Tulare Public Cemetery District

Codes of Safe Practice

Codes of Safe Practice Revised October 12, 2021

TULARE PUBLIC CEMETERY DISTRICT'S CODES OF SAFE PRACTICE

SAFETY RULES

In order to maintain a safe and productive work place it is necessary to have rules that govern employees' behavior and job performance. Violation of these rules may result in disciplinary action and possibly immediate dismissal. Please be aware that our firm reserves its right to terminate the employment relationship at any time, for any reason, with or without cause, and with or without prior notice.

We have established Codes of Safe Practices which are specific safety rules which all employees must follow. The following list of safety rules is not a complete list. Your supervisor will provide you with additional information or training as necessary or deemed appropriate.

GENERAL RULES

- You must be at least 18 years of age to operate, adjust or repair any power driven equipment including autos, trucks, edgers, mowers, weed eaters, blowers, forklifts, compactors, slicers, saws, mixers, grinders and similar equipment.
- If you are unsure of how to do a job, ask your supervisor.
- Do not take chances or work without the proper safeguards.
- Work at a speed that is safe for job conditions.
- Watch for hazardous conditions and report them immediately.
- Be sure to report all injuries, no matter how minor, to your supervisor.
- Horseplay, scuffling, and other acts which tend to have an adverse influence on the safety or well-being of the employees are banned.
- Eating, drinking, and smoking are prohibited in all areas except in designated areas.
- At no time will work clothing or equipment that has been contaminated be removed from our firm's property.
- No one will modify a safety device so that it does not perform its intended function.
- Heed all warning signs as they caution you about hazards or conditions detrimental to your safety.
- No one will knowingly perform any act that may result in harm to anyone or company property.
- Eye protection will be worn by all employees when appropriate.
- Individual protective clothing and protective devices will be worn as instructed by a supervisor.
- No equipment will be operated unless all guards and other safety devices are in place and functioning properly.
- All employees are expected to know the location of exits, alarms, fire extinguisher, eye wash stations, safety showers, hoses, and telephones in their work area. This applies to all operating areas, offices, parking and other sites.
- Employees will ensure that they have easy access to alarms, exits, fire extinguisher, electrical panels, eye wash stations, emergency showers, and all other emergency equipment.
- All temporary conditions that present unusual hazards such as excavation, overhead work, or chemical exposure, will be appropriately guarded by the use of ropes, signs and barricades. These guards and warnings will be observed by all employees.
- Possession or use of alcohol or drugs is strictly forbidden on company properties or anywhere on company time.
- The maximum allowable speed for any vehicle on company premises is 10 m.p.h.
- Employees who drive company vehicles will:
  A. Obey all traffic laws, including speed limits;
  B. Provide proof of a valid driver's license; and
  C. Refrain from the use of alcohol before and during driving.

BACK SAFETY

Lifting things and moving them from one place to another is a very simple operation. However, if this operation is done incorrectly, it may cause many injuries.

You can wrench your back or pull a muscle, or crush or pinch your hands or feet.

Learn how to lift and prevent injuries.

- Use the right kind of personal protective gear. Hand protection and safety shoes are a must for most lifting jobs. Some lifting jobs might call for hard hats and goggles.
- If it is too big or too heavy for you to handle alone, get help.
- Check the material for staples, nails, splinters, rough stripping that might injure your hands.

Lifting procedures

- Face the load.
- Put one foot alongside the object, and one foot behind.
- Bend at the knees, let your legs do the work.
- Keep back straight and the load as close to your body as possible.
- Get a good, firm grip with the palms of your hands, while lifting by straightening your legs.
- Avoid twisting as you turn with a load. Shift and turn with your feet instead.
- Don't try to lift something above waist level in one motion. Set the load on a table or bench, then change your grip for lifting higher.
- To put the object down, just follow the lifting procedure, but in reverse.

PROTECTION FROM WILDFIRE SMOKE

Smoke from wildfires contains chemicals, gases and fine particles that can harm health. The greatest hazard comes from breathing fine particles in the air, which can reduce lung function, worsen asthma and other existing heart and lung conditions, and cause coughing, wheezing and difficulty breathing. Particulate matter can irritate the lungs and cause persistent coughing, phlegm, wheezing, or difficulty breathing. Particulate matter can also cause more serious problems, such as reduced lung function, bronchitis, worsening of asthma, heart failure, and early death.
People over 65 and people who already have heart and lung problems are the most likely to suffer from serious health effects.

Determine if there is Harmful Exposure

The smallest and usually the most harmful particulate matter is called PM2.5 (solid particles and liquid droplets suspended in air with an aerodynamic diameter of 2.5 micrometers or smaller).

With exceptions, emergency regulation section 5141.1, Protection from Wildfire Smoke, applies to workplaces and operations where the current Air Quality Index (AQI) for PM2.5 particulate is 151 or greater ("unhealthy") and where the employer should reasonably anticipate that employees may be exposed to wildfire smoke. Reference section 5141.1 for details on the scope and application of this regulation.

Section 5141.1 requires employers to determine employee exposure to PM2.5 for worksites covered by this section, before each shift and periodically thereafter as needed. This can be accomplished by any of the following methods:

- Checking AQI forecasts and current AQI for PM2.5 from the following web sources:
- U.S. EPA AirNow
- U.S. Forest Service Wildland Air Quality Response Program
- California Air Resources Board
- Local air pollution control district
- Local air quality management district

Obtaining (by telephone, email, text, other effective method) AQI forecasts and the current AQI for PM2.5 directly from:

- EPA
- California Air Resources Board
- Local air pollution control district
- Local air quality management district

The employer also has the option of measuring current PM2.5 levels with a direct reading instrument, provided it is done so according to the requirements in section 5141.1 on

Protect Workers if the Outside Air is Harmful

Employers must take the following measures to protect workers when the current AQI is 151 or greater:

- Implement a system for communicating wildfire smoke hazards in a form readily understandable by all affected employees, including provisions designed to encourage employees to inform the employer of wildfire smoke hazards without fear of reprisal.
- Training employees according to section 5141.1 Appendix B.
- Implement engineering controls, when feasible, to reduce employee exposure to PM2.5 to less than a current AQI of 151 (or as low as feasible if less than a current AQI of 151 cannot be achieved). Examples include providing enclosed structures or vehicles for employees to work in, where the air is filtered.
- Whenever engineering controls are not feasible or do not reduce employee exposures to PM2.5 to less than a current AQI of 151, implement changes to work procedures or schedules when practicable. Examples include changing the location where employees work or their work schedules.

- Provide proper respiratory protection equipment, such as disposable filtering facepiece respirators (dust masks), other half facepiece respirators, or full facepiece respirators*. See the following webpages and the "Resources" section below for further information on providing respirators to employees.

*To filter out fine particles, respirators must be labeled N-95, N-99, N-100, R-95, P-95, P-99, or P-100, and must be labeled as approved by the US National Institute for Occupational Safety and Health (NIOSH). Full facepiece respirators provide at least five times as much protection from fine particles as half facepiece respirators such as filtering facepiece respirators (dust masks).
The employer must provide respirators for employee use on a voluntary basis when the current AQI for PM2.5 is equal to or greater than 150 but less than 500. The employer must require employees to use respirators when the current AQI for PM2.5 is greater than 500.

ALCOHOL, DRUGS AND FIREARMS

The use, possession, transportation, promotion or sale of illegal drugs, controlled substances without a valid prescription, and/or drug paraphernalia by anyone while on Company premises is absolutely prohibited. Except where specifically authorized, the use, possession or transportation of alcoholic beverages, firearms or weapons is also prohibited.

Violation of these rules by an employee while on Company business or premises may result in disciplinary action up to and including discharge and referral to law enforcement agencies. Employees who violate these prohibitions will not be allowed on Company premises and may be referred to law enforcement agencies for their action.

EMPLOYEE PERSONAL SAFETY

- Be in good physical condition before starting work; get adequate sleep.
- Be careful of the hazard of traffic in parking lot, being fully aware of traffic moving in all directions.
- Keep as clean as possible when handling cleaners, chemicals, lubricants or paint.
- Wash thoroughly before meals, especially after handling materials that may be hazardous to your health.
- Wear appropriate clothing for the job to be accomplished. Loose clothing, rings, and jewelry may be dangerous around machinery when in operation.
- All employees should know the location of First Aid Kits and Fire Extinguishers and how to use them.
- Gloves shall be worn at all times when handling rough or caustic materials.

GENERAL WORK AREA

Safe Workplace Conditions

- Report all unsafe conditions to your supervisor or the Safety Officer. A form for that purpose has been provided and you need not fear reprisal for reporting hazards.
- Report all accidents, injuries and illnesses to your supervisor or the Safety Officer.
- Report all equipment that fails to work properly to maintenance, your supervisor or the Safety Officer.
- Means of egress shall be unblocked, well-lighted and unlocked during work hours.
- Aisles and hallways shall be kept clear at all times.
- Become aware of the hazards posed by many common cleaning chemicals.
- Overhead cabinet storage doors must be kept closed except when you are actually accessing cabinets.
- Use only appropriate step stool or ladder to reach overhead storage.
- Use of rubber fatigue mat when standing for extended periods on cement floors.

Fire safety

- Fire extinguisher shall be kept clear at all times.
- Dispose of cigarette, cigar or pipe ashes properly.
- Use nonflammable waste baskets.
- Store oily or solvent-soaked rags in fireproof containers.
- Know evacuation procedures and the location of exits.
- Know the location and classes of fire extinguishers and how to use them.
- Do not store excessive combustibles including paper in work areas.

- In the event of a fire, sound alarm, call 911 and exit to the predesignated safe location.
- Upon hearing the emergency signal, stop work and proceed to the nearest clear exit. Gather at the appointed location.
- Only trained and designated workers may attempt to respond to a fire or other emergency.
- In case of earthquake, stand in doorway, away from glass, until the earthquake subsides.

OFFICE, CLERICAL & ADMINISTRATIVE WORKERS

Safe Workplace Conditions

- Use fingertip guards when handling paper.
- Store pencils and pens points down or flat in drawers.
- Sheath scissors, letter openers, razor blades or other sharp tools before storing.
- Adjust work station so that arms need not be raised during tasks.
- Adapt the components of your work station to minimize musculoskeletal injury, including adjustable equipment to the extent feasible.
- If you use a computer, adjust your Video Display Terminal (VDT) and keyboard work stations, to the background and lighting.
- Request a "no glare" screen for your VDT if needed.
- Consider background lighting levels and other measures to reduce vision strain when setting up your work station.
- VDT screen, keyboard and 10-key positions should be adjusted for comfort.
- VDT screens should be placed approximately 12 to 18 inches from your face, just below eye level.
- Use a cushioned shoulder pad on telephone handset to ease neck strain.
- Chairs should be adjusted for comfort with foot rests provided by management where needed.
- Sit with back straight and head level. Feet on the floor or a footrest and backs of knees at a 90 degree angle and slightly higher than the chair seat.
- The lower back should be supported to allow for a natural inward curve.
- Ensure that your work station has adequate electrical outlets to prevent overload and fire.
- Keep electrical and VDT cords and cables restrained and out of aisles.
- Cover electrical cords with floor guards to prevent tripping.
- Uneven floor coverings should be secured or reported for repair.

Safe Work Practices

- Workplaces shall be kept free of debris, floor storage and electrical cords.
- Take breaks away from video display terminals to rest eyes.
- Maintain adequate aisle space.
- Exercise caution in moving about the office.
- Open file cabinet and desk drawers one at a time and close them before leaving and when work is finished.
- Care should be exercised in closing file and desk drawers to avoid pinching your fingers or those of other employees.
- Use care to avoid striking sharp edges of furniture.
- When carrying loads, care should be exercised to avoid back injury, overexertion and strain.
- Lifting and carrying cartons of computer paper calls for safe lifting techniques.
- When opening cartons of computer paper, hold and operate blade away from you.
- Request assistance when lifting awkward or heavy items.
- Do not stack bankers boxes over 5 boxes high. Unstable boxes should be secured.
- Seek eye and vision care and use rest periods provided to relax eyes and body.
- Vary work to avoid repeated actions for prolonged periods.
- Follow training in preventing problems associated with VDT use and repetitive motion syndrome.
- Reduce possibility of stress by talking with supervisor job related problems. Seek guidance for unresolved work related or personal problems.

OFFICE EQUIPMENT

Filing Cabinet

- Close cabinet drawers when not in use.
- Do not open more than one drawer at a time.
- Place cabinets so that drawers do not open into aisles.
- Load cabinets starting from the bottom for stability.
- Secure cabinets to wall or floor.
- Use handles to close drawers to avoid catching fingers.
- Avoid overfilling cabinets to prevent paper and staple cuts.
- Do not keep heavy objects on top of tall filing cabinets.

Photocopier

- Do not attempt to operate the photocopier without first reading the operating instructions and warning placards.
- Keep all loose clothing away from operating parts of photocopy machine.
- Keep hands clear of heated fuser rollers.
- Do not use flammable aerosol products such as spray adhesives near the photocopier.
- Turn the photocopier off before you clean the interior to avoid damage to printer and personal injury to yourself.
- Do not open access door when photocopier is running.
- Never remove access cover or work near exposed electrical parts while power is connected.
- Do not attempt to clear a paper jam from machine without first shutting off or unplugging the photocopier.
- Lifting and carrying cartons of copier paper calls for safe lifting techniques.
- When opening cartons of copier paper, hold and operate blade away from you.

