

TOWN OF LOS GATOS

SAFETY RULES

JULY 1, 1991

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TO ALL TOWN OF LOS GATOS EMPLOYEES:

FOREWORD

A common belief is that job injuries happen as a result of poor tools or equipment. However, statistics show that only a small portion of job injuries are caused by unsafe conditions; most are caused by unsafe acts. In other words, most job injuries could be prevented by following safe work procedures.

Job injuries can be costly to the employee, Town, and ultimately to the taxpayer. These injuries result in lost time, increased medical fees, and increased worker's compensation benefit payment costs. Injuries may cause pain and suffering to the injured employee and a reduced income for that employee's family if a long-term disability occurs. Also, the more that is spent for worker's compensation costs, the less there is available for pay and benefit improvements.

This booklet provides valuable information which each and every employee should understand and use. If the guidelines are followed, safer working conditions will result. Safety is, after all, the responsibility of each and every employee.

The Town of Los Gatos is committed to the improvement of working conditions to provide protection to employees. If we all work together as a team and perform our jobs in the safest possible way, we can make our Town an even safer place to work.

David Knapp, Town Manager

Rev.Date 11/9/92

1.0 GENERAL SAFETY RULES - DEPARTMENT HEADS AND SUPERVISORS

- 1.1 All department heads and supervisors are responsible for the enforcement of safety rules for employees under their supervision.
- 1.2 Department heads and supervisors shall be responsible for familiarizing employees with the hazards of the job to which they are assigned and shall instruct personnel in the safe methods of performing the job.
- 1.3 Department heads and supervisors shall make reasonably frequent observations of employees who work under their charge to ascertain that they continue to work in a safe manner, and in accordance with the safe practices covering the specific work.
- 1.4 At the end of each shift, department heads and/or supervisors shall inspect work areas for proper housekeeping and for fire or other hazards and see that they are left in a safe condition.
- 1.5 No employee (except public safety personnel) shall be assigned to work under unsafe conditions and no employee shall be assigned to work with unsafe tools or equipment.

2.0 GENERAL SAFETY RULES - EMPLOYEES

- 2.1 Employees, as a condition of employment, must wear or use all safety equipment and/or guards provided, as required.
- 2.2 Employees shall report all safety hazards observed to their supervisor. Hazards may also be reported to the Safety Program Administrator or the Personnel Analyst (anonymously if desired).
- 2.3 Employees must obey all safety rules and regulations.
- 2.4 Safety suggestions from your supervisor or fellow-worker are primarily for your benefit and should be accepted as such.
- 2.5 Pay strict attention to your work. Fighting, joking and horseplay will not be tolerated.
- 2.6 Warning signs and signals are posted to point out dangerous conditions and shall be obeyed.
- 2.7 No employee shall remove, displace, destroy, damage or carry off any safety device, safeguard, or warning unless instructed to do so by his supervisor.
- 2.8 Employees shall use safety equipment appropriate to the job, such as safety glasses, gloves, and hard hats.
- 2.9 The person in charge shall see that warning signs, lights, and devices are provided for any work that is done in streets or other exposed locations as specified by the department rules or the State Law.
- 2.10 Operators and passengers in Town vehicles equipped with seat belts must wear them when the vehicle is in operation. The driver is responsible for not moving the vehicle until all

- 4.5 Wear protective goggles, respiratory equipment, and protective clothing when the inhalation of fumes or hazardous substances or injurious bodily contact with acids or other corrosive materials may occur.
- 4.6 Wash out eyes with large quantities of clean water immediately if chemicals splash into them, and report to a doctor or emergency room immediately.
- 4.7 All spilled acids or caustics shall be cleaned up immediately. Spilled acid shall not be mopped up with organic materials such as sawdust, waste, or cloth. Use neutralizing agents such lime baking soda, then wash down with water following cleanup.
- 4.8 Containers of injurious chemicals or hazardous substances shall be plainly labeled, indicating hazards and precautionary measures to be observed.
- 4.9 Only authorized personnel shall use pesticides, herbicides, fungicides, or any agricultural chemicals having critical toxicity ratings.
- 4.10 Rules stating the proper safety equipment required will be posted at the storage area of chemicals, hazardous substances, pesticides, and herbicides.

