

**MOUNTAINS RECREATION &  
CONSERVATION AUTHORITY**

**SAFETY MANUAL**



**DRAFT**  
**March 2008**



**TITLE PAGE**

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## **Injury and Illness Prevention Program**

IT IS THE POLICY OF THE MOUNTAINS RECREATION AND CONSERVATION AUTHORITY TO FULLY COMPLY WITH LABOR CODE 6401.7 (SB 198) AND GENERAL INDUSTRY SAFETY ORDER 3203.

### **I. PROGRAM GOAL AND INJURY AND ILLNESS PREVENTION PROGRAM**

The goal of MRCA is to provide safe and healthful working conditions for all its employees. Therefore, the MRCA will maintain a safety and health program conforming to the best practices of agencies of this type. The MRCA safety and health program will include:

- A. Providing mechanical and physical safeguards to the maximum extent possible.
- B. Conducting a program of safety and health inspections to find and eliminate unsafe working conditions.
- C. Training all employees in good safety and health practices.
- D. Providing necessary personal protective equipment, and instructions for use and care.
- E. Developing and enforcing safety and health rules, and requiring that employees cooperate with those rules as a condition of employment.
- F. Investigating promptly and thoroughly, every accident to determine its cause and correct the problem so it will not happen again.
- G. Developing a system of recognition and awards for outstanding safety service and/or performance.

### **II. PROGRAM RESPONSIBILITY**

Although MRCA recognizes that the responsibility for safety and health is shared, the Deputy Executive Officer for Public Safety and Compliance shall be responsible and have full authority for implementing this policy and MRCA Injury and Illness Prevention Program.

MRCA accepts responsibility for leadership of the safety and health program, for its effectiveness and improvements, and for providing the safeguards required to ensure safe conditions.

Supervisory personnel are responsible for developing proper attitudes toward safety and health in themselves and in those they supervise, and for ensuring that all operations are performed with the utmost regard for the safety and health of all personnel involved, including themselves.



No employee will be required to work at a job he/she knows is not safe or healthful. Employees are responsible for wholehearted, genuine operations of all aspects of the safety and health program – including compliance with all rules and regulations and for continually practicing safety while performing their duties. Any employee found not practicing safety while performing his/her duties will be subject to appropriate discipline.

Specific responsibilities include but are not limited to:

### **DEPUTY EXECUTIVE OFFICER OF PUBLIC SAFETY AND COMPLIANCE**

The Deputy Executive Officer of public safety and compliance is responsible for:

- Providing direction and assigning responsibility to Executive Safety Working Group;
- Providing leadership in implementing the Injury and Illness Prevention Program.

### **EXECUTIVE SAFETY WORKING GROUP**

The Deputy Executive Officers of the MRCA, the Construction Division Chief and the Assistant Financial Officer are responsible for:

- Ensuring safe work conditions for MRCA employees;
- Supporting the Injury and Illness Prevention Program and the Safety Committee established to promote safety and health;
- Disseminating information to employees;
- Keeping current on local, state and federal safety regulations;
- Investigating any safety concern brought to their attention;
- Upon request of CAL/OSHA, verifying abatement action by MRCA to abate citations issued by CAL/OSHA.

### **SAFETY COMMITTEE**

MRCA Safety Committee meets the requirements of Title 8, Sub-chapter 7, 3203-C and its responsibilities include:

- Meeting Quarterly;
- Preparing written records of the safety and health issues discussed at committee meetings, distributeing the records to affected employees and maintaining the records for review by CAL/OSHA upon request;
- Reviewing results of scheduled work site inspections;
- Reviewing investigations of occupational accidents and causes of incidents resulting in occupational injury, illness, or exposure to hazardous substances, and where appropriate, submitting suggestions to management for the prevention of future incidents;



- Reviewing investigations of alleged hazardous conditions brought to the attention of committee members. The committee may conduct its own inspection and investigation to assist in remedies;
- Submitting recommendations to assist in the evaluation of employee safety suggestions;
- Assisting in developing safety programs and policies;
- The Safety Committee will be comprised of one non-exempt employee from each Division, one supervisor from each Division (if applicable), and one member of the Executive Safety Working Group. Members will be chosen at random, and will serve a term of two years.
- Non-exempt members must have a minimum of six (6) months employment, and not be a supervisor above the first line level. Initial terms will be for a two year period. Members will be chosen at random from each operating division. Employees have the right not to participate.

### **DIVISION CHIEFS and SUPERVISORS**

MRCA Division Chiefs and supervisors are the key figures responsible for the success of the Injury and Illness Prevention Program. Their responsibilities include:

- Awareness of the hazards associated with each job and the safety rules, procedures and work practices for controlling exposure to those hazards;
- Understanding and enforcing safety regulations applicable to operations within each area of responsibility;
- Ensuring that all operations are performed with utmost regard for the safety and health of all personnel involved, including themselves;
- Keeping current on local, state and federal safety regulations;
- Providing complete safety training to employees prior to the assignment of duties;
- Providing the necessary personal protective equipment and training employees in its use;
- Inspecting work areas to detect unsafe conditions and work practices;
- Ensuring materials and equipment are maintained in safe operating conditions;
- Investigating accidents and implementing corrective action to prevent repetition;
- Ensuring that employees have been informed, understand, and follow established safety rules;
- Ensuring that unsafe conditions and practices are corrected;
- Establishing and following proper emergency procedures.



## EMPLOYEES

It is the responsibility of each employee to follow safe work practices and comply with the safety rules and regulations at all times. Employee responsibilities include:

- Adhering to all safety rules and regulations while performing job duties;
- Reporting unsafe and hazardous conditions to his/her supervisor immediately;
- Encouraging co-workers to work safely;
- Maintaining equipment in good condition, with all safety guards in place when in operation;
- Wearing appropriate safety equipment as required;
- Reporting all injuries, no matter how minor, to supervisor;
- Knowing and following emergency procedures if an emergency occurs;
- Report all accidents and near miss accidents.

### III. PROGRAM COMMUNICATION SYSTEM

Readily understandable communications shall be maintained with all effected employees on matters relating to occupational safety and health. The system shall include provisions designed to encourage employees to inform the MRCA of hazards at the work site without fear of reprisal. Communications with employees shall include meetings, training programs, and posted written information.

Effective communications with MRCA employees will be established by the following measures:

- A. MRCA will establish a safety committee which complies with the requirements of Title 8, Sub-chapter 7, 3203-C.
- B. Communication regarding safety rules, safe working conditions, work practices, and required personal safety equipment is to be accomplished initially during employee orientation and subsequently when there is a change in the job duties.
- C. Informal employee safety meetings of 15-20 minutes duration are to held by each location at least once a month. Discussions will center around occupational accident and injury prevention.
- D. All employees will be informed by memo that their input on any safety issue is welcome. This input can be communicated to the Safety Committee.



- E. Employees are advised that there will be no reprisals or job discrimination for expressing concern, commenting, suggesting, or filing a complaint about a safety related matter.
- F. Safety Memos, materials from CAL/OSHA and the National Safety Council and any other safety related information will be posted on bulletin boards located throughout MRCA.
- G. Safety Posters will be placed in high traffic areas and will be rotated or changed periodically.
- H. MRCA safety policy will be distributed to each employee and will be available at all office locations.
- I. A construction "tailgate" safety meeting will be conducted for every eighty hours worked.
- J. The Construction Code of Safe Practices will be posted at each construction work site.
- K. A Safety Suggestion Box will be maintained at each office location.

#### IV. INJURY AND ILLNESS RECORDS

MRCA record keeping system for its Injury and Illness Prevention Program shall conform to CAL/OSHA standards. Records shall be used to measure and evaluate the success of said program.