Paper Shredder

- Do not attempt to operate the shredder without first reading the operating instructions and warning placards.
- Keep all loose clothing away from shredding machine.
- Keep hands clear of shredding rollers.
- Do not attempt to clear a paper jam from machine without first unplugging the shredder.
- Do not allow any liquid to be poured into shredder or shredder waste bags.
- Do not force feed the machine as it could cause a jam.
- Empty and replace shredder waste bags when they become filled.

Stapler & Paper Cutter

- Ensure that protective covers are in place before operating paper shear or paper cutter.
- Blade on paper cutter to be kept in down & locked position when not in use.
- Do not put fingers in danger when cutting small items in paper shear or paper cutter.
- Maintain firm grip on blade handle.
- Do not cut too many papers at once.
- Do not attempt to operate the stapler without first reading the operating instructions and warning placards.
- Keep all loose clothing away from stapler.
- Keep hands clear of stapler operating head.
- Do not attempt to load stapler without first unplugging the stapler.
- Do not attempt to remove a jammed stapler without first unplugging the stapler.
- Do not force feed the machine as it could cause a jam.
- Do not allow staples to clutter other electrical equipment as it can short out electrical circuits.
- Use a staple remover to remove staples.

Letter Opener & Postage Machine

- Ensure that protective covers are in place before operating letter openers and postage machines.
- Do not put fingers in danger when using letter openers and postage machines.
- Do not put hand into rubber, cam-feed mechanism, causing abrasion or bruising.

- Do not attempt to operate letter openers and postage machines without first reading the operating instructions and warning placards.
- Keep all loose clothing away from letter openers and postage machines.
- Keep hands clear of cutter on letter openers.
- Do not attempt to remove a jam in letter openers and postage machines without first unplugging equipment.
- Do not force feed the machine as it could cause a jam.

MOWING

Much of mower safety, as well as the operation of any equipment, is common sense and good judgement. The following is an important list of rules and safety precautions to follow in the operation of push and ride-on mowers:

- Be thoroughly familiar with any mower before attempting to operate it.
- Read the operation manual on each piece of equipment.
- Make sure you are checked out on any mower by an experienced employee before attempting to operate it.
- Always look over your mowing area before starting.
- Be sure your working areas are free from dangerous objects and miscellaneous debris as rotary mowers can throw a foreign object a significant distance.
- Avoid mounds, rocks, etc. which could be hazardous to operator and equipment.
- Steep slopes should be avoided.
- Avoid extremely wet areas.
- Be constantly alert for overhanging limbs, etc. which could cause injury to operator.
- Always operate the equipment in a safe and reasonable speed.
- Excessive speed is hazardous to equipment and extremely dangerous.
- Wear protective clothing when appropriate.
- Goggles, gloves, work shoes, can be extremely important in certain areas.
- Avoid loose fitting clothing which can be caught in machinery.
- Make all. adjustments and repairs to mower only when engine is shut off, and plug wire is disconnected.
- Keep mower in safe operational condition by having all guards in place and proper maintenance after each usage.
- Avoid areas where the public is at an unsafe distance from mower operation.
- Always be alert to any potential dangers and use common sense and good judgment when operating any mower.

ASPHALT SAFETY

Asphalt is a strong adhesive used for road paving, roofing tar, roll-roofing, roofing felt, shingles, pipe covering, floor tile, waterproofing, and many other products and processes. Asphalt is a dark brown or black substance derived from crude oil. It may be a solid, a semi-solid, or a liquid. Other names for asphalt include road tar, road binder, mineral pitch, petroleum pitch, petroleum asphalt, and seal-coating material.

Asphalt is often mistakenly confused with "tar," "coal tar," or "pitch" because the appearance is similar and the substances may be used interchangeably in many industrial processes. Tar and pitch are derived from coal products that are chemically and physically different.

There are two main types of asphalt: straight-run asphalt or asphalt cement and air-blown or oxidized asphalt. Straight-run asphalt is used for paving roads, airport runways, and parking lots. Because of its solid to semi-solid nature, it must first be "cut" with a solvent to bring it to a more liquid state; this is known as cut-back asphalt. Highway workers are most likely to use straight-run asphalt. Air-blown asphalt has a high softening point and is used primarily in roofing, pipe covering, and similar situations.

Health effects from exposure to asphalt fumes can include headache, skin rash, sensitization, fatigue, reduced appetite, throat and eye irritation, cough, and skin cancer. Exposures to various chemical components of asphalt fumes are addressed in specific standards for general industry, such as the use of personal protective equipment (PPE).

Hazards:

Primary hazards of asphalt:

- fire and explosion hazards, and
- health hazards associated with skin contact, eye contact, and/or inhalation of fumes and vapors.

Fire Prevention and Control:

Since asphalt products are often stored and handled at elevated temperatures, fire prevention is extremely important. It is made from petroleum products and is usually heated between 150-200 degrees F. One of the greatest hazards in handling hot asphalt is exposure to a source of ignition. Sparks, electricity, open flames, incandescent material (lighted cigarette), or other possible ignition sources should be prohibited or otherwise strictly controlled in the vicinity of asphalt operations.

Distributors

Asphalt that is applied while at temperatures above flash point is especially vulnerable to combustion. For example, applying a prime coat with a distributor involves using cutback asphalt heated above its flash point. If a fire is initiated at the spray bar it may spread through accumulated asphalt deposits on the distributor chassis and destroy the vehicle. Therefore, asphalt distributors should be kept clean and free from asphalt accumulations.

Before spraying begins, the burners must be shut off. If practical, the hot parts of the burner should be permitted to cool.

Exterior parts of the distributor truck exhaust systems should be kept clean by wire brushing to remove debris that could ignite and fall in the path of the spray-bar.

When spraying is in progress, there is always the danger of a fire starting from a cigarette or match thrown down by a passerby. It is advisable to post a warning with the traffic signs indicating roadwork ahead and that spraying operations are underway.

A distributor spray-bar fire can be put out quickly if dealt with in the early stages. The spray-bar must be shut off at the earliest possible moment by closing the spray valve, or, if necessary, by stopping the pump.

To help ensure success, the distributor crew should be trained to put out this kind of fire. Dry chemical or carbon dioxide extinguishers should be stored in the cleanest place on the vehicle, preferably in the cab. A second extinguisher should also be available in case the first fails to operate.

Asphalt will support combustion if overheated in the presence of an adequate air (oxygen) supply. Some asphalt cements and air-blown asphalts are not combustible until heated above 232 °C (450 °F).

The combustibility of asphalt varies with the type and amount of solvent. Therefore, rapid-curing cut-backs are the most susceptible to combustion because their solvents have flash points near those of gasoline and naphtha. Medium curing cutbacks contain solvent with a flash point near that of kerosene. Slow-curing cut-backs contain oil of lower volatility and higher flash point as a solvent, and therefore these cutbacks are the least susceptible to combustion.

Asphalt cements and oxidized asphalts require heating to high temperatures for transfer and application. The resultant high temperature materials can cause severe burns, and precautions are necessary to prevent injury. Emulsified and cut-back asphalts may also be heated sufficiently to cause severe burns on contact.

Personal Protective Equipment

OSHA requires employees to use personal protective equipment (PPE) to reduce exposure to hazards when engineering and administrative controls are not feasible or effective.

PPE is necessary to protect against asphalt burns and irritation. In addition, many of the solvents used to cut asphalt can be absorbed through unprotected skin into the bloodstream, where they can travel throughout the body and cause damage to many different organs.

PPE recommended with heated asphalt:

- Chemical goggles and a 200 mm (8 inches) minimum sized face shield.
- Loose clothing in good condition with collars closed and cuffs buttoned at the wrist.
- Thermally insulated gloves with gauntlets that extend up the arm and worn loosely so that they can easily be flipped off if covered with hot asphalt.
- Boots with tops at least 150 mm (6 inches) high and laced without openings.
- Pants without cuffs which extend over the tops of the boots.
- Safety shoes at least 15 centimeters (cm) high and laced.
- Barrier creams and lotions leave a thin film on skin and act as a barrier against skin irritants worn with protective clothing.
- Long handled sprayers with flexible hoses should be used when emulsified asphalts are applied by hand for tack coats, or when cut-back asphalts are applied by hand for prime coats.

First Aid

Whenever a person is injured from exposure to asphalt fumes, cold asphalt, or hot asphalt, obtain first aid/medical attention immediately. To prevent the possibility of future medical complications, have the victim examined by a physician even if the injury does not appear to be serious.

Asphalt Fumes

- Move victim to fresh air.
- Administer oxygen if breathing is difficult.
- Start artificial respiration if breathing stops.
- Have victim examined by a physician.

Cold Asphalt

- Remove cold asphalt from skin with waterless hand cleaner [warm mineral oil 43 °C (110 °F) can also be used].
- Wash skin thoroughly with soap and water.
- Remove contaminated clothing and shower victim at once.
- Flush out contaminants from eyes for at least 5 minutes with water, lifting upper and lower eyelids occasionally.
- Have victim examined by a physician.

Hot Asphalt

- Apply cold water or ice pack to asphalt skin burns.
- If burns cover more than 10 percent of body (about equal to surface of one arm or one half a leg) apply lukewarm water, or warmer if needed to alleviate pain, but heat in the asphalt must be removed as rapidly as possible.
- Do not remove asphalt from skin.
- Do not bandage burn.
- Have victim examined by a physician.
- Safe Work Procedures

Training

All workers who can be exposed to asphalt fumes should be trained about hazards and safe work procedures. This training should include specific information about the solvents used in mixing the asphalt.

Material Safety Data Sheets (MSDS) should be made available to each employee assigned to work with or near asphalt processes. The MSDS should include specific information on the solvents present in the asphalt mix and should list all pertinent information including flashpoint, boiling point, acute and chronic effects of all chemical ingredients in the solution, recommended PPE, as well as other fire and emergency cleanup information.

ENGINEERING CONTROLS

Substitution

The best method of controlling exposure to asphalt fumes and solvent vapors is to substitute a safer asphalt mix. If explosion hazards are a problem in a paving operation, MC-250 may be substituted for RC-250. The flashpoint of the mix is nearly doubled, which means that the mix is less likely to ignite. If the toxicity of the chemical is a problem, the employer may be able to order an asphalt mixture which contains a less toxic solvent (for example, using toluene instead of benzene).

Enclosure

Enclosing the process where the asphalt is used is not possible in road paving and roofing operations. It may, however, be possible for smaller operations such as pipe covering processes.

Mechanization and Automation

Certain parts of asphalt processes may be mechanized. For example, stirring asphalt in a tar kettle exposes the worker to asphalt fumes, solvent vapors, and potentially severe burns; mechanical devices can accomplish this task without exposing the employee to such risks.

Local Exhaust Ventilation

Local exhaust ventilation may be an effective way to control worker exposure to fumes and vapors, particularly in areas where enclosure of the operation is impossible.

General Dilution Ventilation

General dilution ventilation involves flooding a work area with uncontaminated air in an attempt to remove contaminants from the worker's breathing zone. The use of fans and blowers set up for this purpose, however, is often not adequate to remove the contaminants. This is generally not the most effective way of removing contaminants from the worker's breathing zone, but may be used to supplement local exhaust ventilation.

Respiratory Protection

While engineering controls are the preferred method for controlling worker exposure to fumes and vapors, respirators should be worn where this is not possible. In selecting the proper respirator, it is important to know all of the hazards to which workers may be exposed. A NIOSH-approved dust respirator will control exposure to asphalt fumes, but will do nothing to protect the worker against exposure to the toxic vapors given off by the solvent in the mix. In situations where vapors are concerned, the minimum requirement would be for a full-face mask respirator with organic vapor and particulate cartridges. Because of the possibility of eye irritation a half-face mask respirator would be inadequate.

Asphalt Safety Reminders

- When working with any asphaltic material, avoid prolonged contact of the material with skin.

- Excessive breathing of asphalt materials should be avoided.
- Wear PPE (heavy work gloves, old clothing, protective shoe, etc.) to protect against asphalt spatters.
- When chipping or chiseling old blacktop, wear eye protection.
- Also, don't chisel with a carpenter's hammer, because it isn't designed for this type of job and may chip; use a hand-drilling hammer or machinist's hammer.
- Keep all asphalt materials away from high heat. Keep solvent-thinned materials away from open flames.
- Close containers after each use.
- Always follow the manufacturer's instructions for the product being used.

Remember to practice safety, don't learn it by accident.

READY MIX TRUCK SAFETY

Ready Mix Driver Safety

Ready Mix truck drivers are responsible for safely delivering concrete to the worksite and maintaining the quality of the concrete during transfer from plant to site. Ready mix concrete trucks vary in size and design, and a fully loaded truck may weigh as much as 70,000 pounds and contain as much as 11 cubic yards of concrete.

