower back is supported; do not slouch in your chair.
 - b. Keep wrists straight (in-line with forearms) when using your keyboard and mouse.
 - c. Keep feet flat on the floor or on a foot rest.
 - d. Set the top of your monitor at or just below eye level.
 - e. Avoid bending your head extensively.
 - f. Avoid cradling the telephone between the head and shoulder. Hold the phone with your hand, use the speaker phone, or a headset.
 - g. Avoid excessive bending, twisting, and leaning backward while seated.

WRONG



RIGHT



Original Date: December 12, 2007
Revised Date: _____

2008 CODE OF SAFE PRACTICES

SLIPS, TRIPS AND FALLS

Avoid Slips, Trips and Falls By:

1. Looking before you walk; making sure your pathways are clear.
2. Wearing slip-resistant and well-fitted footwear.
3. Keeping materials off the floor.
4. Storing everything in its proper place.
5. Closing drawers immediately after each use.
6. Cleaning up debris, tools and equipment after each job.
7. Reporting or cleaning accidental spills immediately.
8. Bundling and strapping wires, cords and cables together, and securing them up and out-of-the-way.
9. Posting WARNING signs to make sure others are aware of a slip or trip hazard.
10. Inspecting the area around you for slip and trip hazards.
 - a. Correcting those problems that you can fix yourself.
 - b. Reporting those hazards that require funds or more skilled people and equipment to fix.
11. Carrying a flashlight when you know you will be working in an area with low lighting or where you will be walking where there is insufficient lighting.
12. Walk, don't run!

Original Date: December 12, 2007
Revised Date: _____

2008 CODE OF SAFE PRACTICES

PERSONAL PROTECTIVE EQUIPMENT

All employees shall follow these safety rules:

Body Protection

1. Wear clothing appropriate for the work being done.
2. Loose sleeves, shirt tails, rings, jewelry or other clothing shall not be worn around machinery in which it might become entangled.
3. Wear orange uniforms shirts/jackets, or orange or strong yellow-green vests if on foot and exposed to vehicular traffic. During rainy weather, orange, strong yellow-green, or yellow rainwear may be worn. During hours of darkness, wear vests with retro-reflective stripes.

Eye/Face Protection

4. Always wear the correct eye and face protection when working with: metals, liquid chemicals, hazardous gases, flying particles or injurious light rays.
5. Never rely on regular glasses or contact lenses to protect your eyes.
6. Where there is a specific requirement to wear safety glasses or goggles for complete eye protection, face shields by themselves are not permitted.
7. Wear safety glasses or goggles under face shields for added protection whenever possible.
8. Wear tinted or shaded lenses to protect you from glare when working in a bright environment.
9. Always keep your safety eye protection equipment in good repair, replacing if scratched or cracked.
 - a. Keep lenses clean.
 - c. Keep goggles in a case or pouch when not in use.

Foot Protection

10. Steel toed safety shoes/boots that comply with ANZI Z-41 shall be worn by all Operations personnel.

2008 CODE OF SAFE PRACTICES

PERSONAL PROTECTIVE EQUIPMENT

Hearing Protection

11. Wear hearing protection when near the operation of the following equipment: natural gas pump engines, generators, blowers, pneumatic tools, concrete saws, mowers, weed eaters, leaf blowers, chainsaws, pavement router, cement grinders, welding/cutting equipment, as well as other equipment where one must shout to be heard.

Head Protection

12. Hard hats are to be worn at all times when the following conditions are present:
 - a. At work sites where construction activities are conducted.
 - b. When working on a public street for greater visibility.
 - c. In the immediate areas where maintenance activities are performed, where potential hazards exist for head-bumps/abrasions, flying debris from the use of tools, falling objects, and other hazardous energies.
 - d. At all work sites where heavy equipment (crane, hoist, backhoe, front-end loader, dump truck, etc.) is being operated.
 - e. In an excavation greater than 3 feet in depth.
 - f. At all work sites where powered tools are used including pavement breakers, weed eaters, and powered saws.
 - g. When performing maintenance activities at treatment plants, pump stations/plants, and along canals.
 - h. When vertically entering/exiting confined spaces.
 - i. When working on energized electrical parts (more than 50 volts).