- A. A report shall be obtained on every injury or illness requiring medical treatment.
- B. Each injury or illness shall be recorded on the "Case Log" and each reportable injury shall be recorded on the "CAL/OSHA log and Summary of Occupational Injuries and Illness", Cal/OSHA Form 200.
- C. A supplementary record of the occupational injuries and illness shall be prepared on OSHA Form 5020, "Employer's Report of Injury or Illness", with the same information as in "B" above.
- D. Annually, the summary CAL/OSHA Form 200 shall be prepared and posted no later than February 1 in a place easily observable by employees. Said form shall remain posted until March 1.



- E. All records specified in this section shall be maintained in MRCA files at the Los Angeles River Center for a minimum of five (5) years from the date of injury or last date of treatment, whichever is later.

**V. DOCUMENTATION OF ACTIVITIES**

Records shall be maintained of steps taken to establish and maintain MRCA Injury and Illness Prevention Program. They shall include:

- A. Records of scheduled and periodic inspections as required by CAL/OSHA (California Code of Regulations, Title 8, Chapter 4) to identify unsafe conditions and work practices. The documentation must include the name of the person (s) conducting the inspection. The records are to be maintained for at least three (3) years.
- B. Documentation of safety and health training required by CAL/OSHA (California Code of Regulations, Title 8, Chapter 4) for each employee. The documentation must specifically include employee name or other identifier, training dates, type (s) of training and the name of the training provider. These records must also be kept for at least three (3) years.

**VI. ACCIDENT INVESTIGATION**

All accidents shall be thoroughly and properly investigated by an assigned investigator, with the primary focus of understanding why the accident or near-miss occurred and what actions can be taken to prevent recurrence. A written report of said investigations shall be prepared which adequately identifies the cause(s) of the accident or near-miss occurrence.

- A. The investigation must obtain all the facts surrounding the occurrences: what caused the situation to occur; who was involved; was/were the employee (s) qualified to perform the functions involved in the accident or near-miss; were they properly trained; were proper procedures followed, and if no; why not; where else this or a similar situation might exist, and how can it be corrected.
- B. The accident investigator must determine which aspects of the operation or process require additional attention (what type of constructive action can eliminate the cause(s) of the accident or near-miss).
- C. Actions already taken to reduce or eliminate the exposure being investigated should be noted, along with those remaining to be addressed.
- D. Any interim or temporary precautions should also be noted. Any pending corrective action and reason for delaying its implementation should be identified.



- E. Corrective action should be identified in terms of not only how it will prevent a recurrence of the accident or near-miss, but also how it will improve the overall operation. The solution should be a means of achieving not only accident control, but also total operation control.
- F. Investigations are to be conducted as soon as possible after an occupational injury or illness has occurred. The findings of investigations will be documented on the Incident Investigation Report. Incident Investigation Reports are maintained at, 570 West Avenue Twenty-Six, Suite 100., Los Angeles, CA 90065.
- G. The investigation will be reviewed by the Safety Committee and they may recommend appropriate corrective actions to prevent recurrences.
- H. Cal-OSHA will be notified within eight (8) hours for any serious injury or death.

**VII. SYSTEM FOR ENSURING THAT EMPLOYEES COMPLY WITH SAFE AND HEALTHY WORK PRACTICES WHICH INCLUDES DISCIPLINARY ACTION**

- A. Adherence to safety policies, procedures, rules, and regulations shall be part of all MRCA employees' performance evaluations. Tests may be administered during training to determine if the employee has learned safety procedures, policies, codes of practices, etc.
- B. Initial training will be provided for all current employees upon establishment of the Injury and Illness Prevention Program.
- C. New employees will be provided initial training when hired prior to the assignment of work.
- D. Employees will be provided training when assigned to a new task for which training has not been received.
- E. Supervisors will be trained on potential hazards and safe work practices in their area of responsibility.
- F. Training includes general area safety and specific assignment or job class safety training, and the safety rules for the area.
- G. Documentation for individual training is maintained at Franklin Canyon.
- H. All employees will be informed of and will be provided with copies of the Safety Rules and Disciplinary procedures. Observance of the Safety Rules is mandatory.
- I. A yearly employee safety recognition meeting will be held for employees who have not received any safety warnings in the previous twelve (12) months.



## VIII. SYSTEM FOR IDENTIFYING AND EVALUATING WORK PLACE HAZARDS

In order to identify and evaluate work place hazards, it is necessary to establish a safety inspection program. This includes scheduled periodic safety inspections to identify unsafe work conditions and practices. The Safety Inspection Guide Form or an inspection checklist approved by the Safety Committee will be used. Each facility will conduct scheduled periodic inspections in accordance with the following provisions:

- A. Schedule the work place inspection on a monthly basis.
- B. Document the findings of each inspection and what corrective measures must be taken. Assignments and target dates for completion must also be documented. Records must be maintained for three (3) years.
- C. Document the corrective action that was taken and actual completion date; i.e., purchase of personal protective equipment, change in working conditions and/or work procedures on a specific date.
- D. Inspections will be viewed as a fact-finding, not fault-finding process. Emphasis will be placed on locating potential hazards that can adversely affect safety and health.
- E. Supervisors will be responsible for conducting the periodic inspections as indicated above. Supervisors who knowingly fail to report hazardous conditions will be disciplined in accordance with the MRCA's disciplinary procedure.
- F. In addition to the above periodic planned inspections, other means to identify and evaluate work place hazards include:
  1. All personnel will be responsible for continuous on-going inspection of the work place. Employees who knowingly fail to report hazardous conditions will be disciplined in accordance with the MRCA's disciplinary procedure. When uncovered, potentially hazardous conditions will be corrected immediately, if feasible, or a report will be submitted to the supervisor to initiate corrective action. The division head will initial the report when the corrective action is completed. Employees may also report hazards or unsafe practices to the Safety Committee or Walt Young. Employees will not be discriminated against or disciplined for having reported hazards or unsafe practices.
  2. The Safety Committee will assist supervisors with safety inspections as needed to uncover potentially hazardous conditions. The Safety Committee will follow up on recommended corrective actions to ensure corrective measures are taken.
  3. The MRCA will maintain its hazard communication program by Division which includes the listing of chemicals used in its operations, as well as up-to-date information on new chemicals and exposures.



4. Supervisors will request operating instructions when new equipment and tools are purchased so that employees are made aware of them.
5. All accidents and occupational illnesses reported will be investigated by the immediate supervisor.

**IX. METHODS AND PROCEDURES FOR CORRECTING UNSAFE OR UNHEALTHY CONDITIONS AND WORK PRACTICES IN A TIMELY MANNER**

As noted under "System for Identifying and Evaluating Workplace Hazards", once inspections have been conducted and findings made, corrective measures will be taken in accordance with those findings. The procedures for corrective measure follow-up are outlined below:

- A. Findings will be documented on each inspection along with the necessary corrective measures to be taken. The Safety Inspection Guide or an approved division checklist documents the findings and corrective measures needed.
- B. Each supervisor will be responsible for assuring that corrective measures are taken. The Maintenance Work Requests or an approved division checklist documents the findings and corrective measures needed.
- C. Supervisors will be responsible for completing the form which documents the corrective measures actually taken.
- D. All personnel will be responsible for reporting hazardous conditions and, if imminent danger is present, the condition will be corrected immediately. The Safety Committee shall also be contacted regarding the danger. If the employee is unable to correct the imminent danger due to lack of expertise, he/she will consult with their supervisor to determine who could most appropriately correct the condition. If imminent danger is not present, the hazardous condition will be reported to an employee's supervisor and the supervisor will follow up to correct the condition. Supervisors will keep a log or diary to follow up on the hazardous conditions when they are reported.
- E. When a hazard exists which cannot be immediately abated without endangering employees or property, all exposed personnel will be removed from the area except those needed to correct the condition. The employees needed to correct the condition will be provided with necessary safeguards.
- F. Unsafe practices or conditions may be brought to the attention of the Safety Committee at its regular meetings by its members. The Safety Committee will follow up on action that needs to be taken to correct an unsafe condition or practice.



