

# SECTION 2100 – SAFETY HANDBOOK

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## 2100 EMPLOYEE SAFETY HANDBOOK

The District recognizes that our important role in the community is shaped by our people. As our most critical resource, employees will be safeguarded through training, provision of appropriate work surroundings and procedures that foster protection of health and safety. All work conducted by the District's employees will take into account the intent of this policy. No duty, no matter what its perceived result, will be deemed more important than employee health and safety.

The District is firmly committed to the safety of our employees. We will do everything possible to prevent workplace accidents, and we are committed to providing a safe working environment for all employees.

We value our employees not only as employees but also as human beings critical to the success of their families, the local community and the District.

Employees are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents or incidents (no matter how slight) are to be immediately reported to the supervisor on duty.

A key factor in implementing this policy will be strict compliance to all applicable federal, state, local laws and regulations and the District safety policies and procedures. Failure to comply with applicable laws and regulations and these safety policies may result in disciplinary actions.

Respecting this, the District will make every reasonable effort to provide a safe and healthful workplace that is free from any recognized or known potential hazards. Additionally, the District subscribes to these principles:

All accidents are preventable through implementation of effective safety and health control policies and programs.

Safety and health controls are a major part of our work every day.

Accident prevention minimizes human suffering, promotes better working conditions for everyone and increases productivity. This is why the District will comply with all safety and health regulations that apply to the course and scope of operations.

Management is responsible for providing the safest possible workplace for employees. Consequently, management of the District is committed to allocating and providing all of the resources needed to promote and effectively implement this safety policy.

Employees are responsible for following safe work policies and procedures and for preventing accidents and injuries. Management will establish lines of communication to solicit and receive comments, information, suggestions and assistance from employees where safety and health are concerned.

Management and supervisors of the District will set an exemplary example with good attitudes and strong commitment to safety and health in the workplace. Toward this end,

Management will monitor company safety and health performance, working environment and conditions to ensure that program objectives are achieved.

Our safety program applies to all employees and persons affected by or associated in any way with the scope of the District. Everyone's goal must be to constantly improve safety awareness and to prevent accidents and injuries.

Everyone at the District must be involved and committed to safety. Together, we can prevent accidents and injuries. Together, we can keep each other safe and healthy in the work that provides our livelihood and serves an important purpose in the community.

## 2101 EMPLOYEE SAFETY RESPONSIBILITIES

The primary responsibility of employees of the District is to perform all duties in a safe manner to prevent injury to themselves, fellow employees, and the public, protecting the health of employees and preventing damage to public and private property.

To ensure that quality service, with safety and health in mind, is a cornerstone of operation at the District, employees *must* become familiar with, observe and obey the District's established policies for health, safety and preventing injuries while at work. Additionally, employees *must* learn the approved safe practices and procedures that apply to their work. The protection of fellow employees and the public is the shared responsibility of every employee.

Before beginning special work or new assignments, an employee should review applicable and appropriate safety policies and procedures.

If employees have any questions about how a task should be done safely, they are under instruction NOT to begin the task until they discuss the situation with their supervisor. Together, they will determine the safest way to do the job.

If, after discussing a safety situation with his or her supervisor, an employee still has questions or concerns, he or she is required to contact the Safety Coordinator.

Employees must report any fires, accidental damage to property, vehicle accidents, hazardous material spills, near misses or unsafe conditions/practices to an immediate supervisor as quickly as time permits.

NO EMPLOYEE IS EVER REQUIRED to perform work that he or she believes is unsafe or that he or she thinks is likely to cause injury or a health risk to themselves or others.

## 2102 EMPLOYEE SAFETY RULES

### 2102.1 Conduct

Horseplay and practical jokes are forbidden. Employees are required to work in an injury-free manner displaying accepted levels of behavior. Conduct that places the employee or others at risk, or that threatens or intimidates others, is forbidden.

## 2102.2 Drugs and Alcohol

Use and/or possession of illegal drugs or alcohol on the premises or while on the job are forbidden. Reporting for work while under the influence of illegal drugs or alcohol is also forbidden. Use of prescription drugs, which may affect your alertness or ability to work, must be reported to your supervisor. See Policy Section 2506.2 for more information on The District's Drug/Alcohol policy.

## 2102.3 Housekeeping

Always keep your work area clean and all materials properly stored. Place waste and debris in designated containers for proper disposal. The following areas must remain clear of obstructions:

- Aisles and exits
- Fire extinguishers and emergency equipment
- All electrical breakers, controls and switches
- Eye washes and safety showers

Clean up several times throughout the day, disposing of trash and waste in approved containers, wiping up any drips/spills immediately and putting equipment and tools away as you are finished with them.

## 2102.4 Injury Reporting

All work-related injuries must be reported to your supervisor immediately. Failure to immediately report injuries can result in loss of workers' compensation benefits. After each medical appointment resulting from a work-related injury, you must contact your supervisor to discuss your progress. You must also give your supervisor any paperwork that you received at the appointment. An employee will not be allowed to return to work without the appropriate paperwork from the medical provider.

The District provides transitional return to work (light duty) jobs for those injured at work. Transitional work is meant to allow the injured employee to heal under a doctor's care while she/he remains productive. Employees are required to return to work immediately upon release.

## 2102.5 First Aid

Anything other than treatment of minor cuts and scratches should be performed only by employees certified or trained in first aid. In the event of an emergency, call 911.

## 2102.6 Personal Protective Equipment (PPE)

Employees are required to inspect PPE prior to each use and may not use damaged PPE. Employees are required to maintain and keep issued PPE clean.

- a. Safety glasses – Must be worn at all times when exposed to eye hazards from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, or potentially injurious light radiation.
- b. Hard hats – Must be worn when the employee is exposed to hazards from falling or flying objects. When a District employee is required to be in a work area controlled by others, he/she shall obey all safety rules established for the area, including those requiring hard hats.
- c. Gloves – Work gloves must be worn at all times when handling sharp or rough stock, welding or performing other jobs that could cause hand injuries. Synthetic gloves must be worn when handling chemicals.
- d. Welding equipment – Appropriate filter lens, welding helmet, gloves and sleeves are required for welders at all times.
- e. Respirators – Only employees trained and authorized to use respirators are allowed to do so.
- f. Hearing protection – Required in areas where noise exposure is more than 90dBA (85dBA if the employee already has experienced hearing loss).

## 2102.7 Asbestos

If possible, do not remove or disturb asbestos or material suspected of containing asbestos. Materials that may contain asbestos include:

- Adhesives and mastics
- Ceiling areas
- Duct work
- Flooring
- Floor tiles
- Insulation
- Lab fume hoods
- Piping
- Vented enclosures

Work should not be conducted in an area that is suspected of containing asbestos. Employees should contact their supervisor or the Safety Coordinator should they have questions or concerns about asbestos or asbestos exposure.

## 2102.8 Equipment Operation

Employees must specifically be trained and authorized by their supervisor to operate the following:

- The District vehicles
- Forklifts
- Machine and power tools
- Paint sprayers
- Welders
- Cranes and hoists
- Any mobile equipment (backhoe, dump truck, loader, etc.)

When operating machines: do not wear loose clothing, tie long hair up and back, remove jewelry and roll sleeves all the way up or all the way down.

Never operate damaged or defective equipment. Turn the machine off and report it to a supervisor immediately.

Never tamper with, remove or deactivate machine guards or controls designed to ensure safe operations.

Never reach into an operating machine or moving machine part.

## 2102.9 Tools – Hand and Power

- Use all required PPE.
- Maintain tools in safe operating condition.
- Inspect tools and equipment guards before each use for defects or wear. If a defect is found, notify a supervisor immediately and do not operate use the tool.
- Never leave tools on stepladders, scaffolds, roofs or other place where they might fall.
- Impact-type hand tools, such as wedges and chisels, should be kept free of mushroomed heads.