Hand Protection

13. Always wear gloves appropriate to the material you are using.
14. If unsure of what glove to where, check the MSDS of the substance for instruction on the proper type of glove to be used.
15. Do not wear gloves around moving machinery.

Original Date: December 12, 2007
Revised Date: _____

2008 CODE OF SAFE PRACTICES

ELECTRICAL SAFETY

All employees shall follow these electrical safety rules:

1. Check equipment, cords and attachments before each use to ensure they are safe to use and operate.
2. Keep electrical cords up and out of the way so that no one steps on the cords, a potential shock or fire hazard.
3. Report any damaged electrical equipment promptly to your immediate supervisor.
4. Make sure equipment is properly grounded and plugged into grounded circuits.
5. If flammable or corrosive chemicals are nearby, use extreme caution with electricity. Follow procedures for operating electrical equipment in these areas.
6. Use lockout/tagout procedures and equipment to ensure that power is completely off during maintenance and repairs of hard-wired equipment.
7. Stay clear of energized parts whenever possible. If you must work with or near energized parts:
 - a. Use protective equipment such as flame retardant clothing, rubber insulating gloves, sleeves, hard hats, blankets, mats and nonconducting tools.
 - b. Avoid wearing metallic jewelry including watches.
 - c. Stay at least 10 feet away from where live low voltage (480 V and less) electrical work is being conducted unless you are wearing the appropriate personal protective equipment. Stay outside of the area (room) where live high voltage (more than 480 V) electrical work is being conducted unless you are wearing the appropriate personal protective equipment. Use barricade tape or signs to warn unprotected persons to keep away from the live electrical work area
8. Keep conductive materials away from sources of electricity. Such materials include steel wool, metallic cleaning cloths and some chemical solutions.
9. Keep in place original equipment guards that protect electrical equipment while operating equipment.
10. Use only electrical equipment in wet or damp locations that is designed for such use. All electrical equipment in these areas must be grounded and the use of ground fault circuit interrupters (GFCI) is required.

2008 CODE OF SAFE PRACTICES

ELECTRICAL SAFETY

11. Remove damaged equipment from service. Only use such equipment that you know is safe to use.
12. Keep electrical panel doors on and closed.
13. Keep access to electrical panels clear with at least a 36" clearance.
14. Ensure all circuit breakers in electrical panels are correctly labeled so you know which circuits to shut off in an emergency.
15. Attempt to plug electrical equipment directly into a nearby outlet so that electrical extension cords do not have to be used.
16. Rearrange furniture or install additional electrical outlets where the power is needed, if possible, so that electrical cords do not have to be run across aisle ways.

Original Date: December 12, 2007
Revised Date: _____

2008 CODE OF SAFE PRACTICES

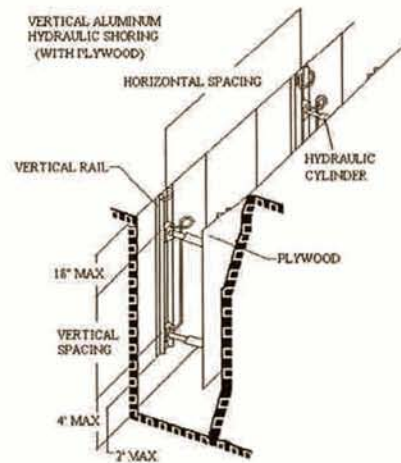
EXCAVATION, MAINTENANCE AND PLANT OPERATIONS

All employees shall follow these safety rules:

1. Call USA to have existing utilities located prior to beginning excavation to prevent potentially catastrophic accidents and damage to underground utilities.
2. Install adequate shoring, or bench or slope excavations that have either poor soil conditions or depths in excess of 5 feet prior to work in the excavations.