- G. After an accident has occurred, each supervisor will complete a Supervisor's Report of Accident which requires an investigation of the accident to determine the cause(s) of the accident and preventive measures to be taken. The supervisor is responsible for ensuring the preventive measures are followed. Industrial injury records will be examined to see if there is a trend towards recurrence of a particular type of accident. If a trend is indicated, further investigation will be made and proper corrective action will be taken.
- H. Routine preventive maintenance will be performed to maintain equipment in a safe working condition. Maintenance will be documented on a form and the records will be maintained at River Center.

X. **OCCUPATIONAL HEALTH AND SAFETY TRAINING PROGRAM DESIGNED TO INSTRUCT EMPLOYEES IN GENERAL SAFE AND HEALTHY WORK PRACTICES AND TO PROVIDE SPECIFIC INSTRUCTIONS WITH RESPECT TO HAZARDS SPECIFIC TO EACH EMPLOYEE'S JOB ASSIGNMENT**

- A. Initial training will be provided to all current employees upon established of this program. This training will take place within 90 days of the adoption of this program and will be maintained at Franklin Canyon.
- B. At the time of hire, each new employee will be given a safety orientation regarding general safe and healthy work practices. The safety orientation will take place within three days after hire. The following are some areas which shall be included and documented during the orientation:
  - 1. Explain management's sincere interest in accident prevention.
  - 2. Discuss the Agency's safety policy and program as outlined in this policy/procedure and how the new employee can be involved.
  - 3. Discuss the fact that accidents are preventable.
  - 4. Distribute and discuss safety rulebooks.
  - 5. Encourage suggestions for improving work practices or mechanical safeguards on equipment.
  - 6. Explain the employee's responsibility to report to his/her immediate supervisor any unsafe conditions and acts observed.
  - 7. State that no employee should be expected to undertake a job until he/she has learned how to do it and is so authorized by his/her supervisor.
  - 8. Discuss the procedure to be followed for a personal injury or emergencies such as fires.
  - 9. Promote the securing and wearing of personal protective equipment.



## Mountains Recreation and Conservation Authority

10. Explain how to submit safety suggestions.
- C. The supervisor will conduct a follow up conference with the new employee after two to four weeks on the job to refresh his/ her memory on the initial discussion. This also provides an opportunity to answer any questions.
  - D. Once the employee has been given general safety orientation as outlined above, he/ she shall be instructed in the various safe practices of his /her specific job. Training regarding the specific safety practices of an individual's job will be provided by a senior employee, acting as coach and trainer; or by a supervisor. This on-the-job training will be conducted on a one-on-one basis.
  - E. Training on job hazards and safe practices will be provided to all employees given a new job assignment. Further, supervisors must at a minimum provide training and instruction on the specific hazards and safe work practices whenever new substances, materials, processes, procedures, equipment or tools are introduced to the work place or the individual's specific job. In addition, whenever new personal protective equipment or different work practices are used on existing hazards, supervisors must train the employees regarding those changes. Finally, whenever management or a supervisor is made aware of a new or previously unrecognized hazard, the employee must be trained with regard to the hazard and safe practices to prevent injury.
  - F. The supervisor's responsibility in the training process is as follows:
    - 1. Document that the employee has received specific instructions about the safe practices on his/her assigned job.
    - 2. Contact and observe each new employee daily or as frequently as possible for one month to see that rules and regulations are being carried out and that correct work habits are being formed. If the supervisor is unavailable, an acting supervisor or senior employee shall be assigned to make the contact, observe the employee, and report any variances to the supervisor upon his/her return.
    - 3. Document in the employee's personnel evaluation what progress the employee has made in complying with safety instructions and rules as well as other performance and attitude requirements. Explain the problems that may occur on the job and solutions to resolve the problems.
  - G. Supervisors will be trained on hazards and safe work practices in their area of responsibility.
  - H. Refresher training will be provided at two-year intervals. Documentation of individual training will be maintained at River Center.



## ASSIGNMENT OF RESPONSIBILITY

I, Walt Young, Deputy Executive Officer for Public Safety and Compliance

will see to it that the MRCA's managers and supervisors will assume their respective responsibility for the safety and health of their assigned staff. Those responsibilities will include, but will not be limited to:

- Review safety policies and procedures; become familiar with functions and responsibilities of supervision, and the interrelationships with other departments.
- Develop a sound technical knowledge of all applicable Cal/OSHA Safety Orders and Regulations; also, stay current with requirements made by other government agencies.
- Maintain an occupational training program covering hazards basic to all types of employment and those unique to each worker's job assignment.
- Correct unsafe and unhealthy work practices in a timely manner (also document this on provided forms).
- Schedule and conduct regular safety training meetings with all employees.
- Perform first-aid duties as required, which will include maintaining appropriate first-aid supplies, dissemination of emergency procedures, and providing first-aid training.
- Keep records of all employee training, corrections of unsafe conditions, dates and results of workplace inspections. Submit all documentation to Sara Fitz Simmons for MRCA recordkeeping.

\_\_\_\_\_  
Deputy Executive Officer for  
Public Safety and Compliance

\_\_\_\_\_  
Date



## **SAFETY POLICY STATEMENT**

It is the policy of *The Mountains Recreation And Conservation Authority*

that injury and illness prevention shall be considered of primary importance in all phases of operations and administration.

It is the intention of the MRCA's top management to provide safe and healthy working conditions and to establish and insist upon safe practices at all times by all employees.

The prevention of injury and illness is an objective affecting all levels of the organization and its activities. It is therefore, a basic requirement that each supervisor make the safety of employees an integral part of his or her regular management function. It is equally the duty of each employee to accept and follow established safety regulations and procedures.

Every effort will be made to provide adequate training to employees. However, if an employee is ever in doubt how to do a job safely, it is their duty to ask a qualified person for assistance.

Employees are expected to assist management in injury and illness prevention activities. Unsafe conditions must be reported. Fellow employees that need help should be assisted. Everyone is responsible for the housekeeping duties that pertain to their jobs.

Any injury that occurs on the job, even a slight cut or strain, must be reported to management as soon as possible. In no circumstance, except an emergency, should an employee leave a shift without reporting an injury that occurred.

When you have an injury and illness, everyone loses; you, your family, your fellow workers, and the company. Please work safely. It's good for everyone.

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Deputy Executive Officer for  
Public Safety and Compliance

---

Date



## DESIGNATED SAFETY PROGRAM COORDINATORS

The responsibility of implementing the Agency's safety program is to be shared by all supervisory staff, with the overall administration of the program assigned to:

*Walt Young*

*Deputy Executive Officer for Public  
Safety and Compliance*

Name

Title

Other safety officers will include, but will not be limited to:

*Tim Miller*

*Construction Division Chief*

Name

Title

*Amy Lethbridge*

*Deputy Executive Officer*

Name

Title

*Lisa Sogher*

*Deputy Executive Officer*

Name

Title

*Jeff Jones*

*Assistant Financial Officer*

Name

Title



## **CODE OF SAFE PRACTICES**

### **ADMINISTRATIVE OFFICES**

It is our policy that everything possible will be done to protect employees, and visitors from accidents. Safety is a cooperative undertaking requiring participation by every employee. Failure by any employee to comply with safety rules will be grounds for corrective discipline.