## 2102.10 Ladders

- Inspect all ladders prior to each use.
- Ladders must be placed on secure footing.
- Only one person is allowed on a ladder at a time.
- Never stand on the top two steps of a stepladder.
- Always maintain 3-point contact when working on ladders.
- Never reach beyond arm length when working on a ladder.
- Trained employees should use only listed fiberglass ladders when working on or around electrical equipment.



#### 2102.11 Cranes/Hoists/Lifting Devices

- Inspect all cranes, hoists and lifting devices (slings, hooks, etc.) prior to each use. Never use damaged equipment.
- Never walk under a load suspended from a hoist or crane.
- Keep all employees clear of the fall zone of the crane or hoist.
- Know the weight of material being lifted. Never overload a crane or hoist.

#### 2102.12 Powered Industrial Trucks

- Only certified and trained employees may operate powered industrial trucks.
- All vehicles must receive proper inspection prior to operation.
- Defective or damaged items must be reported to a supervisor for correction before use or operation.
- Equipment must be operated safely at all times, keeping the load under complete control.
- Operators may not permit passengers to ride on equipment unless it is designed with seats and seat belts to accommodate them.

#### 2102.13 Lockout/Tagout

Prior to working on any machinery when guards are removed, every energy source (electrical, hydraulic, chemical, mechanical, etc.) must be deactivated, stored energy dissipated and the control locked in the off (safe) position.

Never remove or tamper with a lockout performed by another employee or contractor. A lockout could consist of a lock applied to a control such as a switch, breaker or valve. A tag containing words such as "DANGER - DO NOT OPERATE" may also be used for lockout. If you see the lock, the tag or both applied to an energy control device, it means "Keep your hands off."

#### 2102.14 Hazard Communication

- a) All chemical containers must be labeled to identify contents and hazards. Most labels use numbers to rank the hazard level in three important areas:
- FIRE (red background color) - Will the material burn?
  - HEALTH (blue background) - Is the material dangerous to the human body?
  - REACTIVITY (yellow background) - Is the material dangerously unstable?

After each hazard (Fire, Health, Reactivity), a number from 1-4 will be assigned. The number reflects the degree (or amount) of hazard:

- 0 Minimal
- 1 Slight
- 2 Moderate
- 3 Serious
- 4 Severe

- b) A Material Safety Data Sheet (MSDS) must be secured for all chemicals purchased or brought on site. Employees have a right to access any MSDS and may ask their supervisor.
- c) Follow all label and MSDS instructions – including amount instructions.
- d) Do not mix chemicals unless authorized to do so.
- e) Keep all chemicals in closed containers.
- f) Store all flammable liquids in safety cabinets or safety cans. Never use flammable chemicals around ignition sources such as smokers, pilot lights or arcing/sparking electrical equipment.
- g) Wear required PPE, and minimize contact with the chemical.
- h) Do not eat, drink or smoke while using chemicals, and always wash your hands after handling chemicals.

#### 2102.15 Health Hazards

Learn which health hazards are present in the workplace by reading The District's Hazard Communication Program. Any employee concerned about a potential health hazard should contact their supervisor or the Safety Coordinator so that an evaluation can be conducted and appropriate action can be taken for the safety of all employees.

#### 2102.16 Confined Space Entry

Only trained and authorized employees are permitted to enter confined spaces such as manholes, sewers, tanks, trenches or vaults. Any employee who believes that their job requires confined space entry, must contact their supervisor prior to undertaking the work. (Confined spaces are areas not meant for human occupancy, have limited means of entry/exit and have electrical, chemical, thermal, atmospheric or entrapment hazards).

#### 2102.17 Fire Prevention

- Store all flammable liquids in approved safety containers with flame arrestors and spring-actuated caps.
- Keep acids and bases or oxidizers in separate cabinets.
- Store poisons separately.

- Keep fire equipment, such as extinguishers, accessible at all times.
- If an employee's clothing catches fire, they should smother the flame by rolling on the ground. Never run, as this could cause the flames to spread.
- Never use oil or grease on oxygen equipment.

## 2102.18 Emergencies

Obtain and learn the District's emergency action plan for fire, chemical release, severe weather, bomb threat or any other urgent situation. Learn the location of alarms, exits and meeting areas outside the building. The following general rules and actions apply in the event of an emergency.

- In the event of any serious injury or fire, call 9-911. Send someone to the facility entrance to meet the fire department. If in doubt about the severity of an injury or emergency, call 9-911.
- Upon discovering a fire, alert others in immediate danger and initiate fire alarm.
- When the evacuation signal is given, all employees should immediately turn off equipment, close doors and evacuate to their designated evacuation areas using stairwells instead of elevators. Attendance will be taken to account for all employees. Stay with the group until further instruction.
- If an employee has a visitor, the employee must escort the visitor to the designated meeting area. Never re-enter the building after an evacuation until instructed by management.
- An employee should not attempt fight any fire which is uncontained, too hot or too smoky, and only if they have a reasonable belief that the fire can be extinguished quickly and without risk of panic or harm to the employee or any fellow employee or the public. An employee using a fire extinguisher must be trained in the use of fire extinguishers and they must be certain that they are using a fire extinguisher that is suitable for the type of fire being fought.
- To use a fire extinguisher, remember PASS:
  - P = Pull (the safety pin)
  - A = Aim (at the base of the fire)
  - S = Squeeze (the lever)
  - S = Sweep (side to side)

Any employee using a fire extinguisher must remember:

- The fire extinguisher must be suitable for the type of fire being fought.
- Stay low.
- Keep themselves between the fire and an exit.
- Do not turn their back on a fire.
- Immediately report the use to their supervisor.

- g) Do not touch blood or any other bodily fluid during or following an incident. Any employee trained to administer first aid, must use gloves and other barriers located with the first aid equipment. Any employee, who thinks that they have been exposed to bodily fluid, must notify their supervisor immediately.

#### 2102.19 Public Vehicles and Driver Safety

Employees cannot operate a vehicle for the District unless they can present a valid driver's license. If an employee's license is suspended or revoked, they must report the condition to their supervisor immediately. Follow these rules when on the road in a District vehicle.

- a) Verify that the vehicle is in safe operating condition before use, and report any defects immediately.
- b) Avoid parking in high-risk areas.
- c) When possible, position the vehicle so that backing will not be necessary.
- d) Prior to moving the vehicle a 360° walk around needs to be completed to ensure that it is safe to move the vehicle. Check for dangers under, in front of and behind the vehicle.
- e) Only employees authorized by the District are permitted to operate District vehicles.
- f) No side trips or personal use of vehicles is allowed.
- g) Seat belts/shoulder harnesses must be worn whenever the vehicle is in motion. Employees who drive personal vehicles or rental vehicles for District business must also wear safety belts and harnesses where provided.
- h) All local and state traffic regulations and signs must be followed.
- i) No unauthorized riders, hitchhikers, etc., are allowed.
- j) All moving violations must be reported to your supervisor.
- k) Any accident, regardless of the extent of the damage, is to be investigated by a police officer with jurisdiction in the area, or a member of the District accident investigation team. Accident report forms and instructions are located in the glove compartment of each vehicle.
- l) Driving while under the influence of alcohol or other drugs is forbidden.

#### 2102.20 A Commercial Drivers' License (CDL)

A CDL is required for employees that operate motor vehicles designed or used to transport passengers or property in the following instances:

- When the vehicle weighs more than 26,000 pounds
- When the vehicle is designed to transport 16 or more passengers, including the driver
- When the vehicle is transporting hazardous materials and is required to display a placard
- Seat belts must be worn when operating CDL vehicles

Employees with a CDL are subject to drug and alcohol testing. See Policy Section 2506.2 for more information on The District's Drug/Alcohol policy.

#### 2102.21 Electrical Safety

Employees who work on or near exposed energized parts are **required** to be trained in safe electrical practices that pertain to their job assignments.