5.0 ELECTRICITY

- 5.1 Only authorized and qualified electricians shall make repairs or work on electrical equipment except for minor work.
- 5.2 Steam, water or oil leaks near electrical equipment shall be reported immediately to the supervisor in charge.
- 5.3 Electrical equipment which is heating excessively or sparking shall be shut off and an electrician called to correct the situation.
- 5.4 Working surfaces shall be kept dry when working with, or near, electrical apparatus.
- 5.5 All portable and fixed electrical equipment must be securely grounded before using.
- 5.6 No equipment or machinery shall be operated within ten (10) feet of any high tension power line. No employee shall work within ten (10) feet of any high tension power line.
- 5.7 All electrical wires must be considered live until proven otherwise.
- 5.8 A switch shall not be closed without full knowledge as to why the circuit is open. The tag on a switch shall be removed only by the person who tagged the switch open or by a authorized relief person.
- 5.9 Do not use any electrical equipment with frayed or otherwise deteriorated insulation.
- 5.10 The use of make-shift or over-capacity fuses and circuit breakers is prohibited.
- 5.11 No employee, except authorized electricians, shall work on live circuits.
- 5.12 Employees should stand on insulating mats when operating electrical switch gear.
- 5.13 No metal ladders shall be used within six (6) feet of live circuits.

7.0 FIRE PREVENTION

- 7.1 No open flames or smoking shall be permitted in areas where flammable gases or liquids are stored or used. "No Smoking," and "No Open Flames" signs shall be posted.
- 7.2 Flammable liquids shall be stored and properly labeled in approved safety cans. Drums of flammable liquids shall be stored in an upright position and dispensing shall only be done with an approved crank type pump. All drums of flammable liquids shall be properly grounded.
- 7.3 The dispensing of flammable liquids shall be done in an approved mixing and dispensing room or in the open and well away from open flames and other sources of ignition, and all containers shall be grounded or bonded.
- 7.4 A fire extinguisher of carbon dioxide or dry chemical type shall be provided in all areas for storing, dispensing, mixing or handling of flammable liquids.
- 7.5 Open flame heaters, including water heaters, shall be properly guarded and located. No clothing or combustible material shall be stored in close proximity to any open flame or electric heater in such a manner as to permit ignition.
- 7.6 Care should be exercised in the proper location and selection of a proper type of fire extinguisher. Learn the location of and proper use of fire extinguishes and hose lines.
- 7.7 In the event that circumstances require the use of a carbon dioxide fire extinguishers in enclosed spaces or maintenance holes, extreme caution shall be exercised to insure that no one enters the enclosed space until the carbon dioxide has been expelled by ventilation.
- 7.8 The carbon dioxide or dry chemical type fire extinguisher should be used on electrical fires. Foam, soda and acid, and water-type fire extinguisher shall not be used to fight-electrical fires as the stream of fluid may conduct electricity.
- 7.9 All departments shall insure periodic inspection and proper care of fire extinguishers. When an extinguisher appears to be in doubtful condition report it immediately to the supervisor. Fire extinguishes shall be serviced at least once a year and immediately after being used.
- 7.10 Fire extinguisher maintenance shall be done by a licensed vendor.
- 7.11 Exit signs and directional exit signs, when required, shall be properly maintained. Exit doors must be unlocked when the building is occupied and free passage to and through these exits must be maintained at all times. Know the exits from the building in which you work.
- 7.12 Passageways and work areas around fire fighting equipment must be kept unobstructed at all times.
- 7.13 Oil and paint-soaked rags shall be stored only in approved safety containers. Disposal of such rags shall be only in safe receptacles placed outside the building daily, or in approved safety containers.
- 7.14 All waste materials, other than minor amounts in waste baskets in areas of constant supervision, shall be stored in covered metal, or metal-lined receptacles or bins.

- 8.17 Inspect hose lines frequently for leaks. Do not place torches in cans or leave in unventilated places.
- 8.18 Welders must be certain approved fire-fighting equipment is nearby before starting welding operations.
- 8.19 In a situation where you have a gas cylinder in a confined area that has developed a leak, all pilot lights must be extinguished by shutting off the main gas meter; also the main electric meter should be shut off so as to prevent ignition of gas by pilots and sparks. The leaky cylinder should then be removed to an open area as soon as it is safe to do so. If a chlorine cylinder is leaking, call 911 for aid. Do not use water. **CAUTION, Chlorine is a highly poisonous substance.**