Supervisors shall insist that employees observe all applicable Agency, State and Federal safety rules and practices and take action as is necessary to obtain compliance. To carry out this policy employees shall follow these safety rules and practices:

1. Report all unsafe conditions and equipment to your supervisor or safety coordinator.
2. Report all incidents, injuries and illnesses to your supervisor or safety coordinator immediately.
3. Means of egress shall be kept unblocked, well-lighted and unlocked during work hours.
4. In the event of fire, notify staff and visitors and evacuate.
5. Upon notification of a fire, stop work and proceed to the nearest clear exit. Gather at the designated location.
6. Only trained workers may attempt to respond to a fire or other emergency.
7. Exit doors must comply with fire safety regulations during business hours.
8. Stairways should be kept clear of items that can be tripped over and all areas under stairways that are egress routes should not be used to store combustibles.
9. Materials and equipment must not be stored against doors or exits, fire ladders or fire extinguisher stations.
10. Aisles must be kept clear at all times.
11. Work areas should be maintained in a neat, orderly manner. Trash and refuse are to be thrown in proper waste containers.
12. All spills shall be wiped up promptly.
13. Files and supplies should be stored in such a manner as to preclude damage to the supplies or injury to personnel when they are moved. Heaviest items should be stored closest to the floor and lightweight items stored above.



14. All cords running into walk areas must be taped down or inserted through rubber protectors to preclude them from becoming tripping hazards.
15. Never stack material precariously on top of lockers, file cabinets or other high places.
16. Never leave desk or cabinet drawers open that present a tripping hazard. Use care when opening and closing drawers to avoid pinching fingers.
17. Do not open more than one upper drawer at a time, particularly the top two drawers on tall file cabinets.
18. Always use the proper lifting technique. Never attempt to lift, push, pull or carry an object which is too heavy. You must contact your supervisor when help is needed to move a heavy object.
19. When carrying material, caution should be exercised in watching for and avoiding obstructions, loose material, etc.
20. All electrical equipment should be plugged into appropriate wall receptacles or into an extension of only one cord of similar size and capacity. Three-pronged plugs should be used to ensure continuity of ground.
21. Individual heaters at work areas should be kept clear of combustible materials, such as drapes, or waste from waste baskets. Newer heaters which are equipped with tip-over switches should be used.
22. Appliances, such as coffee pots and microwaves, should be kept in working order and inspected for signs of wear, heat or fraying of cords.
23. Fans used in work areas should be guarded. Guards must not allow fingers to be inserted through the mesh. Newer fans are equipped with proper guards.
24. Equipment such as scissors, staplers, etc., should be used for their intended purposes only and should not be misused as hammers, pry bars, screwdrivers, etc. Misuse can cause damage to the equipment and possible injury to the user.
25. Cleaning supplies should be stored away from edible items on kitchen shelves.
26. Cleaning solvents and flammable liquids should be stored in appropriate containers.
27. Solutions that may be poisonous or not intended for consumption should be kept in well-labeled containers.



## CODE OF SAFE PRACTICES

### CONSTRUCTION

#### GENERAL

1. All persons shall follow these safe practices rules, render every possible aid to safe operations, and report all unsafe conditions or practices to the supervisor or superintendent.
2. Supervisors or foremen shall insist on employees observing and obeying every applicable Agency, State or Federal regulation and order as is necessary to the safe conduct of the work, and shall take such action as is necessary to obtain compliance.
3. All employees shall be given frequent injury and illness prevention instructions. Tailgate safety meetings will be conducted for every 80 hours worked.
4. Anyone known to be under the influence of drugs or intoxicating substance which impair the employee's ability to safely perform the assigned duties shall not be allowed on the job while in that condition.
5. Horseplay, scuffling, and other acts which tend to have an adverse influence on the safety or well-being of the employees, shall be prohibited.
6. Work shall be well planned and supervised to prevent injuries in the handling of materials and in working together with equipment.
7. No one shall knowingly be permitted or required to work while the employee's ability or alertness is so impaired by fatigue, illness, or other causes, that they might unnecessarily expose the employee or others to injury.
8. Employees shall not enter manholes, underground vaults, chambers, tanks, silos, or other similar places that receive little ventilation unless it has been determined that it is safe to enter.
9. Employees shall be instructed to ensure that all guards and other protective devices are in proper places and adjusted, and shall report deficiencies promptly to the supervisor or superintendent.
10. Crowding or pushing when boarding or leaving any vehicle or other conveyance shall be prohibited.
11. Workers shall not handle or tamper with any electrical equipment, machinery, or air or water lines in a manner not within the scope of their duties, unless they have received instructions from their superintendent.



12. All injuries shall be reported promptly to the supervisor or superintendent so that arrangements can be made for medical or first aid treatment.
13. When lifting heavy objects, the large muscles of the leg, instead of the smaller muscles of the back, shall be used.
14. Materials, tools, or other objects, shall not be thrown from buildings or structures until proper precautions are taken to protect others from the falling objects.
15. Inappropriate footwear or shoes as determined by your supervisor with thin or badly worn soles must not be worn. Safety shoes are defined as leather boots, 6" minimum in height, with hard soles and steel or safety toes.
16. Hand protection, such as gloves, shall be worn when there is excessive exposure to cuts, burns, or other materials that could cause injury (except where there is danger of the hand protection becoming entangled in moving machinery).
17. Hard hats shall be worn whenever overhead hazards exist and in all areas designated for hard hat use.
18. Safety glasses, goggles, or other suitable eye protection shall be worn when there is a hazard to unprotected eyes (e.g., when using a grinding wheel, etc.).
19. Employees shall cleanse themselves thoroughly after handling hazardous substances and follow special instructions from authorized sources.
20. Hod carriers should avoid the use of extension ladders when carrying loads. Such ladders may provide adequate strength, but the rung position and rope arrangement make such climbing difficult and hazardous for this trade.
21. Work shall be so arranged that employees are able to face a ladder and use both hands while climbing.
22. Gasoline shall not be used for cleaning purposes.
23. No burning, welding, or other source of ignition shall be applied to any enclosed tank or vessel, even if there are openings, until it has first been determined that no possibility of explosion exists and authority for the work is obtained from the supervisor or superintendent.
24. Any damage to scaffolds, falsework, or other supporting structures shall be immediately reported to the supervisor and repaired before use.
25. Personal fall arrest systems or restraints shall be worn when working over 7 1/2 feet above ground or surface which does not provide protected sides, edges or openings (e.g., no guardrails, etc.).



## USE OF TOOLS AND EQUIPMENT

26. All tools and equipment shall be maintained in good condition.
27. Damaged tools or equipment shall be removed from service and tagged "DEFECTIVE."
28. Pipe or Stillson wrenches shall not be used as a substitute for other wrenches.
29. Only appropriate tools shall be used for a specific job.
30. Wrenches shall not be altered by the addition of handle-extensions or "cheaters".
31. Files shall be equipped with handles and not used to punch or pry.
32. A screwdriver shall not be used as a chisel.
33. Wheelbarrows shall not be pushed with handles in an upright position.
34. Portable electric tools shall not be lifted or lowered by means of the power cord. Ropes shall be used.
35. Electric cords shall not be exposed to damage from vehicles.
36. In locations where the use of a portable power tool is difficult, the tool shall be supported by means of a rope or similar support of adequate strength.

## MACHINERY AND VEHICLES

37. Only authorized persons shall operate machinery or equipment.
38. Loose or frayed clothing, long hair, dangling ties, finger rings, etc., shall not be worn around moving machinery or other areas where they may become entangled.
39. Machinery shall not be serviced, repaired or adjusted while in operation, nor shall oiling of moving parts be attempted, except on equipment that is designed or fitted with safeguards to protect the person performing the work.
40. Where appropriate, lock-out procedures shall be used.
41. Employees shall not work under vehicles supported by jacks or chain hoists without protective blocking that will prevent injury if jacks or hoists should fail.
42. Air hoses shall not be disconnected at compressors until the hose line has been bled.
43. All excavations shall be visually inspected before backfilling to ensure that it is safe to backfill.