Special Note:

Vehicle accidents continue to be the leading cause of injuries and fatalities in the workplace every year. Additionally, the weight and size of ready mix concrete trucks make them laterally unstable and slow to stop. As a professional driver, it is your responsibility to be well rested and focused on the task at hand before starting your shift.

Occupational Hazards for ready mixed concrete truck drivers:

Slips, trips, and falls from truck equipment, elevated work stations, and walking surfaces. Falls account for roughly 50% of injuries to ready mix truck drivers. Hazards include slippery surfaces, unstable footing, damaged ladders and walkways, and unsure hand and footholds during climbing and descending. These hazards may occur at the plant, or at the delivery site.

- Use a good three point climbing technique whenever working on equipment. Only climb where;
- proper hand and footholds are provided, and keep them clean and free of mud and cement;
- Never reach around the guard at the top opening of the mixer drum while washing down or checking slump;
- Inspect cab and rear ladders for loose fasteners during your Pre Trip Inspection (PTI); and,
- Never stand on your chutes to access the rear of the mixer apparatus – Instead, use an elevated platform with stairways and guardrails.

Mechanical Hazards during equipment operations, such as handling the load-out chute, can cause pinch point injuries to the hands and fingers, or being struck by swinging parts and falling material and equipment. Moving mixer parts also pose entanglement hazards to the operator.

- Never place your hands in a pinch point when handling chutes;
- Ensure all machine guards are in place and secure;
- Never wear loose or baggy clothes; and,
- Always put on your hard hat and safety glasses before leaving the cab.

Ergonomic Risk Factors include whole-body vibration from driving the trucks, awkward and fixed postures, extremes in temperature (cold and hot), and repetitive twisting of the back and neck. Work-related stress impairs work performance and has shown to cause numerous health problems and has been linked to chronic work related musculoskeletal disorders. Remember to minimize lifting activities and awkward postures when possible. Always use proper lifting techniques and don't be afraid to ask for help when lifting heavy objects.

High Levels of Noise Exposure may put drivers at risk for noise-induced hearing loss. Wear hearing protection if needed. (Never wear hearing protection while driving.)

Confined Space and Silica Dust

Concrete residue removal from the mixer drum expose workers to excessive noise, silica dust, and confined space hazards such as oxygen deficiency, accidental start-up, and heat stress. Drivers may also be exposed to silica dust during drum loading operations at dry mix plants. Exposure prevention is handled simply by remaining in the cab during the load out process.

Chemical Exposures:

Drivers may have skin contact with concrete and admixtures which contain irritants and sensitizing materials. Cement products are highly alkaline by nature and concrete contains materials that may cause skin irritation and allergic reactions once sensitized. Eye injury from splash hazards may occur during loading or unloading operations.

- Use proper personal protective equipment such as eye protection and gloves when working with concrete:
- Be aware of hand washing and eyewash stations at the plant. On the job wash with clean water as soon as possible when exposed to concrete:

- Familiarize yourself with the revised GHS pictograms symbols for hazardous material used in ready mixed operations.

Site workers should plan ahead:
- Avoid backing trucks in whenever possible!;
- Remove hazards before trucks arrive;
- Walk the jobsite looking for access problems;
- Use proper hand signals;
- Help with people & vehicle traffic;
- If you can't see driver in mirror they can't see you. Drivers are instructed to stop!
- Check for overhead wires before moving mixer truck into position.
- Assist driver if having to back into traffic or congested area. If in doubt, have driver stop!
- Don't get between our truck and a solid object (wall, post, pumps..);
- Lighting for all night work areas.

Wear Proper PPE (personal protective equipment) when working with wet/dry concrete. When working around concrete or concrete trucks wear:
- Hard hats;
- Safety Glasses with side shields;
- Bright/Reflective clothing or vests;
- Long sleeve shirts when finishing concrete;
- Gloves; and
- Rubber boots or waterproof boots.

WARNING **CONCRETE CAN BURN YOU!**
- Corrosive-causes severe burns;
- Toxic-Harmful by inhalation. (May Contain Crystalline Silica);
- Use proper engineering controls, work practices, and personal protective equipment (PPE) to prevent exposure to wet or dry product. Read SDS for details.

Other Precautions:
- Thoroughly wash concrete off of skin;
- Use respiratory protection for cutting/grinding/chipping or breaking dried concrete; wetting the concrete may reduce dust and potential silica exposure; and,
- If concrete gets in your eyes - flush eyes for a minimum of 15 minutes and seek professional medical treatment for possible abrasions or burns.

Equipment:
- Driver will fold/unfold/attach and remove all truck chutes:
- Serious injury or death may result due to improper handling of the chutes:
- While placing concrete - maintain control of the chute swing at all times:
- Do not let go of the chute until you verify the lock is engaged:
- Do not operate chute or drum controls without direct authorization of the mixer driver:
- Do not climb on the mixer truck:
- Truck water is not considered potable for drinking:
- Know the hazards and precautions of all equipment on jobsite that you work around including: pumps, cranes, buckets, heavy equipment, etc.

ASPHALT PLANT SAFETY

General Rules

- Wear your hard hats, work boots, and safety glasses at all times while you are working in the plant.
- Do not wear loose clothing and dangling jewelry while you are working in the plant.
- Immediately clean up all oil, water and grease spills.
- Follow all additional safety instructions, warnings, signs, procedures and rules as written, posted, or communicated.

Job-Specific Rules

Maintenance Crew:

- Wear Asbestos-Free High Temperature Gloves when making repairs to hot equipment.
- Turn the power switch of the equipment that is to be repaired to "off," and apply locks and tags to the equipment breaker switches, before beginning repairs on that item of equipment. The repair person must keep the keys throughout the entire repair operation.
- Use the soap solution provided to wash the Pug Mill; do not use any cleaning oil. A fire can be started with the hot aggregate and the oil residue which may have been left after cleaning.
- Wear dust masks while working on or performing maintenance on the bag house.
- When repairing or inspecting asphalt tanks and containers, bring a fire extinguisher to the repair location so that it can be on the spot (within 24 inches of reach) for easy access.

Crusher Operator and Cold Feed Operator:

- Do not remove or alter any safety guards on conveyors, shafting, gears, couplings pulleys or any other moving machinery .
- Wear ear plugs and dust masks at all times while working on the crusher or cold feed machines.

Lab Personnel:

- Employees must wear latex gloves when working in the lab.

- Always wear Asbestos-Free High Temperature Gloves when using the lab ovens or kilns.
- Always wash hands, using soap and water, after working in the lab and before leaving the lab.
- Do not eat or drink in the lab.
- When handling equipment containing radioactive materials, like the Troxler Nuclear Gauge, the employee must wear, throughout the work day, the film badge issued to him or her. Do not use another employee's badge; this will cause false dosage reports, which may result in overexposure to radiation.

Truck Drivers:

- Only truck drivers are allowed to operate the trucks.
- If the truck is stuck in dirt, sand or mud, do not allow another vehicle to push the truck; dismount the vehicle and find the tow truck operator to pull the truck out.
- Remain in the cab of the truck throughout the entire loading operation (especially when loading from silos).
- Do not use diesel fuel or any other cleaning oils to wash the truck beds; use the soap solution provided for this purpose.

Front End Loader Operator:

- Only the front end loader operator is allowed to operate the front end loader.
- Do not carry passengers on the front end loader.
- To avoid "tipping," do not exceed the manufacturer's load rated capacity posted on the arm of the front end loader.
- Do not lift the front end loader bucket over another person.
- Never leave the front end loader unattended while the motor is running.

OPENING & CLOSING GRAVES

- Select the proper tools for digging and make sure that are in good condition (sod cutters, spade, shovel, pick, etc).
- When possible, two men should be assigned to open a grave. This will lessen the amount of fatigue on one man and reduce the possibility of, strains.
- When opening a double depth grave, a ladder should be used when necessary for entering and exiting the grave. Jumping into a grave that is over 4' deep is discouraged.
- The use of shoring devices and jacks are recommended for double depth openings when soil conditions are such that a cave-in is possible. (Two men are always required for hand digging of double grave.)
- When digging with the backhoe, observe all heavy equipment safety precautions and make sure the backhoe is secured and balanced. Only qualified employees will operate the backhoe.
- Lowering devices and the placing of sectional liners require at least two workers and the proper methods of lowering and carrying of heavy objects should be practiced at all times.

CEMETERY DEPARTMENT

- Before beginning work check service board for time and locations of days funerals and compare with your working area.
- When working in the vicinity of where a funeral is to take place, as soon as the procession comes into view, stop all equipment and move to an area not in view of the people, or assist in parking vehicles then leave the area.
- Do not congregate with other employees during the service. Stay near your equipment o r area of work but out of sight.
- At least one employee will meet the service, collect the Interment Permit and assist or oversee placement of the casket.
- At least one employee will stay near the service to watch over and assist in the proceedings if needed. (i.e.; lowering of casket)
- When the service is concluded, (usually there is a final prayer and the people begin moving around) resume your work, but at a respectable distance.
- The main priority of the Cemetery District is burial services. The courteous and considerate treatment of bereaved families and visitors is all that will be tolerated. Failure to comply or act as outlined above will result in disciplinary action up to and including termination.

VALLEY FEVER AWARENESS

Valley fever represents a substantial public health problem, the true burden of which likely remains under-recognized. The clinical presentation of this disease is often non-specific, and increased awareness among clinicians, particularly those involved in primary care, about the disease is essential in order to ensure that patients with Valley fever receive a timely and accurate diagnosis. Clinicians should maintain a high clinical suspicion for Valley fever in patients who live in the endemic region or who have traveled to these areas. Although only a small proportion of patients with Valley fever develop pulmonary complications or extra thoracic dissemination, it is important to identify these complications as early as possible. For the other patients, most coccidioidal infections are uncomplicated.

The five steps—Consider the diagnosis, Order the right tests, Check for risk factors, Check for complications, and Initiate management (COCCI)—are a simple way for generalists to identify those with complications and to manage uncomplicated infections without specialty referral

Valley fever awareness training will be required for employers who have employees working in counties where valley fever is highly endemic. Training will provide awareness of the fungal infection annually before an employee begins work that is "reasonably anticipated" to expose the employee to the fungus.

Work that is reasonably anticipated to create exposure includes:

- Digging
- Grading
- Other earth-moving operations
- Vehicle operations on dirt roads or in high winds in one of the counties specifically identified

Symptoms and Signs of Valley Fever include:

- Fatigue
- Night sweats
- Cough
- Chest Pain
- Dyspnea
- Hemoptysis
- Headache
- Arthralgias
- Fever
- Weight Loss

MATERIALS HANDLERS

Safe Workplace Conditions

- Hand carts and other mechanical stock handling equipment shall be available for heavy loads.
- Only cutting devices in good condition shall be used by employees.
- Spills shall be cleaned up immediately; floors shall be maintained in a clean, dry condition free of oil.

Safe Work Practices

- Exercise care in use of cutting devices.
- Do not attempt to lift or move more than you can handle comfortably.
- Exercise care, use proper lifting techniques and avoid overexertion. Back injury prevention training is necessary for employees in this job category.
- When lifting heavy or bulky items manually, keep your back straight and lift with leg muscles. Avoid twisting the body when carrying loads.
- Use hand carts or other handling equipment for heavy loads.
- Employees shall consult MSDS's if they do not know the hazards associated with chemical spills.

Personal Protective Equipment

- Employees shall wear proper protective equipment when performing cleanups of chemical spills.

DRIVERS

Safe Workplace Conditions

- Comply with all traffic rules and regulations. Failure to follow established operator rules may result in discipline.
- Have specific knowledge of the safe and proper operation of the vehicle before operating the vehicle.
- You are responsible for the mechanical integrity of the vehicle.
- All defective systems must be reported to your supervisor before operating the vehicle.
- Drivers that drive a mechanically deficient vehicle may be responsible for any citation issued for that deficiency.
- Windows and mirrors must be kept clean. Vehicles that have major safety deficiencies shall not be driven.
- Because the backing of vehicles can be dangerous, you are required to be able to see behind, before backing.
- If the view is obstructed, and unsafe to do so, exit the vehicle to make sure it is safe to back.

- When people are in the area, sound the horn with three short blasts, before backing (unless vehicle is equipped with an automatic back-up alarm.)
- The use of the horn does not reduce the responsibility of the operator of backing in a safe manner.
- Avoid parking on hills. If unavoidable; use the parking brake and turn the wheels into the curb if headed down hill and out from the curb if headed up hill.
- Place a chock block on one wheel on the downhill side.
- In any condition when the vehicle is not clearly off the roadway, warning devices must be used.
- Be sure not to use flares in areas that could cause fires.

Safe Work Practices

- Seat belts and shoulder harnesses shall be worn at all times.
- Do not exceed the speed limit safe for conditions.
- Practice defensive driving.
- Park in legal spaces and do not obstruct traffic.
- Do not consume alcoholic beverages or use any intoxicating substance prior to or during work.
- Vehicle should be locked when unattended to avoid criminal misconduct.
- Park in well-lighted area and/or near entrances to avoid criminal misconduct.
- Look for unrestrained dogs in yards and on the grounds of delivery and service sites.
- Use proper lifting techniques and avoid overexertion when lifting packages.
- A hand cart shall be used for heavy loads.