Typical Aluminum Hydraulic Shoring Vertical Shores for Soil Type B

Trench Depth	Horizontal Spacing Maximum	Vertical Spacing Maximum
5'-10'	8'	4'
10'-15'	6.5'	4'



3. Keep spoils or heavy equipment at least 2 feet from the edge of excavations to prevent materials or equipment from falling or rolling into excavations.
4. Use manual-cutting tools (snap cutter or hammer) to cut asbestos cement (AC) pipe. Continuously wet the area of the pipe being cut with water to prevent asbestos fibers from becoming airborne.
5. Wear all personal protective equipment as required.

2008 CODE OF SAFE PRACTICES

EXCAVATION, MAINTENANCE AND PLANT OPERATIONS

6. Use a fall arrest system (lanyard and harness) when using an aerial boom lift.
7. Use grounded electric powered tools with ground-fault circuit interrupters (GFCIs) during wet conditions, inside excavations or other confined spaces.
8. Evaluate the working clearance to overhead utilities and adjust work practices to provide for adequate (greater than 10 foot) clearances.
9. Set barricades to warn the public of open excavations.
10. Use ladders in trench excavations or other confined spaces that are 4 feet or more in depth. Stairs, ladders or ramps shall be used to climb up and down work surfaces 4 feet or more in height. Refer to *Ladder Safety* section for more information.
11. Do not stand underneath loads handled by lifting or digging equipment. Set up the work site to avoid having employees position themselves directly under the backhoe boom or bucket to perform work. Do not make a lift beyond the rated capacity of the equipment or rigging. Use chain slings, synthetic slings, or other rigging only when they are good condition and their capacity tags or labels are attached.
12. Heavy equipment operators and employees on foot make eye contact before employees on foot assist in controlling a load.
13. Use tag lines to control trenchplate loads and other loads with a hazardous rotation. If on foot and assisting in controlling a trenchplate load, make sure you have room to escape a potentially uncontrollable trenchplate load.
14. Stand away from any vehicle being loaded or unloaded to avoid being struck by any spillage or falling materials.
15. Secure all compressed gas cylinders during transport, use, or storage to prevent them from toppling over. When securing to a building wall, secure cylinders with two restraints (one at the top third and one at the bottom third of the cylinder). Place valve protection devices on all stored cylinders.
16. Use a portable exhaust fan when welding or using chemicals (e.g., oil-based paints, black mastic, etc.) in confined spaces or excavations.
17. Use an appropriate mechanical aid or seek assistance from another person to transport a tamper (rammer) to and from excavation sites and onto and off of vehicles.
18. Whenever possible, keep at least 30 feet away from other workers operating mowers or weed eaters to prevent being struck by flying objects.

2008 CODE OF SAFE PRACTICES

EXCAVATION, MAINTENANCE AND PLANT OPERATIONS

Traffic Control Guidelines

Suggested Advanced Warning Sign Spacing

Road Type	Distance Between Signs (feet)
Urban – 25 mph or less	100
Urban – 30 mph or more	350
Rural	500
Freeway	1000

Placement Guidelines for Traffic Controls

Approach Speed (mph)	Taper Length (L) for 12' wide lanes	# Cones for Taper	Spacing Cones Along Taper
25 (residential)	25'	4	8'
25	125'	6	25'
30	180'	7	30'
35	245'	8	35'
40	320'	9	40'
45	540'	13	45'
50	600'	13	50'
50+	1000'	21	50'

Taper Length Criteria for Temporary Traffic Control Zone

Type of Upstream Taper	Taper Length
Merging Taper	L minimum
Shifting Taper	½ L minimum
Shoulder Taper	1/3 L minimum
Two-Way Traffic Taper	100' maximum