44. Excavating equipment shall not be operated near tops of cuts, banks, or cliffs, if employees are working below.
45. Tractors, bulldozers, scrapers and carryalls shall not operate where there is a possibility of overturning in dangerous areas like edges of deep fills, cut banks, and steep slopes.
46. When loading where there is a probability of dangerous slides or movement of material, the wheels or treads of loading equipment, other than that riding on rails, should be turned in the direction which will facilitate escape in case of danger, except in a situation where this position of the wheels or treads would cause a greater operational hazard.

### **ROOFING OPERATIONS**

47. Knotted hand lines should not be used.
48. Roofers tending kettles, or carrying buckets of hot tar, shall wear gloves that fit snugly at the wrists, and long-sleeved shirts fastened at the wrists.
49. At no time should a roofer, while handling or exposed to injury from hot tar, work without a shirt or appropriate footwear.
50. Appropriate portable fire extinguishers shall be kept at or near the kettle, attached, if practicable, to the tongue of the kettle, away from the danger zone.
51. Kettle covers should be equipped with a handle that projects at least fourteen inches (14") away from the surface of the cover or lid.
52. Kettle covers shall be closed and latched when in transit and the kettle should be slop-proof when cover is closed.
53. When parked, means shall be provided to prevent inadvertent movement of the kettle.
54. Ladders should be used with great caution, and roof gutters should not be depended upon for support.
55. Workers handling buckets of hot tar should not carry anything that will interfere with the safety of this operation.
56. The gallows frame shall be securely anchored before hoisting materials.
57. Only muscular power shall be used to hoist materials by means of a gallows frame. A winch or power hoist shall not be used.



## BLASTING OPERATIONS

58. Cases that have contained explosives shall be destroyed by burning out-of-doors. Do not burn in a stove or furnace.
59. Shoes with nails or metal plates shall not be worn in magazines or near explosives.
60. Blasting caps shall only be carried in approved containers.
61. The least amount of proper strength explosive that will do the job effectively shall be used.
62. Detonators and primers shall be separated from the explosives until it is necessary to bring together in preparing for the blast.
63. Holes loaded during a shift should be fired during that shift.
64. The operations of loading and firing should be carried out with as few workers as possible.
65. Drill holes shall be blown out and made ready before explosives are brought to the site.
66. In tamping explosives, steady, even pressure should be used.
67. For electric blasting, the following shall apply:
  - (a) Tight electrical connections.
  - (b) No short circuits or breaks in the wires.
  - (c) Enough current to fire all shots.
  - (d) A strong, properly-applied force when using a blasting machine operated by physical effort.
  - (e) Care not to damage the insulation of wires when tamping charges.
68. If misfires occur, the licensed blaster shall be contacted.



## ACKNOWLEDGEMENT OF RECEIPT AND REVIEW OF CODE OF SAFE PRACTICES

**TO ALL EMPLOYEES:**

Attached is a copy of the code of safe practices. These guidelines are provided for your safety.

It is the responsibility of your supervisor to provide and review this code with each employee it is the employee's responsibility to read and comply with this code.

The attached copy of the code of safe practices is for you to keep. Please sign and date below and return only this page to:

*Sarah Fitz Simmons*

(Name)

-----  
I HAVE READ AND UNDERSTAND THE CODE OF SAFE PRACTICES.

DATE

EMPLOYEE SIGNATURE

DATE

EMPLOYEE NAME (PRINTED)

WITNESS

SUPERVISOR



## NOTICE OF SAFETY VIOLATION

We consider the safety of our employees to be very important. Therefore, to prevent accidents, it is our policy to strictly enforce mrca safety rules. Infractions of safety rules may result in the following:

Verbal Warning, Written Warning or Dismissal

\_\_\_\_\_ you have been observed working in the  
**Name**

following unsafe manner, contrary to company safety rules:

Action taken, therefore is:

\_\_\_\_\_

\_\_\_\_\_

Supervisor

\_\_\_\_\_

Date

\_\_\_\_\_

Employee

\_\_\_\_\_

Date

The Mountains Recreation And Conservation Authority is an "at will" Employer.



## **SAFETY COMMUNICATION POLICY**

It is MRCA policy to maintain open communication between management and staff on matters pertaining to safety. Your thoughts regarding safety are considered important, and we encourage your active participation in MRCA safety program. Please feel free to express any of your safety concerns or suggestions during safety meetings, individually to your supervisor, or in writing on the safety suggestion form. (This will allow you to remain anonymous if you so desire; however, this will make it difficult to provide you special recognition if your suggestion is put to action). Be assured that all safety suggestions will be given serious consideration, and that each will receive a response.

In turn, the MRCA will provide current safety news and activities, safety reading materials, signs, posters, and a bulletin board for easy access to them all.

Also, regular safety meetings will be held every month so that all employees have an opportunity to receive safety training and voice personal opinions regarding safety. Safety meetings for the Construction division (tailgate meetings) are required every 80 hours worked.

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Deputy Executive Officer for  
Public Safety and Compliance

---

Date



## SAFETY COMMUNICATION

- Employee orientations, conducted at the time of hire, will stress the importance of safety at the Mountains Recreation and Conservation Authority and will encourage all workers to report all hazards to a supervisor or to Rorie Skei without fear of reprisal.
- Regular safety meetings will be held each month to keep employees informed of safety and health matters. Time will be provided to allow employees to state their safety concerns without fear of reprisal.
- A bulletin board will be maintained to inform employees on matters of worker safety and health and will include a poster encouraging employees to report unsafe conditions or occupational health concerns.
- An anonymous suggestion box will be provided to facilitate employee safety and health communication. All suggestions will be reviewed by Walt Young, who will determine if any corrective action is necessary.
- A Safety Committee will be established to assist in communicating safety and health concerns to all levels of employment at MRCA.



# EMPLOYEE SAFETY INFORMATION FORM

Description of Unsafe Condition or Practice:

Causes or Other Contributing Factors:

Employee's Suggestion for Improving Safety:

Has This Matter Been Reported to your Supervisor?  Yes  No

Employee Name (Optional) \_\_\_\_\_

Department

Date

**ACTION**  
(For Office Use)

<input type="checkbox"/> Accepted Date	Proposed Completion Date
<input type="checkbox"/> Denied Date	Actual Completion Date
Reason(s)	
_____ Signature	_____ Title



## REPORT OF SAFETY MEETING

Employer/Patron			
Job Location/Ubicación Del Trabajo - Department/Departamento		Date/Fecha	
Incident/Injury or Illness Reviewed/Investigación de Incidentes/Lesiones o Enfermedades	Employee's Name/Signature-Nombre Del Empleado Firma		
	1		
	2		
	3		
	4		
	5		
Subjects Discussed/Temas Discutidos	6		
	7		
	8		
	9		
	10		
	11		
Suggestions/Sugerencias- Recommendations/Recomendaciones	12		
	13		
	14		
	15		
	16		
Action Taken/Supervisor's Comments Medidas Tomadas Comentarios del Supervisor	17		
	18		
	19		
	20		
	21		
Supervisor's Name/Nombre Del Supervisor- Signature/Firma			



## MINUTES OF SAFETY COMMITTEE MEETING

<input type="checkbox"/>	Central Committee	<input type="checkbox"/>	Departmental Committee	Dept. (if applicable)	Date of Meeting	Time of Meeting
Chairman					Secretary	
					Date of Next Meeting	
<b>Committee Members and Guests</b>	Name			Position/Department		
<b>Pending Business</b>	General					
<b>Prior Recommendations</b>	Completed Since Last Meeting					
	Under Consideration					
Dropped (recommendation number, reason)						



## EMPLOYEE SAFETY TRAINING POLICY

- A. The Deputy Executive Officer for Public Safety and Compliance shall ensure that supervisors receive training to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed.
- B. Supervisors are responsible to see that those under their direction receive training on general work place safety as well as specific instructions with regard to hazards unique to any job assignment.