MAINTENANCE & JANITORIAL WORKERS

Safe Workplace Conditions

- Extension cords must be grounded and attached to a protected outlet.
- Electrical cords must not be allowed to become wet or rest in water.
- Automatic floor buffer & vacuum machines must be treated with the respect due any portable power tool.
- Grinding and sanding wheels shall be equipped with properly adjusted safety shields and tool rests.

Safe Work Practices

- Machines must be turned off and locked out during maintenance, unless specifically approved and as directed by the maintenance supervisor.
- Only qualified employees designated by the maintenance supervisor are permitted to work on energized circuits.
- Welding must be done with proper ventilation.
- Parts being welded must be clean and dry.
- Employees must not climb to heights where falls are possible without use of approved ladders and safety belts.
- Employees shall exercise care in lifting, torquing and similar strenuous work consistent with training (back injury prevention training is required for maintenance employees).
- Use CAUTION/WET FLOOR safety signs and cones at wet floor locations, positioning cones on both sides of the hazard as soon as possible.
- Know how to clean up and properly dispose of broken glass and oily spills.

Personal Protective Equipment

- Employees must wear chemical protective gloves when degreasing parts.
- Employees must wear proper welding protection including goggles, spark proof head gear, aprons and gloves when appropriate.
- Welders must erect protective shields during welding when other unprotected employees might be exposed to welding hazards.

HOUSEKEEPING

- All work areas shall be cleared of unnecessary obstacles.
- Ensure proper lighting when working.
- Always return materials to their proper places. Ensure that your work area is clean and safe when you leave it.
- Pick up objects and wipe up spills from the floor.
- Do not carry loads over which you cannot see.
- Use step ladders or step stools for high reaching.

PERSONAL PROTECTIVE EQUIPMENT & CLOTHING

- Always wear protective goggles, hearing protection or face shields where there is any danger of loud noises, flying particles or corrosive materials.
- Be certain to wear approved safety glasses at all times in areas where there is a risk of eye injuries such as punctures, abrasions, contusions or burns.
- Be certain to wear approved safety glasses at all times in areas where there is a risk of eye injuries or injurious light rays inherent in the work or environment.
- If you need corrective lenses (glasses or contacts) while working in environments having harmful exposures, use only approved safety glasses, protective goggles or other medically approved precautionary procedures.
- Please use protective gloves, aprons, shields, and other means provided for protection from cuts, corrosive liquids and chemicals.
- Be certain to wear a hard hat while working in areas where there is a danger of falling objects.
- Make sure that your hard hats are periodically inspected for damage to the shell and suspension system.
- Be certain to use appropriate foot protection where there is risk of foot injuries from hot, corrosive, poisonous substances, falling objects or crushing, penetrating actions.
- Make sure to use approved respirators for regular or emergency use where they are needed.
- Please maintain equipment in a sanitary condition and keep it ready for use at all times.
- Maintain your eye wash facilities and quick drench shower within your work area where there is a chance of exposure to injurious corrosive materials.
- Keep special equipment needed for electrical workers available where it is needed.
- When eating lunch on the premises, eat in areas where there is no exposure to toxic materials or other health hazards.
- Be certain to use protection against occupational noise exposure when sound levels exceed those of the Cal/OSHA noise standard.

LADDERS

- Check your ladder to make sure it is in good condition, that joints between steps and side rails are tight, that all hardware and fittings are securely attached and moveable parts are operating freely without binding or undue play.
- Check the ladder for weak or damaged rails and loose or broken rungs. Those ladders which develop defects shall be withdrawn from service for repair or destruction and shall be tagged or marked "Danger, Do Not Use." Do not makeshift a ladder.
- All ladders shall be equipped with non-slip bases suitable to the bearing surface. Non-slip bases are not intended as a substitute for care in safety placing, lashing or holding a ladder that is being used on oily, metal, concrete or slippery conditions.
- The top rest of the ladder shall be rigid and shall have ample strength to support the applied load. Ladders shall not be placed in front of doors unless the door is blocked open, locked or guarded.
- No employee shall be permitted to stand on or work from the top 3 rungs of any ladder unless there are structural members that provide a firm handhold or the worker is protected from falling by an approved safety belt.
- All ladders shall be used at such a pitch that the horizontal distance from the top support to the foot of the ladder is one quarter the assembled length of the ladder.
- While climbing, face the ladder and use both hands.
- Do not carry equipment or materials which prevent the safe use of ladder.
- Stay within safe limits of balance and never shift a ladder while your weight is on it.
- When using portable rung ladders to gain access to elevated platforms, roofs, etc., the ladder must extend at least 3 feet above the elevated surface.
- When portable rung or cleat type ladders are used, the base must be so placed that slipping will not occur, and tied blocked, lashed or otherwise securely held in place.
- Metal ladders shall not be used when working on or near electrical equipment. Portable metal ladders must be legibly marked with signs

reading "CAUTION" - Do Not Use Around Electrical Equipment" or equivalent wording.

- Ensure that your hands and the bottoms of your shoes as well as the rungs and steps are free from dirt and grease before climbing a ladder.
- Wooden ladders shall not be painted or protected with other than a transparent material. Do not use a wooden ladder that has been painted.
- Do not use as a step the top step of stepladders or the top 3 rungs of a ladder.
- Do not place a ladder in front of doors opening toward the ladder except when the door is blocked open, locked, or guarded.
- Do not place ladders on boxes, barrels, or other unstable bases to obtain additional height.
- Do not use ladders as guys, braces, skids, supports, gin poles, or for other than their intended purpose.
- Only adjust extension ladders while standing at the base, not while standing on the ladder or from a position above the ladder.
- Ladders shall be stored in such a manner as to provide ease of access or inspection, and to prevent danger of accident when withdrawing a ladder for use.
- Ladders shall be stored at a location where they will not be exposed to the elements but where there is good ventilation. Wood ladders shall not be stored near radiators, stoves, steam pipes, or other places subjected to excessive heat or dampness. Rungs will be kept free of grease and oil or any other product that could result in slippery conditions.

TOOLS

General

- Only qualified persons are to use tools and equipment.
- Do not operate any tool without proper instructions.
- Some activities will require permits before starting work.
- Tools and equipment must be in good condition and maintained in such condition.
- Tools or guards are not to be altered.
- Tools are to be used only for their designed purpose.
- Personal tools are subject to inspection at any time.

Hand Tools

- Every tool was designed to do a certain job; use a tool only for its intended purpose. Every tool needs care!
- Keep your hand tools in peak condition-sharp, clean, oiled, dressed, and not abused.
- Worn tools are dangerous, e.g., the "teeth" in a pipe wrench can slip if worn smooth; an adjustable wrench will slip if the jaws are sprung; hammer heads can fly off loose handles.
- Tools subject to impact (chisels, star drills, and caulking irons) tend to "mushroom." Keep them dressed to avoid flying spalls. Use tool holders.
- Don't force tools beyond their capacity or use "cheaters" to increase their capacity.
- Don't use tools for pry bars.

Portable Power Tools

Restrictions

- DO NOT operate without instructions from your supervisor. (Note: Some activities will require permits before starting work.)

PORTABLE POWER-OPERATED TOOLS & EQUIPMENT

- Grinders, sanders, saws and similar equipment must be provided with appropriate safety guards.
- Keep portable tools clean.
- Power tools must only be used with the correct shield, guard, or attachment recommended by the manufacturer.
- Make sure that rotating or moving parts of equipment are guarded to prevent physical contact.
- All cord-connected, electrically-operated tools and equipment must be effectively grounded or of the approved double-insulated type.
- Effective guards must be in place over belts, pulleys, chains, sprockets, on equipment such as concrete mixers, air compressors, etc.
- Portable fans must be provided with full guards or screens having openings 1/2 inch or less.
- Hoisting equipment must be available and used for lifting heavy objects, and hoist ratings and characteristics must be appropriate for the task.
- Ground-fault circuit interrupters must be provided on all temporary electrical 15 and 20 ampere circuits, used during periods of construction.

- Check regularly all pneumatic and hydraulic hoses on power-operated tools for deterioration or damage.

Circular Saws
- Portable circular saws must be equipped with guards above and below the base shoe.
- Check lower blade guard for proper operation.
- Let the blade come to full speed before pushing it into the work.
- Tighten locking nuts after making adjustments.
- Do not work on saw without disconnecting cord.
- Do not cut unsupported material.
- Do not use a dull blade.
- Mount blade in proper direction.
- Wear eye protection and dust protection.
- Do not reach under work for any reason when operating saw.
- Do not wear loose clothing and jewelry.
- Remove adjusting keys and wrenches before turning on saw.

Drills & Power Screwdrivers
- Wear eye protection and dust protection.
- Do not wear loose clothing and jewelry.
- Do not work on drill without disconnecting cord.
- Do not drill unsupported material.
- Do not use a dull or damaged bit.
- Do not reach under work for any reason when operating saw.
- Tighten locking nuts after making adjustments.
- Remove adjusting keys and wrenches before turning on tool.

Mowers & Brush Shredders
- Portable power mowers & brush shredders must be equipped with guards that cover all of the blade.
- Stay clear of discharge opening at all times.
- Let the blade come to full speed before pushing it into the work.
- Tighten locking nuts after making adjustments.
- Do not work on mower or shredder or adjust wheel height with engine running or without disconnecting power cord.
- Do not reach under deck or in discharge chute for any reason when operating mower.
- Remove adjusting keys and wrenches before turning on blades.
- Wear eye protection, dust protection, and solid shoes when mowing or shredding.
- Do not lock out control bar to allow machine to run unattended.
- Turn off engine and let machine cool before refueling and avoid spilling.
- Take fire fighting equipment when mowing or shredding in dry areas.
- Remove all sticks, stones, wires, cans, boards, etc. from area before mowing or shredding.
- Stop engine and check machine and blade when hitting a foreign object.
- Work only in good light.
- Follow mower and shredder, do not pull toward yourself.
- Work across an incline, not up and down.
- Do not work in wet conditions with electric machine.
- Do not operate machine without catcher if it has an open chute with catcher removed.

Roto-Tillers & Walk-Behind Trenchers
- Let the engine come to full speed before pushing machine into the work.
- Make all your adjustments before starting engine.
- Tighten locking nuts after making adjustments.
- Never tape down or tie down safety switch on tiller or trencher.
- Never use with defective muffler or spark arrestor.
- Maintain proper belt and chain tension.
- Hold handles firmly to prevent kick backs.
- Do not work on roto-tiller or trencher without shutting off power.
- Do not begin work with a dull tool.

- Mount and sharpen blades in proper direction.
- Wear eye protection and dust protection.
- Do not reach under tool to free obstruction for any reason when operating tiller or trencher.
- Do not wear loose clothing and jewelry.
- Do not transport with roto-tiller or trencher running.
- Turn off engine and let trencher or tiller cool before refueling and avoid spilling.
- Take fire fighting equipment when working in dry brushy areas.
- Stop engine and check tool when hitting a foreign object.
- Plan your work so that you are in a safe position when on grades and inclines.

Chain Saws

- Make sure lubrication system is working.
- Never use with defective muffler or spark arrestor.
- Maintain proper chain tension.
- Hold saw firmly to prevent kick backs.
- Let the blade come to full speed before pushing it into the work.
- Tighten locking nuts after making adjustments.
- Do not work on chain saw without shutting off power or disconnecting power cord.
- Do not cut unsupported material.
- Do not cut with a dull chain.
- Mount and sharpen blade in proper direction.
- Wear eye protection and dust protection.
- Do not reach under work for any reason when operating saw.
- Do not wear loose clothing and jewelry.
- Do not climb ladder or tree with chain saw running. Pull saw into position with rope.
- Turn off engine and let saw cool before refueling and avoid spilling.
- When cutting log into lengths, take an uphill position.
- Take fire fighting equipment when cutting in dry areas.
- Stop engine and check saw and blade when hitting a foreign object.
- Plan your cuts, undercut limbs, and retreat to safe position when felling.

PAINTER SAFETY

Be Alert to Possible Hazards

- Short-term skin contact: rashes, blisters, swelling. scaling, etc.
- Short-term inhalation: eye irritation, sore throat, cough, runny nose, nausea, fatigue, dizziness, shortness of breath, flu-like symptoms.
- Long-term overexposure: liver, kidney, or lung damage; digestive or central nervous system damage.
- Single massive overexposure or repeated small exposures: sensitization (skin or respiratory), allergy-like reaction to any future exposure.
- Fire when exposed to ignition source, especially with inadequate ventilation.
- Explosion, especially if closed container is exposed to high heat.
- Dangerous reactions if mixed/exposed to reactive substances, including water.

Prevent Overexposure

- Check label and MSDS for hazard and protective information before using product.
- Report any missing, incomplete, or illegible label.
- Don't use paint from an unlabeled container.
- Use paint only in well-ventilated areas.
- Check to make sure ventilation is working properly.

Prevent Fire, Explosion, and Dangerous Reactions

- Paint only in well-ventilated areas.
- Don't use anything that could spark or flame when in a spray booth.
- Keep space heaters, hot surfaces, portable lamps, or trash that could catch fire out of spray booth.