- a) Whenever possible, all work on electrical equipment or circuits must be done with power off.
- b) Never operate or tamper with the electrical main switch or breakers. Employees are authorized only to operate switches/disconnects on/for individual machines.
- c) Employees must report all electrical problems and suspected problems to their supervisor immediately.
- d) All junction boxes, control boxes, connections and other wiring must have covers securely installed to prevent accidental contact.
- e) Inspect all plugs, cords and portable equipment prior to use. Any non-current carrying metal parts of portable and/or plug connected equipment must be grounded or protected by a system of double insulation.
- f) Employees must report any damaged electrical equipment to their supervisor immediately. Only authorized employees are permitted to make repairs. Worn, frayed or damaged electrical cords or connected may not be used and must be tagged "Danger: Out of Service, Do Not Use."
- g) Extension cords are to be used only for temporary applications, never for more than 90 days. Never stretch cords across aisles or areas where others may trip over them. Do not attach extension cords to the building or run them under rugs, mats or through walls.
- h) Ground fault circuit interrupters should be used on power circuits serving outlets in damp, wet or outdoor locations and in any other areas where people using electrical equipment may become grounded.
- i) Outlets at construction sites that are not part of the permanent wiring of the building or structure must have ground fault circuit interrupters that comply with the National Electric Code and Occupational Safety and Health Administration (OSHA) requirements. It should be de-energized when not in use.
- j) Any personal electrical devices must be approved by The District prior to use.

## 2102.22 Laboratory Safety

Employees working in the laboratory must attend training that describes the OSHA laboratory standard, hazardous material handling and waste disposal regulations, where to find chemical safety information, emergency procedures and required laboratory safety plans. Employees should see their supervisor or the Safety Coordinator for the Laboratory Chemical Hygiene Safety Plan. The following guidelines always apply in the laboratory:

- Never smoke, eat or drink in the laboratory.
- Properly label hazardous waste for disposal.
- Do not store food in refrigerators with chemical, biological or radioactive materials.
- Use proper laboratory hoods to control chemical fumes, mist, vapors and biological and radioactive agents.
- Always wear proper personal protective equipment as required when handling chemicals.

## 2102.23 Lifting

- a) Do not unnecessarily place objects on the ground if they must be picked up again soon after.
- b) Use a mechanical device to lift heavy objects when possible.
- c) Avoid lifting above shoulder height.
- d) If an employee needs help moving material, they should request assistance.
- e) When lifting an object, use your leg muscles by squatting close to the load, preserving the curve in your back, spreading your feet and lifting with your legs, keeping the load close to your body.
- f) When turning while holding an object, move your feet, and do not twist.
- g) To minimize risk of injury, employees should get proper exercise and build up their leg and abdominal muscles.

## 2102.24 Falls

Take proper precautions to prevent falls. Use caution on stairs and on surfaces containing ice, snow, rock, oil, water or any other slippery materials. Indoors, clean up spills immediately and keep walkways clear of cords, loose materials or other objects.

## 2102.25 Staying Safe

Employees must report any unsafe conditions or situations to their supervisor immediately. If they have suggestions on improving any aspect of safety in the facility, they should discuss it. Employees, who are unsure of how to operate a piece of equipment or complete an assignment, should ask for help. Asking for help when you are unsure reduces the chance of injury.

These policies are established to help employees stay safe and injury free. Violation of the above policies, or conduct that does not meet minimum accepted work standards, will result in discipline, up to and including discharge. See Policy Section 2506.1 for more information on The District's Conduct/Disciplinary Action policy.

## 2102.26 Underground Installations

- a) Underground installations include tanks, pits, pipes, manholes or any facility where workers enter a hole to perform work or inspections.
- b) Prior to removing manhole covers warning signs and barriers shall be placed in accordance with MUTCD regulations.
- c) Manholes fall under the confined space program and the must be treated as such. No employee can enter into the manhole until an atmospheric reading as been completed and it is safe to enter.
- d) Employees shall not enter or work in underground facilities without protective devices where there are concentrations of fumes, vapors, gases or oxygen deficiencies.
- e) No smoking, open flames or spark producing equipment will be allowed within 25' of any manhole.

## 2102.27 Traffic Control

Barricading procedures and traffic control shall be as prescribed in the current MUTCD (Manual on Uniform Traffic Control Devices).

## 2102.28 Transporting Equipment

### 2102.28.1 General Rules

- Transporting equipment to the job site shall be done according to all applicable laws and regulations.
- Mobile equipment operated on streets and highways shall conform to all Federal, State and local laws concerning motor vehicles. All regulations concerning speeds and load limits shall be strictly observed by the personnel operating the equipment.

- When mobile equipment poses a hazard to other vehicles on the road, the traffic shall be controlled by use of certified flaggers, signs or temporary barriers as prescribed in the current MUTCD.
- Each job site and the condition on that site will determine safe operating speeds. Speed limits on the site shall be limited to 10 mph near employees and equipment. Equipment shall be operated at a speed to lessen dust. When excessive dust is present, employees may need to wear safety goggles and/or a dust mask when operating equipment or when in the presence of equipment being operated by others.
- Extra care shall be taken when starting, turning and stopping equipment. Employees shall exercise caution when operating equipment near electrical lines to avoid contact.
- Servicing of equipment shall not be performed while the equipment is running or in operation. Unless it is deemed necessary by a certified mechanic.

2102.29 Mechanical Lifting and Aerial Equipment (Additional information can be obtained from the Training Specialist)

2102.29.1 General Rules

- Mechanical lifting devices and aerial equipment include a wide variety of cranes derricks, hoist, slings, baskets and platforms. The safe operation of lifting devices requires knowledge, care and observance of safety rules.
- Mechanical lifting devices or aerial equipment **shall not** be operated by employees who are **not trained** in the safe use of this type of equipment.
- Prior to use, all mechanical lifting devices must have a documented inspection completed by a certified operator to ensure that it is safe to operate.
- Equipment operators shall never leave a crane, hoist or derrick while a load is suspended unless the load is suspended over a barricaded area free of pedestrians or is supported from the ground.
- Equipment operators shall inspect the site prior to beginning work searching for all hazards paying special attention to electrical equipment and/or power lines. No work can be conducted within 10 ' of power lines



- When operating vehicles equipped with aerial baskets and outriggers such as bucket trucks, employees shall lower the outriggers on a firm foundation as required by the operator's manual.
- Prior to raising the stabilizers, outriggers or hydraulic jacks the operator **must** ensure that all fellow employees are clear.
- Servicing of equipment shall be performed only by qualified maintenance employees and shall not be performed while the equipment is running or in operation unless it is deemed necessary by a certified mechanic.
- Any aerial equipment **shall not** be moved from one working location to another with the equipment in the raised position.
- Drivers of aerial equipment trucks shall be aware that the vehicle has equipment that sits higher than the top of the truck and shall allow for necessary clearance when traveling under things such as branches, over passes, power lines, etc.
- The manufactures suggest safe load requirements shall **never** be exceed when lifting or hoisting.
- All control levers must be checked before each use to ensure that they are functioning correctly. Both the upper and lower controls (such as those used with a bucket truck) must be operable and the lower controls **must** be able to override the upper controls.
- Tying off to a pole, structure or equipment while working from an aerial lift is **never** allowed.
- Employees should never disconnect their fall protection device while aloft. Any sudden machine movement can cause employees to fall from the platform.
- Never use ladders, planks, steps or other devices to provide additional reach or gain greater height. Do not lean over or sit or climb on the platform railing. Always keep both feet on the platform floor at all times.
- An aerial lift truck may not be moved when the boom is elevated in a working position with a worker in the basket. Unless the equipment is specifically designed for such an operation.