9.0 HAND TOOLS

- 9.1 Always use the proper tools for the job and examine them for flaws, correct sizes and cutting edges before using. If tools are found to be defective, return them for proper tools before starting the job.
- 9.2 Pliers or cutters shall not be used on nuts, pipe fittings, etc. The wrench designed for the particular job should be used.
- 9.3 Keep hand tools clean at all times to avoid slipping, glancing, etc.
- 9.4 Use wrenches of proper size for the job, and place them so the pull forces the jaws onto the nut or stud head.
- 9.5 Tools with mushroomed heads or hammers and other tools with split or loose handles shall not be used until repaired.
- 9.6 Files shall be used only when equipped with handles.
- 9.7 Normally a piece of pipe is not to be used to extend a wrench handle for leverage. If such action becomes necessary, extreme caution should be exercised to prevent accidents.
- 9.8 Only spark-proof tools shall be used near explosives or in explosive atmospheres.
- 9.9 Sharp pointed tools shall be carried in sheaths instead of loose in the pocket.
- 9.10 Whenever possible, only soft metal, hard rubber, or rawhide hammers shall be used for striking hardened steel or other brittle metals. Extreme caution shall be exercised when it is necessary to deviate from this general rule, such as when hammer and chisel are being used.
- 9.11 Keep hands out of path of sharp tools. When using knives or chisels, cut away from instead of toward your body.
- 9.12 Do not leave tools lying where others can slip or trip over them.
- 9.13 Do not leave chuck wrench in chuck of drill, and unplug drill before replacing bits.
- 9.14 When using pneumatic tools always shut off air at manifold and bleed air hose before disconnecting machine, hand tools, or air hose.

- 10.7 Materials shall be stored or placed only in authorized areas.
- 10.8 Defective or broken strapping on cargo shall be removed, repaired, or replaced before handling.
- 10.9 Material should not be thrown from elevated places to the floor or ground. Suitable lowering equipment should always be used for this purpose.
- 10.10 Neckties, finger rings, and loose clothing should not be worn by personnel handling stores or material, near any rotating machines, or electrical connectors (including vehicle batteries).
- 10.11 Lifting or lowering operations being performed by several persons shall be done on signal from one individual and only after everyone's feet and hands are in the clear.
- 10.12 Wheelbarrows, hand trucks, and other similar devices shall not be so heavily loaded, or loaded so unbalanced, that they cannot be easily handled.
- 10.13 All stacked materials, cargo, etc., shall be arranged in an orderly manner for convenient and safe handling.
- 10.14 Before any material is handled, it shall be examined for sharp edges, protruding points or sharp objects, signs of weakness, or other factors likely to cause injury to persons handling objects. These defects noted should be rendered harmless before proceeding with the operation.
- 10.15 When removing bulk material from piles, or when excavating, never undercut the pile or excavation so that you will have to work under overhanging material.

11.0 HOUSEKEEPING

- 11.1 Each employee shall be responsible for cleaning up his or her own working area.
- 11.2 Aisles and passageways shall not be used for the storage of hand trucks and stock.
- 11.3 Oil or grease, when spilled on floor, shall immediately be wiped up or sprinkled with absorbent floor compound.
- 11.4 Gather up all tools and return them to their proper places. Make sure that no tool or other appliance has been left in any machine or other place where it might fall or cause damage when the power is turned on.
- 11.5 Walkways, stairways, and fixed ladders shall be kept free of obstructions.
- 11.6 Return all surplus materials to stock.
- 11.7 The desk, bench, or work area to which you are assigned should be clean and neat. Keep tools and equipment arranged in a safe, orderly manner.
- 11.8 Remove handles from jacks when not in use.
- 11.9 Welding leads, electric, steam and air lines should be kept off floors by use of trees and hooks whenever possible.

- 12.14 Tools and materials shall not be left unsecured in any elevated place. When practicable, the area beneath overhead operations should be roped off and marked with warning signs.
- 12.15 Portable leads or air hoses should not be run down ladders nor run across or in front of ladder landings.
- 12.16 Riding the hook, ship boxes, or leads, except specially devised equipment for elevated work, is prohibited.
- 12.17 All air lines, electrical cables, water hoses and sludge-pumping hoses used in connection with staging shall be run underneath staging planks to cut down tripping hazards and obstruction of planking.
- 12.18 All ladders that are portable shall be equipped with safety feet.
- 12.19 Employees shall immediately report any damaged ladder or scaffolding to their supervisor, and place a sign or warning on the ladder so that it is not used until repaired.
- 12.20 Never try to shift a ladder while on it.
- 12.21 Be sure hands and feet are free from grease and dry before climbing any ladders.
- 12.22 Metal, portable ladders shall be legibly marked with warning signs stating: "CAUTION - DO NOT USE AROUND ELECTRICAL EQUIPMENT," or equivalent wording.