- Keep only as much paint as needed for job in spray booth.
- Be sure spray booth "No Smoking" signs are posted and obeyed.
- Check that fire extinguishers and/or sprinklers are readily available for spray booth tasks.

Painting Safety

- Clean spray booths with non-sparking tools.
- Remove debris from spray booths immediately and dispose of properly.
- Remove clothing used during spraying from premises overnight unless left in metal locker.
- Keep open paint containers away from heat and ignition sources.
- Check MSDS for paint reactivity to avoid mixing with substance that could create dangerous reaction.
- Don't smoke in areas where paint is used or stored.
- Keep paint containers closed and tightly sealed when not in use.
- Store paint in fireproof containers and/or cabinets in areas where the temperature doesn't get too hot.
- Check paint containers regularly and report leaks immediately.
- Dispose of empty paint containers promptly and properly.
- Dispose of combustible rags in proper, closed containers that are emptied daily.
- Clean up all paint leaks and spills immediately and properly.

Prevent Health Problems Resulting from Overexposure

- Wear recommended protective clothing that fully covers skin.
- Wear gloves recommended to protect against specific ingredients.
- Wear eye and face protection.
- Wear respirators in spray booths and when otherwise required.
- Use protective skin creams when appropriate.
- Move into fresh air if you have inhalation-related overexposure symptoms.
- Wash skin thoroughly with soap and water if you have rashes or other overexposure symptoms.
- Use water-based rather than oil-based paint whenever possible.
- Remove paint from skin promptly with soap and water or according to manufacturer's instructions.
- Don't use solvents or thinners to remove paint from skin.
- Remove and dispose of contaminated protective clothing according to company policies.
- Flush eyes with warm water for at least 15 minutes after eye contact and get immediate medical attention.

WELDING, CUTTING, AND BRAZING

- Only authorized and trained personnel are permitted to use welding, cutting, or brazing equipment.
- Suitable fire extinguishing equipment, water containers, water hoses, sand, etc., must be available for immediate use at the site of welding operations.
- Hazards to workers may come from exposure to flammable vapors, toxic gases, confined or restricted spaces.
- No burning, welding or other source of fire or ignition shall be applied to any enclosed tank or vessel even if there are openings, until it has first been determined that no possibility of explosion exists, and authority for the work is obtained from the foreman or superintendent.
- No welding is permitted in an explosive environment.

Personal Protective Equipment

- Welders are required to wear non-flammable gloves with gauntlets, shoes, boots, or leggings, aprons (leather) and shirts with sleeves and collars. Helmets, suitable for head protection (hoods and face shields). Suitable eye protection, respiratory protection (as required).
- Flash-screens must be provided to protect eyes of non-welders from flash burns and ultra-violet light rays.

Gas Welding & Cutting

- Compressed gas cylinders must be regularly examined for obvious signs of defects, deep rusting, or leakage.
- Care must be used in handling and storage of cylinders, safety valves, etc., to prevent damage.
- Precautions must be taken to prevent the mixture of air or oxygen with flammable gases, except at a burner or in a standard torch.
- Only approved apparatus (torches, regulators, pressure-reducing valves, acetylene generators, manifolds) may be used.
- Cylinders must be kept away from sources of heat.
- Cylinders must be kept away from elevators, stairs, or gangways.
- It is prohibited to use cylinders as rollers or supports. Empty cylinders must be appropriately marked and their valves closed.
- Cylinders, cylinder valves, couplings, regulators, hoses, and apparatus must be kept free of oily or greasy substances.
- Care must be taken not to drop or strike cylinders.
- Unless secured on special trucks, regulators must be removed and valve-protection caps put in place before moving cylinders.
- Cylinders without fixed hand wheels must have keys, handles, or non-adjustable wrenches on stem valves when in service.
- Liquefied gases must be stored and shipped valve-end up with valve covers in place.
- A fuel-gas cylinder valve must never be cracked near the source of ignition.
- Before a regulator is removed, the valve must be closed and gas released from the regulator.
- Red is used to identify an acetylene (and other fuel-gas) hose, green for the oxygen hose, and black for an inert gas and air hose.
- Pressure-reducing regulators must be used only for the gas and pressures for which they are Intended.

Electrical Welding

- The open circuit (No Load) voltage of arc welding and cutting machines must be as low as possible and not In excess of the recommended limits.
- Under wet conditions, automatic controls for reducing no load voltage must be used.
- The machine frame and safety ground connections of portable welding machines must be checked periodically.
- Electrodes must be removed from the holders of welders when not in use.
- Electric power to a welder must be shut off when no one is in attendance.
- Welders may not coil or loop welding electrode cable around their bodies.
- Wet welding machines must be thoroughly dried and tested before being used.
- Work and electrode lead cables must be frequently inspected for wear and damage, and replaced when needed.
- The means for connecting lengths of cable must have adequate insulation.
- When the object to be welded cannot be moved and fire hazards cannot be removed, shields must be used to confine heat, spark and slag.
- Fire watchers must be assigned when welding or cutting is performed in locations where a serious fire might develop.
- Before hot work is begun, used drums, barrels, tanks, and other containers must be so thoroughly cleaned that no substances remain that could explode, ignite, or produce toxic vapors.
- Employees exposed to the hazards created by welding, cutting, brazing operations must be protected with personal protective equipment and clothing.
- Eye protection helmets, hand shields, and/or goggles that meet appropriate standards must be used during all welding, cutting, and brazing operations.
- There must be adequate ventilation in and where welding or cutting is performed.

Inert-Gas Shielded Metal-Arc Welding

- Employees shall not be permitted or required to operate such equipment until they have been thoroughly instructed in its use, and have knowledge of the hazards involved. Before

starting operations, the following shall be complied with:

- Local exhaust ventilation or supplied-air respirators shall be provided in all cases when doing inert-gas shielded metal-arc welding of stainless steel, lead, zinc, beryllium, copper, or cadmium to protect against dangerous concentrations of toxic gases and fumes.
- The use of chlorinated solvents shall be kept away from the exposed arc; surfaces prepared with chlorinated solvents shall be steamed and thoroughly dried or otherwise cleaned of chlorinated solvents before welding is permitted on such surface.
- Where inert-gas shielded metal-arc welding is being used, employees and others in the area not protected by screening shall be provided with and shall wear shaded goggles, with side shields.
- Protective clothing, including gloves, shall be worn by employees within the areas exposed to radiation so that the skin is covered completely to prevent burns and other damage by ultraviolet rays. Shirts worn shall be dark in color to reduce reflection to the face from underneath the helmet. Welding helmets and hand-held shields shall be free from leaks and openings and free of highly reflective surfaces.

NOTE: Cotton clothing should be covered since it disintegrates rapidly when exposed to high intensities of ultraviolet rays.

Ventilation for Stainless Steel Welding, Brazing, and Cutting.

- Mechanical Ventilation for Indoor Operations. Local exhaust systems providing a minimum air velocity of 100 lineal feet per minute in the welding zone shall be used except as otherwise specified by this section.
- Where local exhaust ventilation is not feasible, fans that provide ventilation sufficient to prevent excessive exposure to concentrations of airborne contaminants shall be provided.
- Respiratory protective equipment shall be used when the methods described above are not feasible.

Coated Metals Welding, Cutting, and Heating

- Precautions shall be taken to prevent ignition of highly flammable hardened preservative coatings. When coatings are determined to be highly flammable, they shall be stripped from the area to be heated to prevent ignition.
- Before welding, cutting, or heating is commenced on any surface covered by a preservative coating of unknown flammability, a test shall be made by a qualified person to determine its flammability.
- All surfaces covered with toxic preservatives, including coatings which generate toxic substances upon heating, shall be stripped for a distance of at least four inches from the area of heat application, or use supplied-air respirators.
- The exhaust system shall be vented in a manner such that workers and others are not exposed to hazardous concentrations of toxic substances.
- Except for operations involving beryllium, cadmium, lead or mercury, respiratory protective equipment is not required when natural or mechanical ventilation is sufficient to remove welding fumes from the breathing zone of the workers.

Precautionary Labels

- CAUTION: Welding may produce fumes and gases hazardous to health. Avoid breathing these fumes and gases. Use adequate ventilation.
- Hazardous materials used in welding and cutting shall bear precautionary labels. Any label may be used which describes the hazards of and lists the precautionary measures for a hazardous material in a manner equivalent to that included in this subsection.
- Filler metals containing cadmium and cadmium-plated materials shall carry the following notice on tags, boxes or other containers:
- WARNING: CONTAINS CADMIUM. POISONOUS FUMES MAY BE FORMED ON HEATING. Do not breathe fumes. Use only with adequate ventilation such as fume collectors, exhaust ventilators, or supplied-air respirators. If chest pain, cough, or fever develops after use, call physician immediately.

SAFETY PRECAUTIONS FOR THE HOIST

- Only those employees considered by the employer to be competent by reason of training or experience shall be permitted to operate the hoist.
- No employee known to have uncorrected eyesight or hearing or known to be suffering from any ailment which may suddenly

incapacitate him shall be permitted to operate the hoist.

- Always inspect the winch and all components for possible unsafe conditions before operating.
- The hoist operator should obtain the assistance of another qualified person to direct the hoisting operation. One person should supervise the operations although either person should stop operations whenever any potentially dangerous situation is noticed.
- The hoist can be no stronger than the base to which it is attached; pull the load to the hoist, not the hoist to the load.
- Guard against overloading, snarling, kinking or knotting of the cable.
- Make sure the line is securely fastened to the drum. Do not depend upon the cable attachment for full capacity anchorage. Never let the drum unwrap completely so the load is supported completely by the anchor.
- The gearbox may get hot when operating and could cause a burn; do not touch it. Hot-running is normal when operations are prolonged; however, when signs of overheating are present such as smoking or an odor of burnt lubricant, operations should be stopped and the gearbox allowed to cool or gear damage is likely.
- Keep hands away from load bearing cables, ropes, drums, and pulleys while operating.
- Do not lift people with the hoist.
- Never walk under a load which is suspended in the air.

Major Hazards

- Torque is the circular or rotating motion in tools such as drills, impact wrenches, and saws that results in a strong twisting force. Be prepared in case of jamming.
- Have good footing; use two hands, help as assigned, and be ready to release the power switch or trigger (this should be fail-safe so that it cannot be locked "on"). Watch for "coasting" or idling motion.
- Flying objects can result from operating almost any power tool, so you must always warn people around you and use proper eye protection.
- Contact with moving parts can be hazardous. Keep moving parts directed away from your body. Never touch a power part (e.g., drills, chucks, blades, and bits) unless the power source is disconnected.
- Beware of swinging around with the tool running; someone might be beside you.
- Tool condition should be monitored. Examine each power tool before using it. Look for damaged parts, loose fitting, and frayed or cut electric cords. Tag and return defective tools for repairs.
- Air must be shut off or the electric cord unplugged before making tool adjustments. Air must be "bled down" before replacement or disconnection.
- Consumable parts must meet specifications, e.g., grinder wheels and metal drill bits must be approved for maximum rpm of the machine, etc.

Guarding

- Proper guards or shields must be installed on all power tools before issue. Do not use improper tools or tools without guards in place. No "homemade" handles or extensions ("cheaters") are permitted!

Power Tools - Shop Types

- Certain power machines are to be run only by authorized operators after proper training, along with a set of basic rules.

Adjustment, Servicing, and Repairs

- Shut down machines and take necessary action to prevent accidental starting. This may require a completed lock and tag procedure or simply unplugging the power cord.
- Replace all guards before start-up. Remove cranks, keys, or wrenches used in service work.

Operating Practices

- Loose clothing, rings, and other jewelry must not be worn around operating machines. Keep sleeves buttoned or rolled up.
- Keep fingers away from moving parts. Shut off machines to remove waste. Use a brush to clean up and deburr. Be sure the machine is stopped and not coasting.
- Inspect at least daily before start-up. Look for loose or damaged parts, adequate lighting, lubrication, and abandoned tools or material that could "vibrate into trouble."
- Use clamps or vises to hold work wherever possible.
- Many machines have safety interlocking devices. Be sure they work, and NEVER BYPASS AN INTERLOCK DEVICE.
- Some machines use both air and electric power. Both must be shut off to make repairs or adjust moving parts. Beware of air left in the system - "bleed down"!

- Fire hazards are constantly around us. Oil, rags, and hot chips are fire hazards. Know where fire extinguishers are; keep the machine area clean.
- Clear the immediate work area of other craftworkers and obstacles.
- Utilize adequate work procedures, protective clothing and equipment when cleaning up spilled toxic or otherwise hazardous materials or liquids.

EQUIPMENT AND VEHICLE SAFETY

- Employees shall exercise safety precautions at all times while operating vehicles and equipment.
- Vehicles shall be checked each morning as to condition of fuel, tires, oil, battery, turn signals, lights, brakes and safety equipment, windshields wipers and washers.
- No vehicles shall be fueled while engine is running.
- Smoking or open flame is prohibited within 25 feet of fueling operations.
- Radiator pressure shall be released by loosening cap or cooling with water before the cap is completely removed.
- Seat belts and shoulder harnesses shall be worn at all times.
- Check to rear of vehicles before getting in to back up.
- Safety chains shall be used at all times when towing equipment on the highway.
- Always drive defensively. Speed shall be safe for existing road conditions.
- Road signs and motor vehicle code will be obeyed at all times.
- Drivers will ensure that their vehicles are in good operating condition at all times. Operators will report any malfunctions to their supervisor.
- Vehicle shall be adequately secured against accidental starting or movement when left unattended.
- Keep all vehicles clean of trash and litter. All tools and equipment shall be properly guarded, stowed and securely fastened when transported with personnel.