## 2102.30 Welding and Brazing

### 2102.30.1 General Rules

- Welding or open flames shall be prohibited where flammable gases or liquids are present. In confined spaces where ventilation is inadequate, welding itself may produce flammable or explosive gases.
- Welding, open flames or external heat shall not be in contact with a vessel that may have contained a flammable substance (ex. fuel tank) until that vessel has been thoroughly purged or is filled with an inert gas or water.
- The valves on the oxygen and acetylene tanks must be closed when not in use.
- Oxygen cylinders and valves shall be kept free from oil and grease. Oxygen under pressure can release enough heat to ignite and explode oil and grease on contact.
- Heating and welding of galvanized and cadmium coated materials shall be done only under controlled, ventilated conditions. The fumes shall be vented away from the operator and persons in the area.
- Before starting any welding operations, the welder must protect him/her self with the appropriate PPE (personnel protective equipment). Welders must wear helmets, shields, aprons, gloves, gauntlets and other protective equipment. Goggles, helmets and shields shall be carefully selected for proper lens shade.
- Prior to performing arc welding, the welder **must** place protective screens around the work area to prevent eye flash burns to other employees or visitors that may be in the area. Welders shall also protect their eyes and body when chipping slag or metal fragments.
- Compressed gas cylinders must be handled with care. They must be stored and transported only in the upright position and securely lashed to prevent falling. Any damage to cylinders should be reported immediately.

## 2103 SAFETY COORDINATOR RESPONSIBILITIES

The District's Safety Coordinator is responsible for implementation of, and compliance with, the Safety and Health Policy of The District and is accountable for results as measured by criteria, such as incident rates.

## 2103.1 Other Responsibilities of the Safety Coordinator

Other Responsibilities of the Safety Coordinator include:

1. Resolving questions, approving and/or recommending necessary expenditures to correct unsafe conditions.
2. Making regular shop, warehouse, office and job site tours and safety inspections to determine if safe work practices are being observed; ensure that unsafe conditions do not exist.
3. Actively participating and following the safety and health programs.
4. Planning, coordinating, performing or delegating all safety training and testing given to supervisors and employees. Reviewing results to be sure they are satisfactory. Maintaining appropriate records of training and testing.
5. Reviewing disciplinary actions involving employee safety.
6. Personally performing safety inspections, and reviewing safety inspection reports and unsafe conditions reported by supervisors, employees or others. Making or obtaining required corrections to maintain a safe workplace and ensure compliance.
7. Conducting regular safety meetings with employees to promote safety awareness and compliance with the Safety and Health Policies.
8. Ensuring safety awareness among employees through regular meetings.
9. Ensuring compliance with safe work practices and the District's safety rules. Making recommendations for appropriate disciplinary action to ensure compliance.
10. Investigating accidents and assisting with completion of accident report forms when required.
11. Reviewing reports of first aid incidents and reportable injuries to determine possible preventative actions. Taking immediate corrective actions, as required.
12. Ensuring that specific programs (i.e., hazard communication, protection from bloodborne pathogens, hearing conservation, forklift safety/operator certification) are implemented and complied with consistently.

## 2104 SAFETY & HEALTH COMMITTEE RESPONSIBILITIES

In order to promote better communication between employees and management, a Safety & Health Committee has been established for The District's operations. Its primary function is to serve as a two-way channel of communication and to promote safety awareness throughout the workplace.

## 2104.1 Organization

The Safety & Health Committee will consist of:

- Safety Coordinator
- Training Specialist
- Two (2) Management Representatives
- Six (6) additional representatives will encompass the various field and technical aspects of ACHD.

The Employee Safety & Health Committee will meet monthly. The meeting will be chaired by the Safety Coordinator or designated member. Should a scheduled meeting have to be postponed, it will be held later in the month, on a date and time determined by the Safety Coordinator.

## 2104.2 Function

The Safety & Health Committee has the following functions:

1. Conduct safety/housekeeping inspection(s) of one or more departments as part of each meeting.
2. Review and recommend updates to safety policies and safe operating procedures.
3. Review accidents and near-miss incidents reported since the last meeting, and suggest means for preventing future occurrences.
4. Convey, review and comment on safety suggestions submitted by employees.
5. Plan and carry out various safety promotion activities, such as contests, award programs, etc.
6. Promote safety awareness among all employees through safe attitudes and day-to-day interactions.
7. Review safety impacts of equipment/facility changes and multi-shift operations.

Take into account an employee's personal experience with safety when selecting Safety and Health Committee members. Someone from a specific work area with a history of accident or injury problems can bring valuable insights to the committee.

Volunteers or individuals who show they have an interest in safety are also good candidates. Likewise, individuals with a good safety record can bring their own experience to the group.

Rotate membership so that members exposed to Safety & Health Committee issues are circulated back into the workforce and others are brought in.

Occasionally, specialists or consultants may be added to the committee to address a specific situation or problem. Also, ad hoc subcommittees may be used to analyze and formulate recommendations on a particular problem.

The Safety & Health Committee should also be involved with developing safety incentive programs and in recognizing individual employees who have contributed to safety efforts and positive results.

Written documentation of Safety & Health Committee meetings should be maintained. A log or written minutes should be taken at each meeting. Meetings should follow a standard agenda.

## 2105 NON-ACHD FACILITY/OPERATION VISITS

During the course of a visit to a non-ACHD facility or operation, employees of the District are required to follow all safety and security procedures of the entity owning or operating the non-ACHD facility or operation (hereinafter "host").

If the host does not advise the employee regarding its safety hazards, the employee should consider the following:

- Take note of emergency exit location(s);
- Closely observe the walking path and avoid any tripping/slipping hazards. On stairs, maintain three point contact (hand on rail and feet on stairs);
- When visiting manufacturing or construction sites, eye protection, hearing protection and hard hats are frequently required. Ideally, this equipment will be in the possession of the District employee and not provided by the host.

If the employee will be touring a factory, construction site or other similar venue that is out of the course of the employee's normal day, the employee shall dress appropriately. The employee shall wear shoes that support the feet and that are slip resistant. The employee shall avoid clothing that is either constrictive or too loose; loose clothing can get caught in machinery or other equipment.

## 2106 WORKPLACE VIOLENCE

### 2106.1 Purpose

The District maintains a zero tolerance standard of violence in the workplace. The purpose of this policy is to provide the District employees guidance that will maintain an environment at and within the District property and events that are free of violence and the threat of violence.

### 2106.2 Policy

Violent behavior of any kind or threats of violence, either implied or direct, are prohibited at the District, in properties and at District-sponsored events. Such

conduct by a District employee will not be tolerated. An employee who exhibits violent behavior may be subject to criminal prosecution and shall be subject to disciplinary action up to and including dismissal. See Policy Section 2506.1 for more information on the District's Conduct/Disciplinary Action policy. Violent threats or actions by a non-employee may result in criminal prosecution. The District will investigate all complaints filed and will also investigate any possible violation of this policy of which we are made aware. Retaliation against a person who makes a complaint regarding violent behavior or threats of violence made to him/her is also prohibited.

#### 2106.3 Definitions

Workplace Violence: Behavior in which an employee, former employee or visitor to a workplace inflicts or threatens to inflict damage to property, serious harm, injury or death to others at the workplace.

#### 2106.4 Threat

Threat is the implication or expression of intent to inflict physical harm or actions that a reasonable person would interpret as a threat to physical safety or property.

#### 2106.5 Intimidation

Intimidation is making others afraid or fearful through threatening behavior.

#### 2106.6 Zero-Tolerance

Zero-tolerance is a standard that establishes that any behavior, implied or actual, that violates the policy will not be tolerated.

#### 2106.7 Court Order

A Court Order is an order by a Court that specifies and/or restricts the behavior of an individual. Court Orders may be issued in matters involving domestic violence, stalking or harassment, among other types of protective orders, including Temporary Restraining Orders.