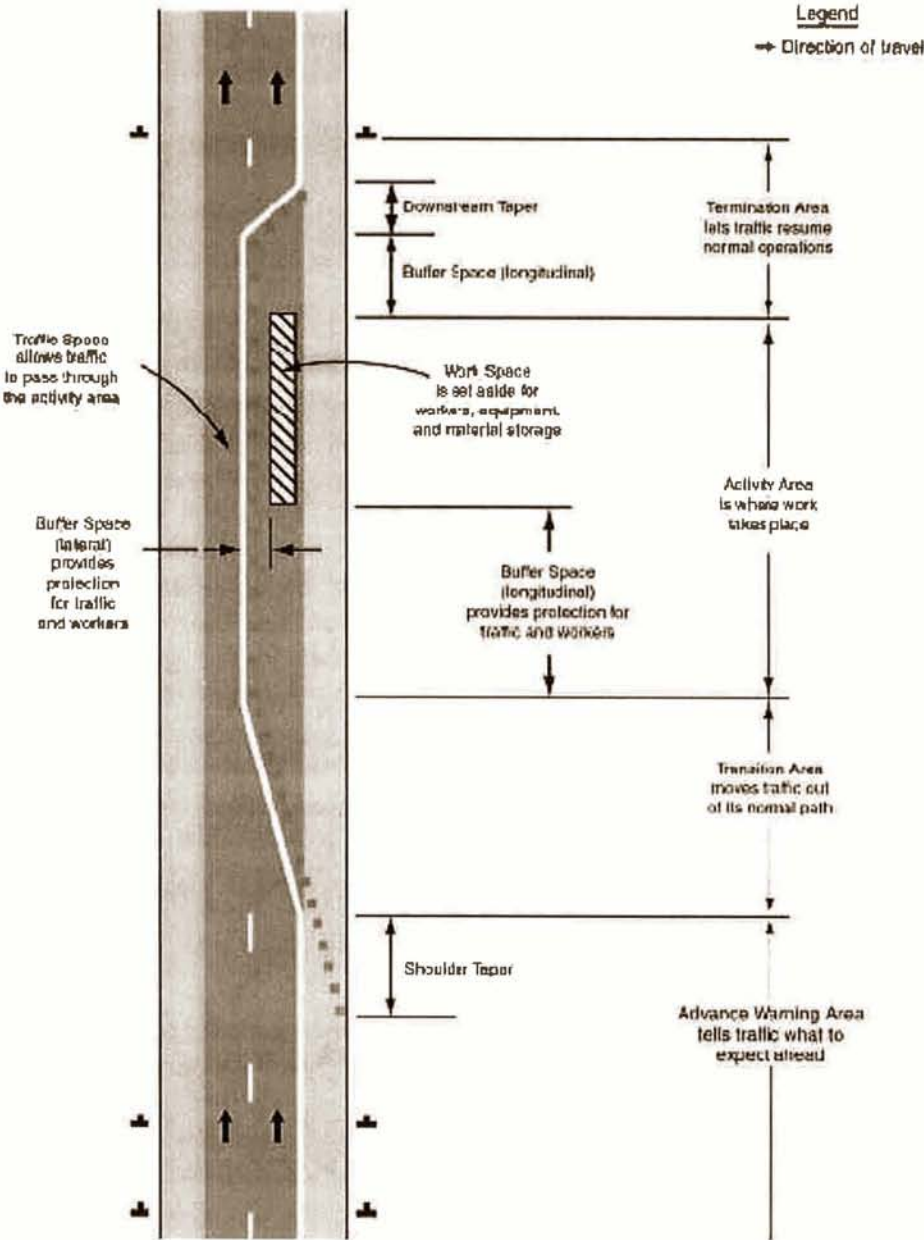
Length of Longitudinal Buffer Space

Speed (mph)	Length of Buffer Space
20	35
25	55
30	85
35	120
40	170
45	220
50	280
55	335