13.0 MACHINERY

- 13.1 Employees shall never operate machinery or equipment without proper authority and only after receiving full safety operating instructions from their supervisors.
- 13.2 All gears, belts, pulleys and other power transmission equipment shall be adequately guarded.
- 13.3 Guards and safety devices shall be kept in place at all times except when necessary to remove for repair or maintenance.
- 13.4 Machinery should normally be stopped to add oil, adjust or clean.
- 13.5 A brush shall be used for cleaning chips away from equipment, machinery or work benches. Hands shall never be used to brush dirt, chips or other material.
- 13.6 Loose clothing, gloves, neckties, bracelets, or rings should not be worn when working with rotating machinery, or electrical circuits (including vehicle batteries).
- 13.7 Never apply a wrench to moving machinery; stop the machinery, then carefully remove all tools before starting again.
- 13.8 Tool rests, guards and eye shields shall be kept in adjustment on grinding wheels at all times. Also, wear proper eye protection when using the grinding equipment.
- 13.9 Do not leave machines running unattended.
- 13.10 Machine operators should not be distracted while on the job.

- 14.12 Trucks shall not be backed up without a person on the ground at the rear of the truck visible to the driver to insure that the backing area is clear and safe, except if alone, he/she shall dismount and check the area to the rear before backing.
- 14.13 Elevated dump truck bodies shall be securely blocked at any time when working underneath.
- 14.14 All drivers shall obey and comply with the provisions of the California Vehicle Code.
- 14.15 Drivers shall in no way deactivate or muffle any backup warning devices.
- 14.16 No riders shall be permitted on construction equipment or industrial trucks unless provided with safe and adequate riding facilities.
- 14.17 Engines are to be stopped and ignition keys removed when parking or leaving vehicles.
- 14.18 All employees who drive Town vehicles shall have a valid California Driver's License or operator's license as required for the equipment operated. It is the employee's responsibility to have a valid operator's license before driving any vehicle. An employee whose license has become invalid shall notify his or her supervisor immediately.
- 14.19 Employees are required to obey all California traffic regulations. Cost for violations of traffic laws is the responsibility of the employee.
- 14.20 Articles, tools, equipment, etc., placed in cars or truck cabs shall be stored in such a manner as not to interfere with vision or the proper operation of the vehicle in any way.
- 14.21 Car radios, including cassette decks, shall be used at a volume low enough as not to interfere with hearing or the proper operation of the vehicle in any way. "Walkman" type headsets are illegal and are not to be used while driving, according to the California Vehicle Code.
- 14.22 Heavy equipment, such as tractors, loaders, graders, etc., requires extra caution during operation. Before and during the operation of such heavy equipment, be sure to:
 - 14.22.1 Check the work site for dangers such as drop-offs and hills with loose soil.
 - 14.22.2 Ascertain where other workers are assigned on the work site, and that they are aware of your intended work path.
 - 14.22.3 Maintain watch for public who may enter the work site.
 - 14.22.4 Know your equipment limitations and your personal limitations in the operation of that equipment, and do not exceed either

15.0 OFFICE SAFETY

- 15.1 All defective equipment shall be reported to the immediate supervisor who will take steps to correct the unsafe condition.
- 15.2 Do not run, jump or horseplay at any time.
- 15.3 Make sure that fingers are clear of the paper cutter blade before pushing down on blade.