COMPANY VEHICLES

The following rules involving our firm's vehicles shall be strictly followed:

- Only authorized drivers are allowed to operate company vehicles.
- No person shall be in or around any company vehicle while under the influence, or in possession, of any alcoholic beverage or illegal drug.
- Obey the rules for safe speed and do not drive faster than is safe for the conditions of the road. Do not exceed the speed limit.
- No employee, shall violate the motor vehicle code, or any other State or Federal law, in any manner while in a company vehicle. Fines assessed due to failure to follow traffic laws are the employee's responsibility.
- Company vehicles are not to be used for personal use.
- Carrying of non-company personnel or non-company property shall not be permitted.
- Employees required to use company vehicles must be insurable by Tulare Public Cemetery District's insurance company and have a valid driver's license. Uninsurable drivers may be immediately discharged.
- Vehicles assigned to employees must be kept neat and clean. The employee to whom the vehicle is assigned must notify their supervisor of needed service or scheduled maintenance.
- All company vehicles are to be driven in a conservative and defensive manner. Aggressive or reckless driving is not permitted.
- You are required to use your seat belts when driving a company vehicle.
- Store tools and loose equipment in secure compartments.
- Backing of vehicles can be dangerous. Operators are required to be able to see behind, before backing. If the view is obstructed, and unsafe to do so, exit the vehicle to make sure it is safe to back. In all cases, when people are in the area, sound the horn with three short blasts, before backing (unless vehicle is equipped with an automatic back-up alarm.) The use of the horn does not reduce the responsibility of the operator of backing in a safe manner.

- For your own safety and the safety of others, you are required to park our company vehicles properly each time you park even if the parking is only for a brief period of time.

To properly park a vehicle:

(a) Set the emergency brake.

(c) Put the automatic transmission in park or the manual transmission in low gear or reverse.

(b) Turn off the engine and remove the key.

(d) When parking on a hillside always turn the front wheels into a curb or mound of dirt should the vehicle begin rolling due to a mechanical failure.

- Avoid parking on hills. If unavoidable; use the parking brake and turn the wheels into the curb if headed down hill and out from the curb if headed up hill. Place a chock block on one wheel on the downhill side.
- In any condition when the vehicle is not clearly off the roadway, warning devices must be used. Be sure not to use flares in areas that could cause fires.
- Oil and water shall be checked daily on all company vehicles. A walk around safety inspection for flat or worn tires, vandalism etc., shall be done each day before the vehicle is driven for the first time.

In the Event of an Accident:

- Stop immediately, but do not obstruct traffic. Warn oncoming traffic.
- Turn ignition off. Guard against fire.
- Assist injured, then call police, sheriff and fire as necessary.
- Secure names, addresses of other drivers, witnesses and injured persons.
- Keep calm, don't argue, accuse anyone or admit guilt.
- Make a rough drawing of the scene showing position of vehicles and other details.
- Do not accept claim settlement at the scene of the accident.
- Notify your supervisor or if not possible, someone in the office.
- Notify the insurance agent or local agent of the insurance company.
- File a written report with the local or state police if required.

TRACTORS AND HEAVY EQUIPMENT

- Only authorized and trained people may operate heavy equipment or tractors.
- Loose or frayed clothing, long hair, dangling ties, finger rings, etc. shall not be worn around moving machinery OR OTHER SOURCES OF ENTANGLEMENT!
- Inspect and check brakes, steering, tires and lights daily. Correct any systems needing attention before you start operations. Oil, water, fuel and tires are to be checked every day prior to starting the equipment.

  If not safe and you cannot repair it, report the matter to a foreman or supervisor or mechanic and DO NOT operate the vehicle until it is made safe again.
- Never mount or dismount equipment while it is in motion.
- Operate the vehicle smoothly - no jerky turns, starts or stops.
- Hitch loads and equipment only to the drawbar and hitch points recommended by the manufacturer.
- When the vehicle is stopped, set the brakes securely and use the park lock if available.
- "Hot-rodding," stunt driving and horseplay is strictly forbidden and will be disciplined.
- Do not attempt repairs on our firm's heavy equipment or tractors unless you are qualified, have the proper tools and have made sure everything possible has been done to reduce the probability of injury due to a sudden movement or engagement or operation of such equipment or it's parts.
- Where machinery must be lifted on jacks or supports, or chain hoists, employees shall not work under these supported vehicles unless protective blocking is used in the event that the jacks, supports or chain hoists should fail.
- Where possible, lock-out procedures shall be used.
- No machinery shall be serviced, repaired or adjusted while in operation nor shall oiling of moving parts be attempted except on equipment

that is designed or fitted with safeguards to protect the person performing the work.

- Shut down engine and set brakes when making any adjustments or when hitching tools. Also, shut down, brake and remove keys when leaving unattended.
- Air hoses shall not be disconnected at compressors until the hose line has been bled.

MACHINERY AND VEHICLES

Motor Vehicles and Power Equipment

- Vehicles and mobile equipment are to be operated by authorized personnel only.
- The first responsibility of EVERY operator of any equipment is to first check the vehicle or equipment prior to operation every day and see if it is safe. If not, report the matter to a supervisor immediately and do not operate the vehicle or equipment until it is made safe.
- All fluid levels shall be checked daily on all company vehicles and equipment. A walk around safety inspection for flat or worn tires, vandalism etc., shall be done each day before the vehicle is driven for the first time.
- No person shall be in or around any company vehicle while under the influence, or in possession, of any alcoholic beverage or illegal drug.
- Employees shall abide by the Vehicle Code and any other State or Federal Laws while in a company vehicle.
- Vehicles assigned to employees must be kept neat and clean.
- All company vehicles are to be driven in a conservative and defensive manner. Aggressive or reckless driving is not permitted.
- All employees are required to use seat belts when driving company vehicles.
- Employees are required to park company vehicles properly each time you park even if the parking is only for a brief period of time.
- To properly park a vehicle:
- (a) Bring the vehicle to a stop a safe distance from any active roadway.
- (b) Put the automatic transmission in park or the manual transmission in low gear or reverse.
- (c) Turn off the engine.
- (d) Set the emergency brake.
- (e) When parking on a hillside always turn the front wheels into a curb or a mound of dirt.
- Wherever possible, avoid operating the vehicle near ditches, embankments, and holes.
- Reduce speed when turning, crossing slopes and on rough, slick or muddy surfaces.
- Stay off slopes too steep for safe operation.
- Giving rides is strictly prohibited.
- Operate the vehicle smoothly - no jerky turns, starts or stops.
- Hitch loads and equipment only to the drawbar and hitch points recommended by the manufacturer.
- "Hot Rodding," stunt driving and horseplay is strictly forbidden and grounds for immediate termination.

Cars, Pickups, Trucks, and Scooters

The driver is responsible for the safety of all passengers and the stability of materials being hauled. Use the following guidelines:

- Wear seat belts.
- Obey all speed limit and other regulatory signs. Give pedestrians the right-of-way. Look to the rear and sound your horn before backing. Shut off the motor to refuel.
- Shut off the motor and set the brakes before leaving the vehicle.
- Inspect the vehicle each day before use.
- Mount or dismount only when the vehicle is stopped.
- Keep arms, feet, and bodies inside. All personnel must be seated.
- Personnel may not ride in the bed of any vehicle that is hauling equipment or material unless your supervisor approves, and then only after he/she checks the stability of the equipment or material.
- Personnel may not ride in the bed of a dump vehicle, unless your supervisor approves, and then only after the bed is secured to the chassis frame to prevent accidental dumping.
- A flagman should direct the backing of a vehicle in congested areas.
- No more than three persons may ride on the front seat of any vehicle.
- Truck drivers must dismount from the cab and remain clear while the truck is being loaded by power equipment.

Heavy Equipment General

- Your employer will provided you with equipment that is safe to use. You will be responsible for inspecting your equipment before each work shift. If the equipment becomes defective in any way, notify your supervisor at once and place a "DEFECTIVE - DO NOT USE" tag on it.
- Know the limitations and specifications of the equipment you use. Do not exceed those limits. Do not use the equipment for other than its intended purpose.
- No work must be done on equipment, belts, drives, conveyors, or vehicles while they are in operation unless approval by the project management. The equipment, belts, drives, conveyors or vehicles must be shut down, locked and tagged, or otherwise immobilized.
- Do not attempt repairs on vehicles or equipment unless you are qualified, have the proper tools and have made sure everything possible has been done to reduce the probability of injury due to a sudden movement or engagement or operation of such equipment or it's parts. Any employee found in violation of this rule is subject to immediate termination.
- Where machinery must be lifted on jacks or supports, or chain hoists, employees shall not work under these supported vehicles unless protective blocking is used.
- No vehicles or equipment shall be serviced, repaired or adjusted while in operation nor shall oiling of moving parts be attempted except on equipment that is designed or fitted with safeguards to protect the person performing the work.
- Air hoses shall not be disconnected at compressors until the hose line has been bled.
- Do not shift equipment or trucks out of gear when going downgrade. Set the machine in gear and use the brakes to control the speed. If the brakes will not hold the load, drop or drag a scraper blade or make an emergency stop. Contact your supervisor IMMEDIATELY!
- Be sure your truck or equipment is under complete control at all times.
- No employee other than the operator is allowed in the cab of heavy equipment while the machine is in operation with the exception of a supervisor giving instruction.
- An operator should never leave the bucket or hoe or blade suspended in the air when a machine is left unattended even for a short while. Not only is this hard on hydraulic system but in the event of a failure, someone could be crushed.
- Equipment should be parked off all roads at night. Often times people illegally drive cars or motorcycles on these roads and can easily run into our equipment for which we and YOU might be found liable.
- Relax the tension on all lines and lower all blades when parking the equipment overnight.
- Safety belts must be worn at all times.
- Whenever you are operating equipment or a truck and are involved in an accident no matter how small, the accident must be reported immediately!
- Do not attempt to operate machinery or equipment without special permission, unless that is one of your regular duties.
- Loose or frayed clothing, dangling ties, finger rings, etc., shall not be worn around moving machinery or other sources of entanglement.
- Machinery shall not be repaired or adjusted while in operation, nor shall oiling of moving parts be attempted, except on equipment that is designed or fitted with safeguards to protect the person performing the work.
- Do not work under vehicles supported by jacks or chain hoists, without protective blocking that will prevent injury if jacks or hoist should fall.
- Air hoses should not be disconnected at compressors until hose line has been bled.
- Examine excavation before backfilling, so as to be positive no one is in it.
- Be sure no one is below, before operating excavating equipment near tops of cuts, banks, and cliffs.
- Operations of tractors, bulldozers, and carryalls should be handled with care where there is possibility of overturning in dangerous areas like edges of deep fills, cut banks, and steep slopes.

Cranes and Hoists

- All crane operators must be licensed per Cal/OSHA for each make and model crane operated.
- The operator must inspect his/her assigned machine before each work shift.
- The operator is solely responsible for the safe operation of his/her assigned machine.
- The operator has full responsibility for the safety of a lift and may not make a lift until safety is assured.

- A copy of the Manufacturer's Operator's Manual must be located on the project site and this manual reviewed by the crane operator and understood by him/her.
- The crane operator must understand and be able to determine the crane's capacity.
- A copy of the load chart must be in the crane cab whenever it is being operated.
- Accessible areas within the swing radius of the rotating superstructure counterweight of a crane will be barricaded to prevent employees from being struck or crushed by the counterweight.
- The load shall not be swung over other persons and no individuals shall position themselves under a load.
- Crane outriggers must be leveled and fully extended when making a lift.
- No part of the crane, load, hoist (load and boom) lines, boom and tag line shall come within 15 feet of energized electrical lines.
- For pick and carry operations, consult the manufacturer's operator manual and operating notes.
- Each crane, derrick, and cableway exceeding 3 tons capacity must be certified annually by a qualified person.
- All cranes must be equipped with an operable warning device controllable by the operator.
- A signalman shall be provided when the point of operation is not in full and direct view of the crane operator.
- The crane hoist mechanism shall be capable of developing 110% of permissible line pull and be capable of maintaining the load in suspended position in normal operating cycles.
- The crane lowering mechanism shall be capable of controlling 110% of permissible line pull.
- The crane boom hoist shall be capable of elevating the boom and 110% of the rated load.
- On a telescoping boom the retract function shall be capable of controlling 110% of rated load. A holding device shall be provided.
- The crane operating controls shall be located within convenient reach of the operator and shall be identified by marking or suitable chart to indicate the motion controlled and direction.
- A load rating chart shall be located on the crane to be available to the operator from his position at the control stand.
- All hydraulic hoses shall be visually inspected once every working day. A thorough inspection of all hoses, fittings, and rigid tube lines shall be made once a month.
- The travel of cranes shall be controlled so as to avoid collision with persons, material, and equipment. Revolving type cab units shall be turned so as to provide the least-obstruction to the operators vision in the direction of travel, unless he is receiving signals from someone with an unobstructed view.
- The empty hook, headache ball, or block shall be lashed or otherwise restrained so it cannot swing freely.
- When rotating the crane sudden stops shall be avoided. Rotational speed shall be such that the load does not swing out beyond the radius at which it can be safely controlled.
- Tag or restraint lines shall be used where rotation of the load is hazardous.
- No crane shall be operated with wheels or tracks off the ground or working surface at any time, unless properly bearing on outriggers.
- A fire extinguisher rated at least 5:BC shall be kept in or just outside the cab.
- A crane shall never be loaded beyond the rated capacity or safe working load whichever is smaller, except for test purposes.
- The load shall be attached to the hook by means of slings or other suitable and effective means which shall be rigged to insure safe handling of the load.
- The hook shall be positioned over the load in such a manner as to prevent swinging of the load when lifted.
- There shall be no sudden acceleration or deceleration of the moving load.
- A signal person shall be provided when the point of operation is not in full and direct view of the operator unless an effective signaling or control device is provided for safe direction of the operator.
- Operations in proximity to high voltage lines are restricted by Article 86 of the High-Voltage Electrical Safety Orders Title 8, California Administrative Code.
- Only employees authorized by the employer and trained or known to be qualified in the safe operation

of cranes or hoisting apparatus shall be permitted to operate such equipment.