2008 CODE OF SAFE PRACTICES

EXCAVATION, MAINTENANCE AND PLANT OPERATIONS

Parts of a Traffic Control Zone



Original Date: December 12, 2007
Revised Date:

2008 CODE OF SAFE PRACTICES

GUARDING

Machine guards are meant to protect you from harm:

1. When Operating Machines:
 - a. Never remove or bypass a guard or other safety device.
 - b. Never operate a machine if a guard is missing, modified or not working right.
 - c. Make sure guards removed for maintenance are replaced and working right before operations resume.
 - d. Never remove a guard to increase your productivity. If you believe a guard is making it hard for you to work efficiently, talk to your supervisor. Don't sacrifice your safety to get a job done faster.
 - e. Always keep guards in place to protect you from pinch points, crush points, amputation injuries and dangerous energy sources (electrical, mechanical, pneumatic, hydraulic, gravity, chemical or thermal) that can harm you.

2. Kinds of Guards:
 - a. Enclosures – most common type
 - b. Remote control
 - c. Removal devices
 - d. Two-handed tripping devices
 - e. Interlocking devices
 - f. Electronic safety devices
 - g. Moving barriers

Original Date: December 12, 2007
Revised Date: _____

2008 CODE OF SAFE PRACTICES

HAND TOOLS

1. Basic Rules
 - a. Select the right tool for the job.
 - b. Inspect the tool and ensure the tool is in good condition.
 - c. Wear eye protection at all times.
 - d. Use the tool in the correct and safe way.
 - e. Concentrate your full attention on the task at hand.
 - f. Use tools in a professional manner; they are not toys.
 - g. After use, store the tool in a safe location.
2. Handsaws
 - a. Ensure all saws are sharp and properly set.
 - b. Select the proper saw for the material being cut.
 - c. Move the saw in a straight line, without twisting or binding.
 - d. Hold the material being cut firmly so that it will not bind or stick.
3. Hammers
 - a. Select the correct hammer for the job; only soft hammers should be used to drive hardened drills or chisels.
 - b. Hammer handles must fit tightly, and not have any cracks or splinters.
 - c. Grip the hammer handle near the end; do not choke the handle.
 - d. Look at the striking end of the hammer when delivering the blow, to avoid hitting your hand or fingers.
4. Punches, Drills and Chisels
 - a. Dress flat the ends of struck tools such as cold chisels, star drills, and punches.
 - c. Grind or file a small radius around the edge of the striking surface to reduce spilling and subsequent danger of flying steel chips.
5. Keep Cutting Edges Sharp.
6. Use Pliers or Tongs to Hold a Tool and To Avoid Hand Injury, Where Possible.

Original Date: December 12, 2007
Revised Date: _____

2008 CODE OF SAFE PRACTICES

LADDER SAFETY

1. All ladders:
 - a. Select the right ladder for the job.
 - 1) The ladder should be tall enough so that you can reach the required objects without standing on the top or second-to-the-top rung/step of the ladder or putting the ladder on some other object to reach the required objects.
 - 2) The ladder should be made of a material that is conducive for the work to be performed, e.g., a wood or fiberglass ladder for working around electrical equipment rather than a metal ladder.
 - b. Use ladders for only their intended purpose, i.e., climbing up and down.
 - c. Maintain ladders in good condition. Ladders in disrepair should be either disposed or fixed.
 - d. Before climbing any ladder, check its condition:
 - 1) Nuts and bolts tight?
 - 2) Rungs secure?
 - 3) Spreaders working?
 - 4) Safety feet working right?
 - e. Always face the ladder when ascending or descending, holding on with both hands.
 - f. While working and whenever possible, hold on to the ladder with one hand.
 - g. Use a tool belt or a bucket attached to a hand line to pull tools up.
 - h. The trunk of your body should not extend past the side of the ladder. Move the ladder if you have to reach outside of this area.
 - i. Wear slip-resistant footwear.
 - j. Keep the ladder rungs free of oil and grease.