16.0 PROTECTIVE CLOTHING AND SAFETY DEVICES

- 16.1 Appropriate protective clothing and safety devices provided shall be worn by employees.
- 16.2 Hard hats shall be worn by employees exposed to hazards of flying or falling objects.
- 16.3 Proper type eye protection for the job shall be worn by employees working in locations where eye hazards due to flying particles, hazardous substances or injurious light rays are inherent in the work or environment.
- 16.4 Approved face-protection welding helmets must be worn by all employees engaged in gas or electric welding. Skin should be adequately protected against flash-burns.
- 16.5 Gloves of an appropriate type shall be worn when handling rough, sharp, and hot materials, as well as chemically active substances.
- 16.6 Gloves, heavy soled boots, and where appropriate, protective clothing shall be worn during the handling of hot asphalt.
- 16.7 Foot guards shall be worn by the person operating pavement breakers.
- 16.8 Respirators or other approved breathing devices shall be worn by employees when working in areas containing dusts or mists, which if breathed, would cause bodily injury. Use approved respiratory devices for fumes, vapors or gases where there may be an oxygen deficiency or concentration of harmful gases.
- 16.9 Ear protection shall be worn by those individuals whose work environment exceeds the permissible limits established by the General Industry Safety Orders of California and Federal OSHA. "Walkman" type headsets are not approved for this purpose.
- 16.10 Appropriate footwear for the type of work being performed shall be worn by all employees. Toe guards shall be worn at all times when operating a jackhammer or air powered tamper.
- 16.11 Orange safety jackets or vests shall be worn by all city employees, except those in the Police, who are working or observing work being done in or near any highway, road, or street:
 - 16.11.1 When an employee is working on any street or road (not barricaded or coned work zone).
 - 16.11.2 When an employee is working on a State highway or as a flagman.
 - 16.11.3 When an employee is working in a barricaded or coned work zone that cannot be seen for two hundred (200) feet.
 - 16.11.4 When an employee leaves the barricaded or coned work zone frequently.
- 16.12 Orange safety jackets/vests shall be the approved type. Orange shirts and orange street jackets shall not be considered standard safety jackets/vests. Orange safety jackets/vests shall be kept in good condition and clean.
- 16.13 Orange safety jackets/vests are not a substitute for the proper use of warning signs, cones and barricades when working on or near any street, road or highway.

18.0 TREES

- 18.1 When working in wet or damp trees, extra caution should be used since wet bark may be slippery and rope knots may slip if rope is wet.
- 18.2 As a general rule, only one person should work in a tree at a time - especially during pruning operations near electric wires.
- 18.3 Hard hats will be worn at all times by all employees working on tree-trimming crews. In winter, an inner liner can be worn under the hat for warmth.
- 18.4 Never touch a branch which is on the conductors and not attached to the tree. If you do, and complete the circuit, you will be electrocuted.
- 18.5 Before using any spray materials, read the label carefully and follow the directions. Some spray materials are poisonous, and cautions and directions for handling will be given on the label.
- 18.6 When applying sprays, the operator should keep out of the drifts as much as possible.
- 18.7 Ground personnel should stay away from under the bucket and work area.
- 18.8 Place traffic signs or cones to front and rear to divert foot and vehicle traffic away from the immediate work area.
- 18.9 Lower outriggers before moving bucket. To maintain truck stability on soft ground, a heavy plank may be used under the outrigger foot pad.
- 18.10 To prevent falling, the operator, upon entering the bucket, should fasten his safety belt to the ring provided, and assure himself that the tools are securely stowed.
- 18.11 Before going aloft, the operator should make a complete survey of overhead conditions, to become familiar with the location of lines, poles, buildings, tree limbs, guys or other obstructions which might present a hazard to the operation.
- 18.12 Goggles or safety glasses must be worn where there is danger of eye injury from flying objects.
- 18.13 No machinery or equipment shall be used within ten (10) feet of any live circuit unless operated from a completely insulated boom.
- 18.14 If contact is accidentally established between the boom and a power wire or charged telephone wire, strand, or cable, always bear in mind that the entire truck and its contents may become electrically charged. If this happens, break contact immediately; or, if not possible to do so, alert everyone on the ground not to attempt to enter or leave the truck or touch any part of it while on the ground.
- 18.15 During the use of a chain saw above the ground, the operator should wear a safety belt with the line from the safety belt securely attached to the tree in such a way as to preclude the possibility of the life line being fouled by falling branches or debris.
- 18.16 The operation of a chain saw while standing on a ladder shall be avoided whenever possible.

Exhibit 2 – ACKNOWLEDGMENT PAGE

General Safety Rules

Town of Los Gatos

I have read and understood the Safety Rules. I will abide by the rules as outlined in this booklet.

Employee Signature

Date

Vehicle Operating Rules

Town of Los Gatos

I have read and understand the instructions I have received on the safe use of:

VEHICLES

FORK LIFTS

Employee Signature

Date