- The crane operator shall not engage in any practice which will divert his attention while actually engaged in operating the crane.
- Loose material, tools, lunch box, clothing, etc., shall be stored in a manner which will not interfere with the operation of the crane controls.
- Preventative maintenance programs for cranes shall be established. Any unsafe conditions, discovered by inspections shall be corrected immediately.

Material Handling Equipment

All material handling machines must have backup alarms, horns, rollover protection structure and seat belt (when provided by manufacturer).

Material Hoists

- Hoists are to be operated only by an authorized operator.
- Passengers are not permitted - hoists are for material only.
- Know the weight of the material and the capacity of the elevator or hoist. Material must be secured so that it cannot shift, and it must not extend beyond cage limits.
- Follow instructions and use a signal system posted at each landing.
- Keep hands and body clear at all landings and openings.

SIGNS AND BARRICADES

DEFINITIONS

Signs, signals, and barricades are important, if not critical, to the safety of the construction projects and construction workers.

- Barricade means an obstruction to deter the passage of persons or vehicles.
- Signs are the warnings of hazard, temporarily or permanently affixed or placed, at locations where hazards exist.
- Signals are moving signs, provided by workers, such as flagmen, or by devices, such as flashing lights, to warn of possible or existing hazards.
- Tags are temporary signs, usually attached to a piece of equipment or part of a structure, to warn of existing or immediate hazards.

Signs

Signs and symbols required on construction job sites shall be visible at all times when work is being performed, and shall be removed or covered promptly when the hazards no longer exist. Pay attention to signs -they mean what they say.

Numerous warning and instruction-type signs are available. Signs are to be placed on barricade stands, posts, or other suitable locations. Before work starts they must be placed where they will be most effective and removed to proper storage when they are no longer needed. Signs must be legible.

Danger Signs

Danger signs shall be used only where an immediate hazard exists.

Danger signs shall have red as the predominating color for the upper panel; black outline on the borders; and a white lower panel for additional sign wording.

Caution Signs

Caution signs shall be used only to warn against potential hazards or to caution against unsafe practices.

Caution signs shall have yellow as the predominating color; black upper panel and borders; yellow lettering of "caution" on the black panel; and the lower yellow panel for additional sign wording. Black lettering shall be used for additional wording.

Standard color of the background shall be yellow; and the panel, black with yellow letters. Any letters used against the yellow background shall be black.

Exit Signs

Exit signs, when required, shall be lettered in legible red letters, not less than 6 inches high, on a white field and the principal stroke of the letters shall be at least three-fourths inch in width.

Safety Instruction Signs

Safety instruction signs, when used, shall be white with green upper panel with white letters to convey the principal message. Any additional wording on the sign shall be black letters on the white background.

Directional Signs

Directional signs, other than automotive traffic signs, shall be white with a black panel and a white directional symbol. Any additional wording on the sign shall be black letters on the white background.

Traffic Signs

Construction areas shall be posted with legible traffic signs at points of hazard.

All traffic control signs or devices used for protection of construction workers shall conform to the American National Standards Institute Manual on Uniform Traffic Control Devices for Streets and Highways.

Danger Tags

Danger tags are placed on switches and valves that must not be operated; they are printed with the words "HANDS OFF-DO NOT OPERATE."

Danger tags are used only to prevent operation of a switch, valve, or piece of equipment in cases where someone may get hurt or equipment may be damaged.

Observe the following guidelines for danger tags:

Do

- Place your tag and lock personally - do not have someone else do it.
- Sign the tag, date it, and put your badge number on it.
- Have a construction electrician lock and tag all electrical switches before you place your tag.
- Use only the standard danger tag.
- Remove your lock and tag when you have completed your work.
- Destroy your tag when you remove it, and use a new one when needed.
- All tags placed by electricians must be accompanied by their lock.
- TRY the switch after locking and tagging and before starting work to make sure you have locked out the correct one.

Don't

- Don't remove someone else's tag or operate a valve, switch, or device that has another person's danger tag attached. You are subject to immediate removal from the jobsite if you do.
- Don't lock and tag a device unless specifically instructed to do so by your supervisor.
- Don't place danger tags on defective tools and equipment.

Permits

The following written, properly authorized permits are required BEFORE you may begin any of the listed activities within certain operations.

Confined Space

Normally considered enclosures having limited means of access and egress, e.g., tanks, vessel, bins, silos, boilers, pits, septic tanks, sewers, underground utilities, pipelines and similar structures.

Do not enter a tank or confined space in operation areas until a valid Confined Space or tank Entry Permit, signed by the responsible supervisor, is posted at the work site and you are in compliance with this permit.

Work Permit

Work of any type in some operating areas.

Flame Permit

Flame- or spark-producing activity in certain operating areas and in some construction areas (welding, cutting, mobile equipment, etc.)

Excavation Permit

Excavating, concrete breaking, or drilling inside or outside buildings where potential dangers may exist in operation areas.

Tank Entry Permit - Restricted Access Permit

Tank entry or entry into a similar confined space when working in operations areas.

Operator's Permit

Mobile equipment and explosive tools use in operation areas.

All permits must be posted at a designated spot at the work site. Read the applicable permit and follow instructions to the letter.

Barricades

Barricades are required around most excavations, holes, or openings in floor or roof areas, edges of roofs and elevated platforms, around certain types of overhead work, and wherever necessary to warn people against falling in, through, or off.

Types of Barricades

Warning barricades call your attention to a hazard but offer no physical protection, e.g., yellow synthetic tape on galvanized stands or posts.

Protective barricades warn and provide physical protection from failing, e.g., wood post and rail, cable, and wood post and chain.

Use

ANYONE WHO MAKES A HOLE OR OPENING IS RESPONSIBLE FOR HAVING IT BARRICADED.

Erection

- Barricades must be 42 inches high and must be square and level. Barricades should be erected before the hole is cut, extended as the excavation progresses, and returned to the storage rack when no longer needed.
- Numerous excavations in one area may be barricaded effectively by erecting a barricade around the general area.
- Blinking lights must be used on road blocks after dark; and an entrance, opening, or gate must be left where practical.
- A three foot opening should be placed for personnel entrances. Stepping over or ducking under barricades will not be allowed.

Floor and Wall Openings

Use

- All holes or openings through floors or walls must be provided with hole covers or standard railing. Do not store material or equipment on a hole cover.
- Stairway floor openings, with the exception of the entrance, shall be guarded by standard railing and toeboards. All wall openings from which there is a drop of more than four feet and the bottom of the opening is less than three feet above the working surface shall be guarded.
- All open-sided floors or platforms six feet or more above adjacent floor or ground level shall be guarded by a standard railing or the equivalent.

Placement

Hole covers must have a sign reading, "WARNING - TEMPORARY COVER. DO NOT REMOVE UNLESS AUTHORIZED" or otherwise identified. Covers must be cleated, wired, or otherwise secured to prevent slipping sideways or horizontally beyond the hole. Covers must extend adequately beyond the edge of the hole.

Material

Three-quarter-inch plywood may be used, provided that one dimension of the opening is less than 18 inches; otherwise, two-inch lumber is required.

PNEUMATIC & POWDER ACTUATED TOOLS

- To operate powder-actuated tools you must be trained in their use and carry a valid operators card.
- The powder-actuated tools being used must have written approval of the Division of Occupational Safety and Health.
- Powder-actuated tool operators must have and use appropriate personal protective equipment such as hard hats, safety goggles, safety shoes and ear protectors.
- Powder-actuated tools must be inspected for obstructions or defects each day before use.
- Powder-actuated tools must be left unloaded until they are actually ready to be used.
- A sign at least 7 inches by 10 inches with bold face type reading 'POWDER-ACTUATED TOOL IN USE' must be conspicuously posted when the tool is being used.
- Each powder-actuated tool must be stored in its own locked container when not being used.

HAZARDOUS MATERIALS HANDLING

At times we handle several materials designated as hazardous by the Federal and State Governments. These materials are:

Paints
Epoxies
Caulking
Cleaners
Gasoline
Diesel
Motor and Hydraulic Oils
Waste oil
Antifreeze
Solvent
Greases and other lubricants

Every hazardous material has what is called a MSDS sheet. This sheet lists the properties, hazards and treatments specific to that material. It is your right and we recommend that you read each sheet associated with the materials you deal with in your work. These sheets are kept in the main office and at each work site along with the site plans and emergency response plan.

Correct safety and response actions are discussed at safety meetings, but you should review these any time you feel necessary.

Specifically these materials contain approximately the same warnings.

(a) Avoid contact with eyes and skin, if contact occurs flush with soap and water.

(b) Avoid inhalation or ingestion. If symptoms develop seek medical attention.

(c) All materials are explosive or flammable, avoid heating or working near sparks or other sources of flames.

(d) Use products only for their intended use. i.e. Do not use gasoline for cleaning.

EXCAVATIONS AND TRENCHES

The following practices are required during work around excavations or trenches:

- Do not allow work in or near the excavation until a qualified person has determined that no hazard to workers exists from possible moving ground.
- All excavations that could possibly contain dangerous gases or a bad atmosphere must be cleared through the supervisor before entering. Any such hole will then be tested for explosive limit and oxygen content prior to approval by the supervisor. If needed the hole will then be ventilated until the unsafe condition

is corrected. No spark or flame source shall be permitted near any such excavations or gas sources.

- All excavations shall be visually inspected before backfilling to ensure it is safe to backfill.
- No excavating equipment shall be operated near tops of cuts, banks or cliffs if employees are working below.
- Tractors, bulldozers, scrapers and carryalls shall not be operated where there is a possibility of overturning in dangerous areas like edges of deep fills, cut banks and steep slopes.
- Do not begin work on or enter any excavation deeper than five (5) feet unless a permit has been issued by /OSHA.
- Protect workers who enter excavations 5 feet deep or more with a system of shoring, sloping, benching, or equivalent alternative methods. When necessary, provide similar protection for workers in excavations less than 5 feet deep.
- Use diversion ditches, dikes, and other effective methods to prevent water from entering the excavation and to drain surrounding areas.
- Inspect excavations after rainstorms, thaws, or other events which may affect the stability of the soil and increase hazards before workers are allowed to enter the excavation.
- Spoils piles must be no closer than 2 feet from the edge of any excavation.
- For trenches 4 feet or more in depth, a safe means of egress must be constructed within 25 feet of any work area.
- Excavations shall not be dug near building foundations, walls and sidewalks.
- Physical barriers shall be erected around excavations.
- Determine whether any underground installations such as sewer, water, or fuel lines are likely to be encountered. You can get this information by calling the Underground Service Alert (USA).
- Excavations shall proceed slowly for the first 6 feet while a spotter checks for possible utilities.
- With the exception of emergency repair work, give owners of underground facilities in the area at least 48 working hours advance notice before you begin excavation work.
- Remove trees, poles, boulders, and similar objects which may be hazardous to workers.
- If the excavation endangers the stability of adjoining structures, shore, brace, or underpin those structures.
- Do not use an existing wall or structure as a retaining wall until it has been determined that it will safely support expected loads.
- Barricade or securely cover all wells, pits, shafts, and caissons.
- Backfill temporary wells, pits, and shafts when the operation is completed.
- Use additional bracing to a strengthen shoring in excavations located near streets, railroads, or other sources of vibration and external loads. Take similar precautions when excavations are made in areas that have been previously filled.
- Do not ride in power shovels, backhoe buckets or other equipment not designed for this purpose.

Examples of dangerous conditions are:

(a) Septic tank or cesspool excavations where methane, an explosive gas has formed due to biodegradation.
(b) Fuel tank excavations where dry ice purging has allowed both explosive fuel vapors and carbon dioxide to flood the hole.
(c) Any deep hole in still air with equipment working in it. The exhaust of the equipment can fill the hole.