#### 2106.8 Prohibited Behavior

Violence in the workplace may include, but is not limited to, the following list of prohibited behaviors directed at or by a co-worker, supervisor or member of the public:

1. Direct threats or physical intimidation
2. Implications or suggestions of violence
3. Stalking
4. Assault of any form
5. Physical restraint, confinement
6. Dangerous or threatening horseplay

7. Loud, disruptive or angry behavior or language that is clearly not part of the typical work environment
8. Blatant or intentional disregard for the safety or well-being of others
9. Commission of a violent felony or misdemeanor on District property
10. Any other act that a reasonable person would perceive as constituting a threat of violence

Domestic Violence, while often originating in the home, can significantly impact workplace safety and the productivity of victims as well as co-workers. For the purposes of this document, "domestic violence" is defined as abuse committed against an adult or fully emancipated minor. Abuse is the intentional reckless attempt to cause bodily injury, sexual assault, threatening behavior, harassment, or stalking, or making annoying phone calls to a person who is in any of the following relationships:

- Spouse or former spouse;
- Domestic partner or former domestic partner;
- Cohabitant or former cohabitant and or other household members;
- A person with whom the victim is having, or has had, a dating or engagement relationship;
- A person with whom the victim has a child.

The District recognizes that domestic violence may occur in relationships regardless of the marital status, age, race, or sexual orientation of the parties.

#### 2106.9 Reporting Acts or Threats of Violence

An employee who is the victim of violence, or believes they have been threatened with violence, or witnesses an act or threat of violence towards anyone else shall take the following steps:

- If an emergency exists and the situation is one of immediate danger, the employee shall contact the local police officials by dialing 9-1-1, and may take whatever emergency steps are available and appropriate to protect himself/herself from immediate harm, such as leaving the area.
- If the situation is not one of immediate danger, the employee shall report the incident to the appropriate supervisor or manager as soon as possible.

#### 2106.10 Procedures – Future Violence

Employees who have reason to believe they, or others, may be victimized by a violent act sometime in the future, at the workplace or as a direct result of their employment with the District, shall inform their supervisor immediately so appropriate action may be taken. The supervisor shall inform his/her Deputy Director, the Safety Coordinator, and the Chief Human Resources Officer who shall inform local law enforcement officials.

Employees who have signed and filed a restraining order, temporary or permanent, against an individual due to a potential act of violence, who would be in violation of the order by coming near them at work, shall immediately supply a copy of the signed order to their supervisor. The supervisor shall provide copies to his/her Deputy Director, the Safety Coordinator, and the Chief Human Resources Officer who shall inform local law enforcement officials.

#### 2106.11 Incident Investigation

Acts of violence or threats will be investigated immediately in order to protect employees from danger, unnecessary anxiety concerning their welfare, and the loss of productivity. The Safety Coordinator and the Chief Human Resources Officer will cause to be initiated an investigation into potential violation of work rules/policies. Simultaneously, the Chief Human Resources Officer will refer the matter to local police for their review of potential violation of civil and/or criminal law.

Procedures for investigating incidents of workplace violence include:

- Visiting the scene of an incident as soon as possible.
- Interviewing injured and threatened employees and witnesses.
- Examining the workplace for security risk factors associated with the incident, including any reports of inappropriate behavior by the perpetrator.
- Determining the cause of the incident.
- Taking mitigating action to prevent the incident from recurring.
- Recording the findings and mitigating actions taken.

In appropriate circumstances, The District will inform the reporting individual of the results of the investigation. To the extent possible, the District will maintain the confidentiality of the reporting employee and the investigation but may need to disclose results in appropriate circumstances; for example, in order to protect individual safety. The District will not tolerate retaliation against any employee who reports workplace violence.

#### 2106.12 Mitigating Measures

Incidents which threaten the security of employees shall be mitigated as soon as possible following their discovery. Mitigating actions include:

- Notification of law enforcement authorities when a potential criminal act has occurred.
- Provision of emergency medical care in the event of any violent act upon an employee.
- Post-event trauma counseling for those employees desiring such assistance.
- Assurance that incidents are handled in accordance with the Workplace Violence Prevention policy.
- Requesting the District's attorney files a restraining order as appropriate.



### 2106.13 Training and Instruction

Human Resources shall be responsible for ensuring that all employees, including deputy directors, managers and supervisors, are provided training and instruction on general workplace security practices. Deputy Directors shall be responsible for ensuring that all employees, including managers and supervisors, are provided training and instructions on job specific workplace security practices.

Training and instruction shall be provided as follows:

- To all current employees when the policy is first implemented.
- To all newly hired employees, supervisors and managers, or employees given new job assignments for which specific workplace security training for that job assignment has not previously been provided.
- To affected employees whenever management is made aware of a new or previously unrecognized hazard.

Workplace security training and instruction includes, but is not limited to, the following:

- Preventive measures to reduce the threat of workplace violence, including procedures for reporting workplace security hazards.
- Methods to diffuse hostile or threatening situations.
- Escape routes.
- Explanation of this Workplace Violence Prevention Policy.

In addition, specific instructions shall be provided to all employees regarding workplace security hazards unique to their job assignment.

### 2107 REPORTING INJURIES

1. Any work-related injury or suspected injury must be reported immediately by the employee to his/her supervisor. A Supervisors Accident Report form must be completed. Failure to promptly report an injury may result in disciplinary action.
2. In the case of an occupational disease, employees must give notice to the District when they are informed by a competent medical authority of the nature and work-related causes of the illness.
3. After each doctor appointment, the employee must report to his/her supervisor and human resources to review his/her progress.
4. After each doctor appointment, a signed return-to-work form must be presented to Human Resources. This form must state the conditions of which the employee can or cannot return work (ex. fully released without restrictions, return to work within certain guidelines or cannot return to work until a follow-up appointment is completed).

5. The District provides light duty work for employees recovering from injury whenever possible. Employees are required to return to light duty work immediately upon release.
6. An accident investigation will be conducted to determine the root cause of the accident. The injured employee will be asked to participate in the investigation.
7. Employees are required to report hazardous conditions and near-miss incidents to their supervisors before injuries result.
8. Any attempt to defraud the District with a false workers' compensation claim will result in disciplinary action. For more information on the District's Conduct/Disciplinary Action policy, see Policy Section 2506.1. The incident may also be referred to the prosecuting attorney for possible prosecution.

## 2108 EMERGENCY ACTION PLAN

### 2108.1 General Emergency Guidelines

- Employees should stay calm and think through their actions.
  - Know the emergency numbers:
    - Fire/police/ambulance 9-911
    - Internal emergency number (if applicable)
    - Human resources 105 or 247
    - Operator "0"
  - Employees should know where the nearest exits are located.
  - Employees should not hesitate to call or alert others if they believe that an emergency is occurring – in such an instance, employees will not get in trouble.
  - Know where emergency equipment is located:
- 

### 2108.2 Fire

#### 2108.2.1 Evacuation (Refer to the Emergency Action Plan for more information)

- Employees will be notified of a fire by the fire alarm system.
- Upon becoming aware of a fire alarm, employees should immediately evacuate the building using the closest exit. Do not delay evacuation to get personal belongings or to wait for co-workers. Also, all doors should be closed as the last person passes through. Never use elevators during fire alarm situations.
- Supervisors should be the last persons to leave the area. Check in conference rooms, lavatories and offices to be sure that all personnel have evacuated.

- Any employee having a mobility, visual, hearing or other condition that may hinder them from becoming aware of an emergency or evacuating should request special assistance through Human Resources.
- Upon exiting the building, personnel should report to their designated meeting area for a headcount
- If any employee is missing, an immediate report should be made to the Director or Human Resources who will in turn report to the first available fire department officer.
- Employees should stay together in a group so that periodic updates on the situation can be issued.
- The order to re-occupy the building will be issued by the Director, Deputy Director or Fire Department.
- In the event of inclement weather, the Director or Deputy Director will make arrangements for all personnel to move to shelter.

#### 2108.2.2 Employee Discovering a Fire

- Alert other persons in the immediate hazard area.
- Activate a fire alarm.
- If an employee has been trained, he/she can decide to use a fire extinguisher following these instructions:

- P=Pull the safety pin
- A=Aim the nozzle at the base of the fire
- S=Squeeze the operating lever
- S=Sweep side to side covering the base of the fire

\*When using a fire extinguisher, always stay between the fire and an exit; stay low and back away when the fire is extinguished.