When a supervisor is unable to provide the required training, he/she should notify the assigned person and request that such training be given to the employee by others.

- C. To ensure that all employees receive appropriate training, all MRCA employees will participate in:

- Scheduled safety meetings.
- Additional training as job duties or work assignments are expanded or changed.
- Defensive driving when MRCA vehicles are to be used.
- Other training programs as appropriate.

Further training will be provided whenever employees are exposed to new processes machinery, chemicals, and/or previously unrecognized hazards.

Records of all the above training will be kept by

Sarah Fitz Simmons

Name

at

River Center

Location



# EMPLOYEE SAFETY TRAINING RECORD

This report is to be completed by the supervisor and the new employee (or reassign) within 10 days after employment (or reassignment) and filed with

Sarah Fitz Simmons  
(name)

NAME	DATE HIRED	TYPE OF WORK
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ASK EMPLOYEE "Can you perform this job with or without reasonable accommodation? If a reasonable accommodation is necessary, please describe the type of accommodation needed."

DID EMPLOYEE HAVE A PRE-PLACEMENT PHYSICAL?  YES  NO

IF YES, ANY WORK RESTRICTIONS INDICATED? \_\_\_\_\_

The SUPERVISOR is to go over the following safety concerns (where applicable) with the new employee: SUPERVISOR'S INITIALS

- 1. High priority MRCA gives to safety \_\_\_\_\_
- 2. Maintaining good standards of housekeeping. \_\_\_\_\_
- 3. Must use mechanical means of lifting and carrying whenever possible to avoid back strains. Those available:
  - cart(s)  wheelbarrow(s)  hoist(s) \_\_\_\_\_
  - jack(s)  hand trucks  other \_\_\_\_\_
- 4. When lifting by hand, get yourself in a comfortable position, bend at the knees, and get close to the load. Lift with your leg muscles and not your weaker back muscles. Do not lift especially heavy materials by yourself. \_\_\_\_\_
- 5. Maintain safety guard and electrical grounding on the following power tools and/or equipment \_\_\_\_\_
- 6. Chemicals or other health hazards \_\_\_\_\_







## TRAINING SCHEDULE

- Administrative staff are required to attend a safety training quarterly.
- Maintenance staff are required to attend a safety training monthly.
- Construction staff are required to attend a safety training every 80 hours of time worked.
- All staff required to attend an approved drivers training class every 2 years.



## FACILITY INSPECTIONS

MRCA facilities are defined as permanent buildings used by employees in the course of their employment, and do not include resident housing.

Quarterly Inspections are to be conducted by the designated facility supervisor.

Monthly fire extinguisher inspections are to be conducted by the designated facility supervisor.

Problems identified by each inspection will be corrected immediately, or by a specified time to be determined by the appropriate Deputy Executive Officer.

Results of inspections will be reviewed by Walt Young or designee and addressed according to priority.

Also, quarterly inspection results will be discussed during MRCA safety meetings.

Employees are encouraged to discuss and bring forward their ideas and thoughts regarding any safety items mentioned or of concern to them.

## VEHICLE AND POWER EQUIPMENT INSPECTIONS

All MRCA vehicles, excluding assigned "take home" vehicles under the exclusive control of one operator, and individual power machinery will be inspected by their operators prior to use each day.

Inspection forms are available from Sarah Fitz Simmons for documenting inspections of all MRCA vehicles.





# AGRICULTURAL/SPRAYING

HAZARD	Satisfactory	Needs Attention	Target Date for Completion	Date Completed
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**Equipment Operators Checklist:**

Roll over bars are installed on tractors.	<input type="checkbox"/>	<input type="checkbox"/>		
Seat belts are installed on tractors.	<input type="checkbox"/>	<input type="checkbox"/>		
Tractors have positively locking brakes.	<input type="checkbox"/>	<input type="checkbox"/>		
There are guards on all moving parts on tractors, power take-offs and other equipment.	<input type="checkbox"/>	<input type="checkbox"/>		
Seat belts are always used when operating tractors.	<input type="checkbox"/>	<input type="checkbox"/>		
Parking brakes are always set when leaving equipment.	<input type="checkbox"/>	<input type="checkbox"/>		
Make sure employees do not remove or tamper with guards.	<input type="checkbox"/>	<input type="checkbox"/>		
No rider with equipment operator unless rider is being trained or assisting and the rider is in safe position.	<input type="checkbox"/>	<input type="checkbox"/>		
The equipment is clear before starting up.	<input type="checkbox"/>	<input type="checkbox"/>		
Engines and power sources are deactivated before maintenance service.	<input type="checkbox"/>	<input type="checkbox"/>		
The equipment is kept at least 20 feet away from power lines.	<input type="checkbox"/>	<input type="checkbox"/>		
Vehicles are turned off when refueling.	<input type="checkbox"/>	<input type="checkbox"/>		
There is no smoking during refueling.	<input type="checkbox"/>	<input type="checkbox"/>		
Avoid fuel vapor inhalation when refueling.	<input type="checkbox"/>	<input type="checkbox"/>		
When operating noisy equipment, hearing protection devices are worn as required.	<input type="checkbox"/>	<input type="checkbox"/>		

\_\_\_\_\_ Name

\_\_\_\_\_ Date



# AGRICULTURE/SPRAYING

HAZARD	Satisfactory	Needs Attention	Target Date for Completion	Date Completed
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**Field Work Checklist:**

Keep hand-held tools in good condition.	<input type="checkbox"/>	<input type="checkbox"/>		
Short-handled hoes are not used for cultivation.	<input type="checkbox"/>	<input type="checkbox"/>		
Keep on hand appropriate first aid supplies.	<input type="checkbox"/>	<input type="checkbox"/>		
Avoid stooping or squatting to the extent possible.	<input type="checkbox"/>	<input type="checkbox"/>		
Training of employees about biting and stinging pests that are prevalent in the area.	<input type="checkbox"/>	<input type="checkbox"/>		
No employee may use pesticides unless trained and approved by the supervisor and approved by the MRCA.	<input type="checkbox"/>	<input type="checkbox"/>		
No employees allowed to enter pesticide-treated fields until the pesticide is dry or settled, or according to posted reentry intervals.	<input type="checkbox"/>	<input type="checkbox"/>		
Pesticides are mixed per label instructions and training.	<input type="checkbox"/>	<input type="checkbox"/>		
Pesticide applicators are required to wear safety equipment (gloves, respirators, clothing) as appropriate.	<input type="checkbox"/>	<input type="checkbox"/>		

_____	_____
Name	Date



# CONSTRUCTION

<b>HAZARD</b>	<b>Satisfactory</b>	<b>Needs Attention</b>	<b>Target Date for Completion</b>	<b>Date Completed</b>
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***Carpenters Checklist:***

Portable power saw blade upper half is permanently guarded; and the bottom half has a hinged guard.	<input type="checkbox"/>	<input type="checkbox"/>		
Radial arm and table saws have anti-kickback devices installed.	<input type="checkbox"/>	<input type="checkbox"/>		
Exposed saw teeth are covered by hoods or guards.	<input type="checkbox"/>	<input type="checkbox"/>		
Safety devices are installed on all pneumatic nailers and staplers operating at over 100 psi.	<input type="checkbox"/>	<input type="checkbox"/>		
Employees are trained in proper saw use and safety before working unsupervised.	<input type="checkbox"/>	<input type="checkbox"/>		
Pneumatic tools are disconnected from air supplies when not in use.	<input type="checkbox"/>	<input type="checkbox"/>		
Pneumatic tool is not operated within 10 feet of another employee.	<input type="checkbox"/>	<input type="checkbox"/>		
Safety glasses with side shields are worn at all times.	<input type="checkbox"/>	<input type="checkbox"/>		
Make sure employees do not block off or remove any guard or safety device.	<input type="checkbox"/>	<input type="checkbox"/>		