2008 CODE OF SAFE PRACTICES

LADDER SAFETY

2. Step Ladders

- a. Make sure the spreaders are locked open before climbing.
- b. Place a ladder only where it is safe to do so. For example, it is not safe to put a ladder in front of doors opening toward the ladder unless the door is blocked open, locked or guarded.
- c. Keep at or below the second rung from the top.

3. Straight Ladders

- a. Use the 4 to 1 rule. Position the base of the ladder one foot out from the wall for every four feet of the ladder's height up to the support point. For example, the base of a 16-foot ladder should be four feet out from the wall.
- b. Place the base of the ladder so that the ladder will not slip.
- c. Ensure that the ladder extends at least 3 feet above the elevated surface to which you are climbing.
- d. Lash the ladder at the top to hold it in place.
- e. Adjust extension ladders while standing at the base, not while standing on the ladder or from a position above the ladder.
- f. Keep at or below the third rung from the top on a straight ladder.

Original Date: December 12, 2007
Revised Date: _____

2008 CODE OF SAFE PRACTICES

PORTABLE POWER TOOLS AND EQUIPMENT

All employees shall follow these power tool/equipment safety rules:

1. Use manufacturer-recommended safety guards and shields on grinders, saws and similar equipment.
2. Guard all rotating or moving parts of equipment, such as belts, pulleys, chains, and sprockets. Do not disengage safety devices and guards unless equipment is disabled so that it cannot unexpectedly energize. *Exception: A chainsaw's bar nose guard may be removed for certain situations as allowed by the manufacturer's instruction manual.*
3. Keep hands, fingers, hair, and other body parts away from the energized machine or its parts. When possible, place both hands on the handle(s) of the powered tool or equipment to firmly control it.
4. De-energize power tools and equipment before removing any guards to perform any service and maintenance on them. For non-cord and plug type equipment: isolate, lock and tag out hazardous energy sources (electrical disconnects and valves) before performing service and maintenance. *Exceptions: electrical troubleshooting performed by qualified electricians and distribution maintenance operations.*
5. Effectively ground all cord-connected, electrically-powered tools and equipment, or use double-insulated type tools.
6. Use grounded tools and ground-fault circuit interrupters (GFCIs) in wet conditions.
7. Use ground-fault circuit interrupters (GFCI) on all temporary electrical 15 and 20 ampere circuits used during periods of construction maintenance.
8. Use hoisting equipment for lifting heavy objects; ensure hoist ratings and characteristics are appropriate for the task.
9. Check regularly all pneumatic and hydraulic hoses on power-operated equipment for deterioration or damage. Replace if necessary.
10. Use safety locking pins/clips or "whip-check" safety cables whenever pneumatic tools are used
11. Read manufacturer's instructions before operating equipment or tools unfamiliar to you.

Original Date: December 12, 2007
Revised Date: _____

2008 CODE OF SAFE PRACTICES

SAFETY RESPONSIBILITIES FOR MANAGERS AND SUPERVISORS

1. *No function of NIPOMO CSD is so critical as to justify or require a compromise of safety and health.*
2. Maintain a safe and healthy work environment for all your employees.
3. Coach the new employee on what is required and expected.
4. Train all employees to be aware of the hazards in their work environment and to take appropriate action to prevent injury to themselves and others.
5. Enforce safety practices:
 - a. Recognize employees who comply regularly with the safety rules for their jobs.
 - b. Correct employees who do not comply. Provide discipline when needed.
6. Continually inspect your work areas to identify potential safety hazards or unsafe work practices.
7. Correct problems as quickly as possible after they are identified.
8. Keep aware of current and new occupational safety & health standards.
9. Obtain employee input to improve the safety effort.
10. *Always set the safety example yourself.*

Original Date: December 12, 2007
Revised Date: _____