\* The employee must be certain that they are using a fire extinguisher that is suitable for the type of fire being fought.

\*Never feel that using a fire extinguisher is required. An employee should not attempt to fight any fire which is uncontained, too hot, or too smoky, and only if they have a reasonable belief that the fire can be extinguished quickly and without risk of panic or harm to the employee or any fellow employee or the public. When in doubt, evacuate.

- Have someone notify a supervisor or the Safety Coordinator where the emergency is located. He/she will relay this information to the fire department.

2108.3 Medical Emergency (Chest pains, loss of consciousness, fall from a height, etc.)

- Upon discovering a medical emergency, call 911.
- Call the operator ("0") and report the nature of the medical emergency and location.
- Stay with the person involved, being careful not to come in contact with any bodily fluids unless properly trained and equipped.
- Send two persons (greeters) to the building entrance, to await the fire department. Often, two fire department units will arrive, so the second greeter should wait at the entrance to receive the second unit while the first greeter escorts the fire department personnel to the scene.
- Employees in the immediate vicinity of the emergency, but not directly involved, should leave the area.
- Human Resources will make any necessary notifications to family members of the person suffering the medical emergency.

2108.4 Severe Weather

- The Maintenance Manager will monitor a weather alert radio and computer. If a severe weather report is issued, she/he will immediately notify the appropriate Director/Deputy Director and relay the information.
- Employees will shut down office equipment and will be instructed where to go for safety.
- When the severe weather warning is cancelled, runners will be sent to advise that it is safe to return to office areas. A general announcement will also be made either via email or telephone.

2108.5 Workplace Violence

- Any employee who feels that she/he has been threatened should immediately report their concern to their manager and to Human Resources. See Workplace Violence Policy, above.
- If any person is observed exhibiting threatening behavior or making threatening statements, the person discovering the situation should warn others in the area immediately, notify Human Resources and stay away from the person exhibiting threatening behavior.
- Depending upon the level of concern, the police should be called immediately.
- Never attempt to confront any person exhibiting threatening behavior.

If you have reason to believe that events in your personal life could result in acts of violence occurring at work, you are urged to confidentially discuss the issue with Human Resources so that a prevention plan can be developed.

2109 EMERGENCY CONTACT INFORMATION

FIRE DEPARTMENT: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

POLICE DEPARTMENT: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

EMERGENCY MEDICAL SERVICES (AMBULANCE): \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

HOSPITAL: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

DOCTOR: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

JOBSITE TELEPHONE NUMBERS

PROJECT NAME/NUMBER:

\_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

SITE SUPERINTENDENT: \_\_\_\_\_

HOME TELEPHONE: \_\_\_\_\_

CLIENT CONTACT: \_\_\_\_\_

OFFICE TELEPHONE: \_\_\_\_\_

HOME TELEPHONE: \_\_\_\_\_

## 2110 FIRE PREVENTION PLAN & ELECTRICAL SAFETY

1. Smoking is not allowed in any interior area of any the District building. Smoking is only allowed in designated exterior smoking areas. Do not throw matches, cigars, cigarettes, etc., into wastebaskets. Use only ashtrays made of non-combustible material.
2. No candles or open flames are allowed within any area of the District.
3. Contractors performing hot work in or around any area of the District (welding, grinding, flame cutting, brazing, soldering, etc.) must contact the Facilities Specialist for approval prior to the start of the work.
4. Only space heaters approved by the District are to be used within any area of the District building. Employees using space heaters are responsible to turn the heater off when leaving their work area for extended periods of time.
5. No flammable chemicals are allowed inside any area of the District building at any time. If you feel that there is a work-related need to use a flammable chemical, contact the Safety Coordinator for guidance.
6. Electrical safety:
  - With the exception of independently-fused, multi-tap cords for computers, extension cords are not allowed.
  - Keep electric cords out of areas where they will be damaged by stepping on/kicking them.
  - Turn electrical appliances off with the switch, not by pulling out the plug.
  - Turn all appliances off before leaving for the day.
  - Radios, tape/CD/MP3 players and PDAs are the only personal electrical devices allowed to be used in offices/cubes. These devices must be in good repair. The District reserves the right to instruct you to remove personal electrical devices at any time.
  - Never run cords under rugs or other floor coverings.
  - Any electrical problems should be reported immediately to the Facilities Specialist.
7. The following areas must remain clear and unobstructed at all times:
  - Exit doors
  - Aisles
  - Electrical panels
  - Fire extinguishers
  - AED's

## 2111 RETURN TO WORK PROGRAM

It is our goal to prevent work-related injuries from happening. We are always concerned when one of our employees is injured or ill due to a work-related condition. We believe that such absences cost both the District and its employees. We want our injured

employees to get the best possible medical treatment immediately to assure the earliest-possible recovery and return to work.

The District has a workers' compensation program available for employees who have suffered work-related injuries. The program's administrator will determine, based upon their guidelines, whether you are eligible for wage loss or medical expenses under that program.

The District wants to provide meaningful work activity for all employees who become unable to perform all, or portions, of their regular work assignment. Thus, we have implemented a return to work program, which includes transitional or light duty work. The return to work program is temporary, not to exceed six months.

#### 2111.1 Employee Procedures

- All work-related injuries must be promptly reported immediately to the injured employee's supervisor.
- The injured employee and its supervisor must complete and sign a Supervisor's Accident Report.
- When medical treatment is sought, the injured employee must advise their supervisor that they are seeking treatment and obtain a return to work evaluation form. Regardless of the choice of physicians, the return-to-work form must be completed for each practitioner visit.
- Under this program, temporary light duty work is available for up to 60 days (with a review of the injured employee's progress every 30 days) while the employee is temporarily unable to work in their regular job capacity. Transitional or light duty work beyond 60 days, up to a maximum of six months, will be evaluated on a case-by-case basis.
- If an injured employee is unable to return to their regular job but are capable of performing transitional duty, they must return to transitional duty. Failure to do so will result in the injured employee not being eligible for full disability benefits under the workers' compensation program and may result in disqualification for certain employee benefits and, in some cases, be a basis for termination.
- Employees who are unable to work and whose absences the District approves must keep the District informed on a weekly basis of their status. Failure to do so will result in a reduction in benefits available and discipline, up to and including termination from employment.
- If an employee is unable to return to their regular job or transitional duty, their absence must be approved under the Family Medical Leave Act (FMLA) program. For this purpose, the employee will need to complete a family medical leave request form and submit it to the Human Resources Department. The employee must also have its practitioner complete both the return to work evaluation form and return to work request/physician's authorization form.
- Employees who are not eligible for leave under FMLA must return to light duty or regular work if possible. If an employee is unable to return to any available work, their job position may be filled after a reasonable time. When able to do so, the employee will be entitled to return to a suitable

position, if available and consistent with any limitations. However, the employee must keep the District regularly informed of their status and any changes in their condition.

- Employees must provide a return-to-work form indicating they are capable of returning to full duty. Permanent restrictions will be evaluated on a case-by-case basis and relate to the performance of essential job functions. No permanent light duty positions will be created.
- Employees must cooperate with the District's third-party administrator and provide accurate and complete information as soon as possible so that the employee will receive all benefits to which they are entitled. If an employee has any problems or concerns, they should contact their supervisor, manager or the Human Resources Department.