***Excavators Checklist:***

A permit has been issued by Cal/OSHA for excavation deeper than 5 feet.	<input type="checkbox"/>	<input type="checkbox"/>		
Walls of trenches and excavations are shored, benched or sloped to avoid cave-ins.	<input type="checkbox"/>	<input type="checkbox"/>		
Spoils piles are at least 2 feet from the edge of any excavation.	<input type="checkbox"/>	<input type="checkbox"/>		
Excavations are not dug near building foundations, walls and sidewalks.	<input type="checkbox"/>	<input type="checkbox"/>		
Physical barriers are erected around excavations.	<input type="checkbox"/>	<input type="checkbox"/>		

_____ Name	_____ Date
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# CONSTRUCTION

<b>HAZARD</b>	<b>Satisfactory</b>	<b>Needs Attention</b>	<b>Target Date for Completion</b>	<b>Date Completed</b>
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<b>Excavators Checklist (Cont'd.):</b>				
Before digging, USA must be contacted if underground utilities are possible and property owners contacted to identify hidden utilities.	<input type="checkbox"/>	<input type="checkbox"/>		
Employees do not ride in power shovels, backhoe buckets or other equipment not designated for this purpose.	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Glaziers and Painters Checklists:</b>				
Proper ladder is used for the job.	<input type="checkbox"/>	<input type="checkbox"/>		
Ladders are placed so that the side rails have secure footing.	<input type="checkbox"/>	<input type="checkbox"/>		
Top of the ordinary types of step ladders are not used as steps.	<input type="checkbox"/>	<input type="checkbox"/>		
Ladders are not placed on boxes or other unstable bases to gain height.	<input type="checkbox"/>	<input type="checkbox"/>		
The ladders always extend 3 feet above roof when climbing to the roof of a building.	<input type="checkbox"/>	<input type="checkbox"/>		
Ladders are not placed in front of a door unless the door is guarded, locked or blocked open.	<input type="checkbox"/>	<input type="checkbox"/>		
Ladders are not placed against a window.	<input type="checkbox"/>	<input type="checkbox"/>		
Employees do not climb higher than the third rung from the top on straight ladders, nor the second tread from the top of step ladders.	<input type="checkbox"/>	<input type="checkbox"/>		

Name _____	Date _____
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# EMERGENCY ACTION PLAN

HAZARD	Satisfactory	Needs Attention	Target Date for Completion	Date Completed
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Are you required to have an emergency action plan?	<input type="checkbox"/>	<input type="checkbox"/>		
Does the emergency action plan comply with the requirements of T8 CCR 3220 (a)?	<input type="checkbox"/>	<input type="checkbox"/>		
Have emergency escape procedures and routes been developed and communicated to all employees?	<input type="checkbox"/>	<input type="checkbox"/>		
Do employees, who remain to operate critical plant operations before they evacuate, know the proper procedures?	<input type="checkbox"/>	<input type="checkbox"/>		
Is the emergency action plan reviewed and revised periodically?	<input type="checkbox"/>	<input type="checkbox"/>		
Do the employees know their responsibilities:				
For reporting emergencies?	<input type="checkbox"/>	<input type="checkbox"/>		
During an emergency?	<input type="checkbox"/>	<input type="checkbox"/>		
For conducting rescue and medical duties?	<input type="checkbox"/>	<input type="checkbox"/>		

_____ Name	_____ Date
---------------	---------------



# HOUSEKEEPING

<b>HAZARD</b>	<b>Satisfactory</b>	<b>Needs Attention</b>	<b>Target Date for Completion</b>	<b>Date Completed</b>
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Are all worksites clean and orderly?	<input type="checkbox"/>	<input type="checkbox"/>		
Are work surfaces kept dry or appropriate means taken to assure that surfaces are slip-resistant?	<input type="checkbox"/>	<input type="checkbox"/>		
Are all spilled materials or liquids cleaned up immediately?	<input type="checkbox"/>	<input type="checkbox"/>		
Is combustible scrap, debris and waste stored safely and removed from the worksite promptly?	<input type="checkbox"/>	<input type="checkbox"/>		
Are accumulations of combustible dust routinely removed from elevated surfaces including the overhead structure of buildings?	<input type="checkbox"/>	<input type="checkbox"/>		
Is combustible dust cleaned up with a vacuum system to prevent the dust from going into suspension?	<input type="checkbox"/>	<input type="checkbox"/>		
Is metallic or conductive dust prevented from entering or accumulating on or around electrical enclosures or equipment?	<input type="checkbox"/>	<input type="checkbox"/>		
Are covered metal waste cans used for oily and paint-soaked waste?	<input type="checkbox"/>	<input type="checkbox"/>		
Are all oil and gas fired devices equipped with flame failure controls that will prevent flow of fuel if pilots or main burners are not working?	<input type="checkbox"/>	<input type="checkbox"/>		
Are paint spray booths, dip tanks, etc., cleaned regularly?	<input type="checkbox"/>	<input type="checkbox"/>		
Are the minimum number of toilets and washing facilities provided?	<input type="checkbox"/>	<input type="checkbox"/>		
Are all toilets and washing facilities clean and sanitary?	<input type="checkbox"/>	<input type="checkbox"/>		

_____ <b>Name</b>	_____ <b>Date</b>
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# HOUSEKEEPING

<b>HAZARD</b>	<b>Satisfactory</b>	<b>Needs Attention</b>	<b>Target Date for Completion</b>	<b>Date Completed</b>
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Are all work areas adequately illuminated and ventilated?	<input type="checkbox"/>	<input type="checkbox"/>		
All pits and floor openings covered or otherwise guarded?	<input type="checkbox"/>	<input type="checkbox"/>		
Are tools and materials adequately stored?	<input type="checkbox"/>	<input type="checkbox"/>		
Are flammable liquids stored in approved containers?	<input type="checkbox"/>	<input type="checkbox"/>		
Are all flammable wastes disposed of promptly?	<input type="checkbox"/>	<input type="checkbox"/>		
Are vacuum cleaners, floor polishers and other equipment in good repair?	<input type="checkbox"/>	<input type="checkbox"/>		
Are electrical tools properly grounded?	<input type="checkbox"/>	<input type="checkbox"/>		
Is broken glass properly handled and disposed of?	<input type="checkbox"/>	<input type="checkbox"/>		
Is protective clothing used when required?	<input type="checkbox"/>	<input type="checkbox"/>		
Are waste materials deposited in metal containers and emptied on a regular basis?	<input type="checkbox"/>	<input type="checkbox"/>		
Are floor areas roped off when being mopped, waxed, etc.?	<input type="checkbox"/>	<input type="checkbox"/>		
Are proper tools used on each job?	<input type="checkbox"/>	<input type="checkbox"/>		
Are ladders and stools equipped with safety treads?	<input type="checkbox"/>	<input type="checkbox"/>		
Are employees regularly warned of hazards in certain areas?	<input type="checkbox"/>	<input type="checkbox"/>		
Are employees instructed on proper use and handling of acids, poisons, insecticide, etc.?	<input type="checkbox"/>	<input type="checkbox"/>		

Name _____	Date _____
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# MATERIAL HANDLING

<b>HAZARD</b>	<b>Satisfactory</b>	<b>Needs Attention</b>	<b>Target Date for Completion</b>	<b>Date Completed</b>
---------------	---------------------	------------------------	-----------------------------------	-----------------------