CONFINED SPACES AND GAS

- A confined space will exist when ready access and egress are not available and where dangerous air contamination exists or develop. Dangerous air contamination will include:
  a. A flammable gas, vapor or particulate concentration greater than 20% of its lower flammability limit.
  b. A toxic substance concentration immediately hazardous to life or health.
  c. An oxygen deficient atmosphere - less than 19.5% by volume.
- Life lines are required when entering a confined space where dangerous air contamination exists or may occur.
- At least one person shall stand-by outside the confined space. The stand-by person will be appropriately trained (including CPR) and equipped to give assistance in the event of an emergency.
- Confined spaces can include steam generators, tanks, vessels, trenches, pits, sewers, pipelines, ducts, boilers, vaults, etc.

ELECTRICAL SAFETY

- Do not use portable electrical devices in the rain, or on wet surfaces.
- Keep the area in front of electrical panels clear.
- Do not work with:
  - worn or frayed power cords or wires.
  - damaged or missing grounding wires.
  - broken or cracked plugs.
  - faulty sockets with exposed wiring.
  - liquid spills on equipment.
  - required inspection sticker missing or outdated.
  - burned out indicator or warning lights.
  - meters or scopes that read incorrectly.
  - equipment that smokes, sparks or shocks.
  - equipment that has an out-of-service warning attached.
- Never disconnect plug by pulling on cord. Grasp plug firmly and pull straight out.
- Avoid rolling equipment over cords.
- Do not use adapters or two prong cheater devices to bypass three wire grounded plug.
- Electrical tools shall not be operated where danger of flammable vapors, gasses and liquids exist, or where dust or water is present.
- Electrical equipment repairs shall be made only by qualified personnel.
- Use only properly grounded electrical tools.
- Metal ladders shall not be used in the vicinity of electrical circuits in places where they may come into contact with them.
- Report short circuits and damaged cords immediately.

FIRE & FIRE PREVENTION

- Observe "No Smoking" regulations where posted.
- Fire exits shall be kept clear and ready for immediate use.
- Use First-Aid equipment. Quick first-aid, properly applied, reduces suffering and may save a life.
- In case of fire, call 911 and notify your supervisor immediately. Give fire department exact location of fire. If you can do so without danger to yourself or others, attack the fire with an appropriate fire extinguisher or fire hose to try and contain it before arrival of fire fighters. Under no circumstances jeopardize the safety of yourself or others.

Fire Extinguishers

- Fire extinguishers and signs are posted conspicuously in building areas. Always be aware of the types of fire fighting equipment around you and learn to use them.

  A - Ordinary Combustibles Fire in paper, wood, drapes and upholstery require an extinguisher labeled A.

  B - Flammable Liquids Fires in fuel oil, gasoline, paint, grease in a frying pan, solvents, and other flammable liquids require an extinguisher labeled B.

  C - Electrical Equipment Fires started in wiring, overheated fuse boxes, conductors, and other electrical sources require an extinguisher labeled C.

REPORTABILITY

- Report all accidents to your supervisor.
- Report all unsafe or broken tools or equipment to your supervisor.

MEDICAL ASSISTANCE

First aid supplies are easily accessible throughout including the main office. Locations of the nearest doctor and medical facility are posted on the bulletin boards. In the event of a death or critical injury, the Safety Officer must be notified immediately. If he or she cannot be reached, the injury or death must be reported within 8 hours to Cal/OSHA and to our firm's Workers' Compensation Carrier.

EMERGENCY ACTION PLAN

Our firm has established the following procedures in the event an emergency occurs such as a fire, earthquake, toxic spill or other situations which causes a threat to employees:

- Evacuation: Employees who work in or who frequently visit company buildings, where the exits are not always clearly visible from inside the building, will be trained in our firm's evacuation procedures. Each department will have a map showing the escape routes. The map will be posted just inside the entrance of the department together with Tulare Public Cemetery District's evacuation procedure. Employees should periodically review the evacuation procedures and escape routes for their work area.

- Critical Operations: If we determine that employees must remain to operate critical operations, when an emergency occurs, we will give them written procedure to follow. Copies of these procedures will then be made available at the office.

- Rescue and Medical Duties: Selected personnel will be trained in our firm's rescue and medical procedures. A written copy of these procedures are available at the office.

- Verifying Employee Safety: Each evacuation plan will specify a meeting area where employees will congregate following an evacuation. The highest ranking employee present at an evacuation or an emergency site will take an attendance check of all employees at the affected facility.

- Alarms: Each building or facility where employees work and where an evacuation may occur will have installed heat and smoke sensing alarms. Where alarms are not present, employees will use voice communications in case of an emergency.

- Emergency Personnel: The Safety Officer and management personnel are responsible for the following types of emergencies: Fires, Earthquakes, Pesticides and Toxic Spills.

- Fire Prevention: Our firm has developed a specific fire prevention plan for each of our firm's facilities. Each of the fire prevention plans will specify the potential ignition sources. The plans will also identify the types of fire protection equipment or systems which must be available at each of the facilities and the housekeeping rules for employees to follow in order to prevent fires.

  The Safety Officer is responsible for the maintenance and installation of all fire equipment or fire prevention systems in our firm. The Safety Officer is also responsible to assure that inspections of facilities occur to insure that all equipment and systems are present and are in good working order. The inspections will include an examination of the facilities for good housekeeping.

  At the time of initial assignment and once annually thereafter our firm will train employees in the following subjects:

  A. Recognition of fire hazards

  B. Good Housekeeping

  C. Use of fire prevention equipment

HAZARDOUS MATERIALS HANDLING

At times you may be called upon to handle materials designated as hazardous by the Federal and State Governments. These materials may include:

General
Antifreeze
Caulking
Cleaners
Diesel fuel
Epoxies
Gasoline
Greases and other lubricants
Motor and hydraulic oils
Paints
Solvent
Waste oil

Shop Chemicals
Brake Fluid
Engine Oil
Gear Oi
Grease
Transmission Fluid

Material Safety Data Sheet (SDS)

Every hazardous material has what is called an Material Safety Data Sheet (SDS). This sheet lists the properties, hazards and treatments specific to that material. It is your right and we recommend that you read each sheet associated with the materials you deal with in your work. These sheets are kept in the main office and at each work site along with the site plans and emergency response plan.

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(d) Use products only for their intended use. i.e. Do not use gasoline for cleaning.

Hazard Communications Safety Data Sheets (SDS) Components

Section 1 Identification
Includes product identifier; manufacturer or distributor name, address, phone number; emergency phone number; recommended use; restrictions on use.

Section 2 Hazard(s) Identification
Includes all hazards regarding the chemical; required label elements.

Section 3 Composition/information on ingredients
Includes information on chemical ingredients; trade secret claims.

Section 4 First-aid Measures
Includes important symptoms/effects, acute, delayed, required treatment.

Section 5 Fire-fighting Measures
Lists suitable extinguishing techniques, equipment; chemical hazards from fire.

Section 6 Accidental Release Measures
Lists emergency procedures; protective equipment; proper methods of containment and cleanup.

Section 7 Handling and Storage
Lists precautions for safe handling and storage, including incompatibilities.

Section 8 Exposure Controls/personal Protection
Lists OSHA's Permissible Exposure Limits (PELs); Threshold Limit Values (TLVs); appropriate engineering controls; personal protective equipment (PPE).

Section 9 Physical and Chemical Properties
Lists the chemical's characteristics.

Section 10 Stability and Reactivity
Lists chemical stability and possibility of hazardous reactions.

Section 11 Toxicological Information
Includes routes of exposure; related symptoms, acute and chronic effects numerical measures of toxicity.

Section 12 Ecological Information*

Section 13 Disposal Considerations*

Section 14 Transport Information*

Section 15 Regulatory Information*

Section 16 Other Information
Includes the date of preparation or last revision.

***NOTE:** Since other Agencies regulate this information OSHA will not be enforcing Sections12 through 15 (29 CFR 1910.1200 (g)(2)).

The Globally Harmonized System (GHS) Hazard Pictograms

Danger: Chemicals! Pictured below are the standard hazard symbols used in the Globally Harmonized System (GHS) These symbols can be used individually and in combinations to define the specific hazards(s) of the chemical.

Acutely toxic

Acutely Toxic this Pictogram's Meaning:
Know that you are handling a chemical that is acutely toxic in contact with skin, if inhaled or ingested, which may even be fatal.

Explosive
Self-reactive
Organic peroxide

This Pictogram Refers to Explosives:
- Self-reactive substances and,
- Organic peroxides that may cause explosion when heated.

Oxidizer

This Pictogram Refers to Oxidizers:
This pictogram on the label means you are dealing with oxidizing gases, solids and liquids, which can cause or intensify fire and explosion.

Flammable, Self-reactive, Pyrophoric, Self-heating, Emits flammable gas, Organic peroxide

This Warns of Materials that are Flammable:

- This one warns against flammable gases, aerosols, liquids and solids;
- Self-heating substances and mixtures;
- Pyrophoric liquids and solids, that may catch fire when in contact with air;
- Substances and mixtures which, in contact with water, emit flammable gases;
- Self-reactive substances or organic peroxides that may cause fire when heated.

Gas under pressure

Chemicals with this Pictogram Mean:

- Gas under pressure, may explode when heated;
- Refrigerated gas, may cause cryogenic burns or injuries;
- Dissolved gases;
- Even normally safe gases can be dangerous when pressurized.

Burns skin
Damages eyes
Corrosive to metals

This Pictogram Means Corrosive: Whenever you use a chemical with this pictogram on it, be aware that it is corrosive and can cause severe skin burns and eye damage. It is also corrosive to metals.

Acutely toxic (harmful), Irritant to skin, eyes or respiratory tract, Skin sensitizer

This Pictogram Means One or More of the Following:

- Acutely toxic (harmful);
- Causes skin sensitization, skin and eye irritation;
- Respiratory irritant;
- Narcotic, causes drowsiness or dizziness;
- Hazardous to the ozone layer.

Carcinogen, Mutagen, Reproductive toxin, Respiratory sensitizer, Toxic to target organs, Toxic if aspirated

A Substance or Mixture with this Pictogram:

Has one or more of the following effects:

- Is carcinogenic;
- Affects fertility and the unborn child;
- Causes mutations;
- Is a respiratory sensitizer, may cause allergy, asthma or breathing difficulties when inhaled;
- Is toxic to specific organs;
- Aspiration hazards, may be fatal or harmful if swallowed or if it enters airways.

Toxic to aquatic life (optional)

This Pictogram is for Environmental and Aquatic Hazards:

A substance that is hazardous to the environment and causes aquatic toxicity.

Sample GHS Label with Elements Noted

GHS Label Elements

The GHS does not specify a label format our layout, but requires the inclusion of several elements.

1. Product Identifier. The product identifier must match the identifier on the safety data sheet and include the chemical identity of the substance or ingredients in a mixture that contribute to the product's hazards.

2. Pictograms. Pictograms are combinations of graphical elements that convey information about the product's hazards. GHS hazard pictograms are a black symbol on a white field within a red diamond.

3. Signal Word. Signal words indicate the severity of the product's hazard. "Danger" indicates severe hazards while "Warning" indicates less sever hazards.

4. Hazard Statements. Hazard statements are assigned based on the nature of the product's hazards.

5. Precautionary Statements. Precautionary statements inform the reader about how to prevent or minimize the negative effects of storing or handling the product unsafely. They fall into four categories: prevention, response, storage, and disposal.

6. Supplier Identification. The supplier identification includes the name, address and telephone number that can be used to locate or communicate with the manufacturer or supplier.

Other Elements. GHS permits competent authorities to require or allow additional information and specify where it must be presented on the product label as long as it does not impede, contradict or confuse the standard information. Examples include: transport pictograms, precautionary pictograms, first-aid recommendations, universal product codes, general usage information, etc.

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RECEIPT FOR COMPANY CODES OF SAFE PRACTICE

This acknowledges that I have received a copy of Tulare Public Cemetery District's Codes Of Safe Practice. I have also had an opportunity to see and read a copy of Tulare Public Cemetery District's Injury and Illness Prevention Program. In consideration of my employment, I agree to conform to the rules and standards of Tulare Public Cemetery District's Safety Policy.

Either Tulare Public Cemetery District or I may end my employment relationship with it either with or without cause or any prior notice. No one has any authority to enter into any agreement for employment with Tulare Public Cemetery District for any specified period of time or to make any agreement contrary to the foregoing.

Except for the terms of employment set forth in the previous paragraph which specify that my employment with Tulare Public Cemetery District is irrevocably at will, Tulare Public Cemetery District reserves the right to change, revoke or add to its employment policies, including Tulare Public Cemetery District's Injury and Illness Prevention Program, at any time by notifying employees of the change, revocation or addition. By remaining in Tulare Public Cemetery District's employment after having been notified, an employee is deemed to have agreed to the change, revocation or addition.

I must read the Codes of Safe Practice thoroughly and secure the assistance of the Safety Officer, my supervisor or the Manager should I not understand something in it.

I have received a copy of this signed statement.

X_____ _____

SIGNATURE of EMPLOYEE DATE

X_____ _____

SIGNATURE of EMPLOYER DATE

NOTE: A copy of this receipt will be retained in the employee's personnel file.