## 2112 HAZARD COMMUNICATION

1. All District employees have a right to know what chemicals they work with, what the hazards are and how to handle them safely.
2. MSDS are documents provided by the supplier of a chemical. MSDS detail the chemical contents, associated hazards and general safe handling guidelines. At the District, the MSDS collection is located at the maintenance shop (Adams), maintenance shop Cloverdale, tire shop (Cloverdale) or can be obtained from the Safety Coordinator. Employees are free to use the MSDS as needed.
3. General rules for handling chemicals in our work environment are:
  - Read all label warnings and instructions.
  - When changing toner cartridges, employees should consult with an experienced employee if they are unsure how to proceed.
  - Follow instructions for quantity – more is not always better.
  - Minimize contact with chemicals. Employees should use double layer cloths or gloves to protect their skin, and keep their face clear of the area to reduce inhalation.
  - Employees should always wash their hands after handling chemicals.
  - If a chemical enters an employee's eye(s), the employee should immediately hold open the injured eye(s) and rinse with clean, cool water for 15 minutes. Afterward, the employee must report the injury.
  - Any questions or concerns regarding chemicals should be reported to the Safety Coordinator.

## 2113 ERGONOMICS, OFFICE SAFETY AND SECURITY

### 2113.1 Ergonomics

Musculoskeletal disorders can result from repetition and inadequate rest, forceful exertions, awkward and extreme positions of the body and sustained or static positioning. Employees should assess and correct their workstation to avoid undue stress on muscles, bones, ligaments, tendons and nerves. Employees should:



1. Sit with their lower back against their chair, their upper legs parallel to the floor and their feet flat on the floor or on a footrest.
2. Adjust their table and chair so their elbows are bent at right angles and their forearms are approximately parallel to the floor.
3. Keep their wrists straight by using a wrist rest.
4. Keep their mouse at the same height as your keyboard.
5. Position their monitor an arm's length away at eye level.
6. Use a document holder to position work at eye level close to the screen.
7. Adjust their office lighting and monitor to prevent glare, or use an anti-glare filter.
8. When performing tasks involving repetitive motions or awkward positions, employees should take periodic stretching breaks or alternate with other tasks.

#### 2113.2 Office Safety

Employees should:

1. Never leave file drawers open or open multiple file drawers at once. Never climb on open file drawers.
2. Do not place computers or other large equipment close to the edge of a desk or counter.
3. Stand away from the path of the door swing, and open doors with caution.
4. Use caution on stairs. Falls on stairs often happen because of distraction in conversation or when a person turns to another while descending.
5. Do not stack heavy or bulky objects on top of cabinets.
6. Use sharp objects such as razor blades, knives, scissors and paper cutters with caution.
7. Do not store frequently-used objects above shoulder height or below knee height.
8. Never reach into office machines without turning them off and unplugging them if possible.
9. Keep their work area free of trip hazards such as storage in walkways, cords across aisles and damaged floor coverings. Avoid using extension cords.

10. Inspect step stools/ladders before use. Employees should be sure to keep a stationary object in front of them when using a step stool to provide stability.
11. Never use defective or broken equipment. Employees should report these problems to their supervisor.

### 2113.3 Security

Employees should:

1. Always be aware of their surroundings. Employees should keep their head up and hands out of your pockets while walking to and from their car.
2. Immediately report any suspicious activity or persons to the Safety Coordinator or Human Resources and immediately report any theft to their supervisor.
3. When parking, remove all valuables from sight and lock car doors.
4. Keep all valuables (money, purse, jewelry, etc.) out of sight when at their desk. Do not bring large sums of money or other valuables into any District building.
5. Secure laptop computers, PDAs and other small electronic devices before leaving their workspace for extended periods of time.
6. Employees who are working alone and are in the office before or after regular business hours, on weekends or on holidays, should observe these additional guidelines:
  - Be sure doors close and lock after you.
  - Turn on lights as you move through the building.
  - Always be aware of the closest telephone, and do not hesitate to call 911 if you feel threatened.
  - Be sure that someone at home knows that you are at work and is expecting you to check in by a specified time.
  - As you leave the office, be sure to turn off all equipment, lights, etc., after use.

### 2113.4 ACHD Security Actions

Along with providing a safe, injury free work environment, the District also strives to provide a work environment that is secure. The following information pertains to the District security conditions. Any questions that you have concerning security alerts should be taken to the employee's immediate supervisor or the Human Resources Department.

#### 2113.4.1 ACHD Security Condition A – Day to Day

- Visitor sign in and sign out required
- Visitor badges required
- Employee badges required
- Employees to greet visitors in the reception areas
- Main entrance doors open (HQ, Adams, Cloverdale, and Commuteride)
- HQ lobby cipher doors open to Communications, HR and Legal)
- Adams and Cloverdale main gates open
- Random Adams/Cloverdale Superintendant building, resource (fuel, oil and chemical) and vehicle/equipment security checks in progress
- Random HQ building and resource (lab) Custodian security in progress
- Random Commuteride building and vehicle security checks in progress
- No lone individuals on site after hours (buddy procedures in effect)

#### 2113.4.2 ACHD Security Condition B – Increased Awareness

- Visitor sign in and sign out required
- Visitor badges required
- Employee badges required
- Employees to greet visitors in the reception areas
- Main entrance doors open (HQ, Adams, Cloverdale, and Commuteride)
- HQ lobby cipher doors open to Communications, HR and Legal)
- HQ/Adams/Cloverdale/Commuteride reception desk buddy system in place (two team members at the desk as determined by the Chief of Staff, Deputy Directors of Maintenance and Engineering)
- Adams and Cloverdale main gates open
- Increased Adams/Cloverdale Superintendant building, resource (fuel, oil and chemical) and vehicle/equipment security checks in progress
- Increased HQ building and resource (lab) Custodian security checks in progress
- Increased Commuteride building and vehicle security checks in progress
- No lone individuals on site after hours (buddy procedures in effect)

### 2113.4.3 ACHD Security Condition C – Perceived/Real Imminent Security Threat

- Main entrance doors closed and locked (HQ, Adams, Cloverdale and Commuteride)
- **No** visitors authorized
- Employee badges required
- All cipher doors closed
- All window shades closed
- HQ/Adams/Cloverdale/Commuteride reception desk buddy system in place (two team members at the desk as determined by the Chief of Staff, Deputy Directors of Maintenance and Engineering)
- Adams/Cloverdale main gates closed and locked
- Maintenance and traffic operations will hold in place either at ACHD or if on the work site until authorized to return to Adams and Cloverdale by the appropriate Deputy Director
- Hourly Adams/Cloverdale Superintendant building, resource (fuel, oil and chemical) and equipment security checks in progress
- Hourly HQ building and resource (lab), custodian security checks in progress
- Hourly Commuteride building and vehicle security checks in progress
- No lone individuals on site during or after hours (buddy procedures in effect)

### 2114 SEXUAL HARASSMENT POLICY

The District does not tolerate harassment of our job applicants, employees, clients, guests, vendors, customers or persons doing business with the District. Any form of harassment related to an employee's race, color, sex, religion, national origin, age, citizenship status, veteran status or handicap is a violation of this policy and will be treated as a disciplinary matter. See Policy Section 2511 for more information on the District's Sexual and Other Harassment Policy.

### 2115 CONSIDERATIONS FOLLOWING A SERIOUS ACCIDENT

Any work-related accident resulting in serious injury or the death of an employee presents significant emotional challenges for fellow employees as well as management. Following are some guidelines that may reduce the effects on fellow employees and minimize the impact from regulators.

1. Be prepared to talk to local police officials, prosecuting attorney investigators, coroners and compliance officers. Be aware that police and the prosecuting attorney can conduct criminal investigations. Be truthful, but do not speculate or offer unsolicited opinions, information or theories. Also be prepared for contacts from local news media. Consult with the District's Chief Information Officer prior to responding

to contacts from local news media. When possible, consult with Legal prior to responding to contacts from local police officials, prosecuting attorney investigators, coroners and compliance officers. Always operate under the assumption that regulators may investigate, and take steps to be sure that your entire work area is as prepared as possible.

