

CITY OF HEALDSBURG

TO: All Employees
FROM: Personnel Office
SUBJECT: General Code of Safe Practices

Attached is a copy of the City's Safe Practices Code. These guidelines are provided for your safety and protection.

It is the responsibility of the City of Healdsburg to notify each employee of these codes. IT IS THE EMPLOYEE'S RESPONSIBILITY TO READ AND OBSERVE THESE CODES.

The attached copy is for you to keep. However, please sign and date below and return this page to your supervisor as soon as possible.

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I HAVE READ AND UNDERSTAND THE CONDITIONS CONTAINED IN THE SAFE PRACTICES CODE OF THE CITY OF HEALDSBURG.

Signed: _____

Date: _____

SP 6/92

SPCODE2

CITY OF HEALDSBURG

GENERAL CODE OF SAFE PRACTICES

POLICY

It is the policy of the City of Healdsburg that everything possible will be done to protect employees from accidents, injuries, and occupational disease while on the job. Safety is a cooperative undertaking requiring an ever present safety consciousness on the part of every employee.

All operations must be planned and to prevent accidents and carried out with safety the primary consideration. If an employee should be injured, positive and prompt action must be taken to see that employee receives proper treatment.

To carry out this policy the following safe practices must be followed:

GENERAL

1. All employees shall follow safe practices rules, contribute in every way to safe operations, and report all unsafe conditions or practices to the proper authority.
2. Supervisors shall insist on employees observing and obeying every rule, regulation and order necessary to the safe production of the work, and shall take such action as is necessary to obtain compliance.
3. Good housekeeping must be practiced at all times on the job site; equipment and workstations/sites adequately inspected and maintained.
4. Suitable clothing and footwear will be worn at all times. Personal Protection equipment (hardhats, eye protection, etc., will be worn where needed.
5. All employees will participate in a safety meeting conducted by their supervisor at least monthly.
6. Anyone known to be under the influence of intoxicating liquor or drugs, shall not be allowed on the work site.
7. Horseplay, scuffling, fighting and other acts which tend to have an adverse influence on the safety or well-being of the employees are prohibited.
8. Work shall be well planned and supervised to forestall injuries in the handling of heavy materials and in working together with equipment.

9. No one shall knowingly be permitted or required to work while his/her ability or alertness is so impaired by fatigue, illness, or other causes as to unnecessarily expose himself/herself or others to risk of injury.

10. There will be absolutely no liquor, alcoholic beverages, or drugs on the job; any prescription drugs taken on a regular basis should be reported by the user to her/his supervisor. Confidentiality will be maintained.

11. Employees should be alert to see that guards and protective devices are in proper place and adjusted correctly. Any deficiencies should be reported promptly to the supervisor.

12. 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 special instructions from their supervisor.

13. When lifting heavy objects, use the large muscles of the leg instead of the smaller muscles of the back and the very small muscle of the brain.

14. Work shoes specifically suited to the job shall be worn at all times.

15. Never throw material, tools, or other objects from buildings or other structures unless proper precautions have been taken.

16. Any damage to scaffolds, falsework, or other supporting structures must be repaired or reported promptly to the supervisor.

17. All injuries shall be reported promptly to the supervisor so that arrangements can be made for first aid or medical treatment.