Is there safe clearance for equipment through aisles and doorways?	<input type="checkbox"/>	<input type="checkbox"/>		
Are aisleways designated, permanently marked, and kept clear to allow unhindered passage?	<input type="checkbox"/>	<input type="checkbox"/>		
Are motorized vehicles and mechanized equipment inspected daily or prior to use?	<input type="checkbox"/>	<input type="checkbox"/>		
Are vehicles shut off and brakes set prior to loading or unloading?	<input type="checkbox"/>	<input type="checkbox"/>		
Are containers of combustibles or flammables, when stacked while being moved, always separated by dunnage sufficient to provide stability?	<input type="checkbox"/>	<input type="checkbox"/>		
Are dock boards (bridge plates) used when loading or unloading operations are taking place between vehicles and docks?	<input type="checkbox"/>	<input type="checkbox"/>		
Are trucks and trailers secured from movement during loading and unloading operations?	<input type="checkbox"/>	<input type="checkbox"/>		
Are dock plates and loading ramps constructed and maintained with sufficient strength to support imposed loading?	<input type="checkbox"/>	<input type="checkbox"/>		
Are hand trucks maintained in safe operating condition?	<input type="checkbox"/>	<input type="checkbox"/>		
Are chutes equipped with sideboards of sufficient height to prevent materials being handled from falling off?	<input type="checkbox"/>	<input type="checkbox"/>		
Are chutes and gravity roller sections firmly placed or secured to prevent displacement?	<input type="checkbox"/>	<input type="checkbox"/>		
At the delivery end of rollers of chutes, are provisions made to brake the movement of the handled materials?	<input type="checkbox"/>	<input type="checkbox"/>		
Are pallets usually inspected before being loaded or moved?	<input type="checkbox"/>	<input type="checkbox"/>		
Are securing chains, ropes, choker or slings adequate for the job to be performed?	<input type="checkbox"/>	<input type="checkbox"/>		

_____ <b>Name</b>	_____ <b>Date</b>
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# OFFICE

<b>HAZARD</b>	<b>Satisfactory</b>	<b>Needs Attention</b>	<b>Target Date for Completion</b>	<b>Date Completed</b>
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**General Work Area Checklist:**

Fire extinguisher areas are kept clear at all times.	<input type="checkbox"/>	<input type="checkbox"/>		
Means of egress are kept unblocked, well-lighted and unlocked during work hours.	<input type="checkbox"/>	<input type="checkbox"/>		
Excessive combustibles (paper) are not stored in work areas.	<input type="checkbox"/>	<input type="checkbox"/>		
Electrical machinery in good condition and properly grounded.	<input type="checkbox"/>	<input type="checkbox"/>		
Electric cords and phone cables secured to prevent tipping hazards.	<input type="checkbox"/>	<input type="checkbox"/>		
Aisles and hallways are kept clear at all times.	<input type="checkbox"/>	<input type="checkbox"/>		
Stairways equipped with non-slip tread and handrails.	<input type="checkbox"/>	<input type="checkbox"/>		
Safety treads provided on all step-stools and step-ladders.	<input type="checkbox"/>	<input type="checkbox"/>		
Designated employees are trained to respond to a fire or other emergency.	<input type="checkbox"/>	<input type="checkbox"/>		
Hot plates, coffee makers, and portable heaters are properly wired and turned off when not in use.	<input type="checkbox"/>	<input type="checkbox"/>		

**Clerical/Administrative Checklist:**

For computer monitors, background and screen lighting are compatible and adjustable.	<input type="checkbox"/>	<input type="checkbox"/>		
Computer monitors screen positions, chairs, and keyboard are adjustable.	<input type="checkbox"/>	<input type="checkbox"/>		
Employee training on preventing problems associated with computer use.	<input type="checkbox"/>	<input type="checkbox"/>		
Workplaces are kept free of debris, floor storage and electrical cords.	<input type="checkbox"/>	<input type="checkbox"/>		
Adequate aisle space is maintained.	<input type="checkbox"/>	<input type="checkbox"/>		
File cabinet drawers are anchored to prevent tipping and are opened one at a time and closed when work is finished.	<input type="checkbox"/>	<input type="checkbox"/>		
Heaviest material stored in bottom drawers of file cabinets.	<input type="checkbox"/>	<input type="checkbox"/>		

Name	Date
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**OFFICE**

<b>HAZARD</b>	<b>Satisfactory</b>	<b>Needs Attention</b>	<b>Target Date for Completion</b>	<b>Date Completed</b>
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**Clerical/Administrative Checklist (cont'd):**

Proper lifting techniques are used by employees to avoid overexertion and strain when lifting and carrying loads.	<input type="checkbox"/>	<input type="checkbox"/>		
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**Delivery/Messenger Checklist :**

Defensive driving is practiced by employees and seat belts and shoulder harnesses are worn at all times.	<input type="checkbox"/>	<input type="checkbox"/>		
No alcohol or any intoxicating substance prior to or during work.	<input type="checkbox"/>	<input type="checkbox"/>		
Vehicles are locked when unattended to avoid criminal misconduct.	<input type="checkbox"/>	<input type="checkbox"/>		
Vehicles are parked in legal spaces and do not obstruct traffic.	<input type="checkbox"/>	<input type="checkbox"/>		
The speed limit that is safe for conditions is not exceeded.	<input type="checkbox"/>	<input type="checkbox"/>		
Employees park their vehicles in well-lighted areas and/or near entrances to avoid criminal misconduct.	<input type="checkbox"/>	<input type="checkbox"/>		

Name	Date
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## ASSIGNMENT OF RESPONSIBILITY FOR INJURY OR ILLNESS INVESTIGATION

Walt Young or Designee will investigate the injury or illness  
Deputy Executive Officer for  
Public Safety and Compliance

for the purpose of determining the cause or causes. All investigations will be conducted  
within 3 days of the incident. Documentation of the accident will be  
done using MRCA incident report form.

This report will be reviewed by Rorie Skei  
Chief Deputy Executive Officer  
to determine what corrective action(s) should be taken.

Injury and illness investigation findings and recommendations will be communicated to the  
employees utilizing the methods outlined in the company Injury and Illness Prevention  
Program.

\_\_\_\_\_  
Chief Deputy Executive Officer

\_\_\_\_\_  
Date



### SUPERVISOR'S REPORT OF INJURY/EXPOSURE

Employee's Name \_\_\_\_\_

Job Position/Title \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

Date and Time of injury \_\_\_\_\_

Location \_\_\_\_\_

Task being performed when injury occurred \_\_\_\_\_

Date and Time injury was reported to you \_\_\_\_\_

Name(s) of witness(es) \_\_\_\_\_

Witness comments \_\_\_\_\_

Incident resulted in:  Injury  Fatality  Property Damage

First Aid given? \_\_\_\_\_ Medical Treatment Required? \_\_\_\_\_ Workdays Lost \_\_\_\_\_

Describe how the injury or illness occurred \_\_\_\_\_

What actions, events or conditions contributed most directly to this injury or illness?  
\_\_\_\_\_

Could anything be done to prevent injuries of this type? If so, what?  
\_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_



### EMPLOYEE'S REPORT OF INJURY/EXPOSURE

Employees's Name \_\_\_\_\_

Job Position/Title \_\_\_\_\_

Shift Hours \_\_\_\_\_ Days Off \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Date And Time of Injury \_\_\_\_\_ Location \_\_\_\_\_

Task Being Performed When Injury Occurred \_\_\_\_\_

Date, Time Injury Reported \_\_\_\_\_ To Whom? \_\_\_\_\_

Name(s) Of Witness(es) \_\_\_\_\_

Witness(es) Comments \_\_\_\_\_

Describe How The Injury Occurred \_\_\_\_\_

What Part Of The Body Was Injured \_\_\_\_\_

Describe The Injuries In Detail \_\_\_\_\_

Date, Time You First Sought Medical Attention \_\_\_\_\_

Name Of Doctor and/or Hospital \_\_\_\_\_

Could Anything Be Done To Prevent Injuries/Illnesses Of This Type? If So, What?

\_\_\_\_\_

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date