2. Fatalities and incidents resulting in three or more employees receiving inpatient hospitalization must be reported within eight (8) hours to the closest OSHA area office. If after hours, the incident can be reported to OSHA at 1-800-321-6742.
3. Human Resources or the Director will contact the employee's next of kin to inform her/him of the circumstances. If possible, this contact should be made in person. Offer to provide transportation and/or other support.
4. Get all witnesses' names. If some witnesses are not employees, be sure to get full addresses and phone numbers.
5. Render safe any hazards created by the accident scene (i.e., material that may fall, leaking chemicals (only to the extent trained in hazardous materials response and in a manner consistent with the District's Standard Operating Plan for Right-of-Way Spill, Container and Debris Response), etc.). Rope off or otherwise isolate the accident scene early on to prevent it from being disturbed or becoming an attraction to onlookers.
6. Conduct an initial investigation. If equipment and/or duties directly involved in the accident are duplicated elsewhere in the company, take immediate steps to assure that there will be no re-occurrence of the accident.
7. Take pictures to document the scene. Note anything that may help you identify specific equipment involved such as serial numbers, license plate numbers, etc.
8. Follow the District's procedure for bloodborne pathogens in cleaning any bodily fluid spills.
9. Consider meeting with employees in small groups to discuss:
  - The serious accident that occurred
  - That all the necessary steps were taken to care for the person involved
  - That an accident investigation is being performed
  - That all employees will be kept informed
  - The availability of the employee assistance program (EAP) (if applicable)
  - Provide encouragement and request that employees work safely
10. Request your supervisors be alert for employees who may not be paying full attention to their jobs, thereby jeopardizing their own safety. During these discussions, do not discuss fault, discipline, opinions, etc.

## 2116 BLOODBORNE PATHOGENS

Blood and other bodily fluids can carry pathogens, which are capable of causing diseases in others. This includes HIV, which can lead to AIDS and hasten liver problems caused by hepatitis.

Because we cannot tell by looking at a person if he or she is infected with a pathogenic disease, we must take precautions following an illness or injury when bodily fluids are released.

In the event of a person losing bodily fluids, employees should stay away from the person unless they are trained in first aid and have equipment to render aid without risk of contamination; employees should warn other in the area to stay away from the person as well. However, employees may stay close to the ill/injured person to offer verbal support to him/her, just be sure to stay out of contact any bodily fluids.

If an employee finds spilled bodily fluids, a syringe or other medically-contaminated materials, the employee should not attempt clean it up by themselves unless they are authorized to do so. Call the Safety Coordinator immediately for instructions.

More information will be provided to each employee during training on Bloodborne Pathogens.

#### 2117 SAFETY FOOTWEAR

All regular employees are eligible to participate in the safety footwear policy. However, participation is not mandatory. ACHD reserves the right to change the benefits it gives to its employees at anytime.

The individual cost of ACHD's contributions to this program will be added to each employee's wage as the program is used and will be taxed according to IRS guidelines.

ACHD will reimburse field employees a percentage of the cost of safety-toed, safety-rated boots. This benefit is also provided to Equipment Shop personnel. Please see a representative from the Human Resources Department for additional information regarding safety footwear reimbursement or the schedule of benefits.

#### 2118 SAFETY GLASSES

All regular employees are eligible to participate in the safety glasses policy. However, participation is not mandatory. ACHD reserves the right to change the benefits it gives to its employees at anytime.

The individual cost of ACHD's contributions to this program will be added to each employee's wage as the program is used and will be taxed according to IRS guidelines.

ACHD will reimburse employees a percentage of the cost of safety glasses. Please see a representative from the Human Resources Department for additional information regarding safety glasses reimbursement or the schedule of benefits.

#### 2119 AIR QUALITY

During certain times of the year (fall and winter, especially), the air quality in the Treasure Valley can become poor due to many factors including smoke, pollen, and other pollutants. The District recognizes that when the quality of air in the valley reaches a **Red** status (meaning that AQI (Air Quality Index) values are between 151 and 200), everyone may begin to experience health effects. In such instances, the District will

suspend all outdoor work activities. During this time all workers whose jobs require them to be outside on day-to-day bases will be asked to return to their base of operations (Cloverdale/Adams) for further assignment. There is a possibility that workers will be sent home for the remainder of the day (with pay); however this is up to the discretion of management.

## 2120 VEHICLE USE POLICY

This policy applies to vehicles owned, leased or rented to the District and personally-owned vehicles driven by employees on behalf of the District.

### 2120.1 Safe Operation of Vehicles

The following policy has been established to encourage safe operation of vehicles and to clarify insurance issues relating to drivers and The District.

- All drivers must have a valid driver's license.
- Motor vehicle records will be checked periodically. Driving privileges may be suspended or terminated if the employee's record indicates an unacceptable number of accidents or violations.
- The employee must notify its supervisor immediately of any change in its license status or driving record.
- All drivers will have their DMV report pulled every six (6) months (CDL driver's every three (3) month's) to ensure that they are properly licensed.

### 2120.2 Operating Own Vehicle for District Business

When an employee is operating his/her own vehicle for District business:

- The employee's Personal Auto Liability insurance is the primary payer. The District's insurance is in excess of coverage.
- Evidence of insurance coverage is to be provided to the District each year by a copy of the employee's insurance policy declaration page or a certificate of insurance for the vehicle.
- The District is not responsible for any physical damage to the employee's vehicle. The employee must carry its own collision and comprehensive coverage.
- Employees are required to report their mileage for expense reimbursement.

### 2120.3 Accident

In the event of an accident, employees should:

- Take necessary steps to protect the lives of themselves and others.
- Comply with police instructions.
- Do not assume or admit fault. Others will determine liability and negligence after thorough investigation.
- Report the accident to the District as soon as possible.

DISTRICT EMPLOYEE SAFETY HANDBOOK  
ACKNOWLEDGMENT FORM

(Employee Copy)

The District is firmly committed to your safety. We will do everything possible to prevent workplace accidents and are committed to providing a safe working environment for you and all employees.

We value you not only as an employee but also as a human being critical to the success of your family, the local community and our organization.

You are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents/incidents (no matter how slight) are to be **immediately** reported to the supervisor on duty.

A key factor in implementing this safety policy will be the strict compliance to all applicable federal, state, local laws and the District's safety policies and procedures. Failure to comply with applicable laws and these safety policies may result in disciplinary actions. Respecting this, the District will make every reasonable effort to provide a safe and healthful workplace that is free from any recognized or known potential hazards. Additionally, The District subscribes to these principles:

1. All accidents are preventable through implementation of effective safety and health control policies and programs.
2. Safety and health controls are a major part of our work every day.
3. Accident prevention is good business. It minimizes human suffering, promotes better working conditions for everyone, holds the District in higher regard with customers and increases productivity. This is why the District will comply with all safety and health regulations that apply to the course and scope of operations.
4. Management is responsible for providing the safest possible workplace for employees. Consequently, management of the District is committed to allocating and providing all of the resources needed to promote and effectively implement this safety policy.
5. Employees are responsible for following safe work practices, company rules and for preventing accidents and injuries. Management will establish lines of communication to solicit and receive comments, information, suggestions and assistance from employees where safety and health are concerned.
6. Management and supervisors of the District will set an exemplary example with good attitudes and strong commitment to safety and health in the workplace. Toward this end, management must monitor the company's safety and health performance, working environment and conditions to ensure that program objectives are achieved.
7. Our safety program applies to all employees and persons affected or associated in any way by the scope of this business. Everyone's goal must be to constantly improve safety awareness and to prevent accidents and injuries.

Everyone at the District must be involved and committed to safety. Together, we can prevent accidents and injuries and keep each other safe and healthy in the work that provides our livelihood.

By signing this document, I confirm the receipt of the District's Employee Safety Handbook. I have read and understood all policies, programs and actions, as described, and agree to comply with these set of policies.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_  
(Printed)

Date: \_\_\_\_\_



DISTRICT EMPLOYEE SAFETY HANDBOOK  
ACKNOWLEDGMENT FORM

(ACHD Copy)

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