



Fresno County Safety Rules



**HUMAN RESOURCES
-Risk Management**

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POLICY STATEMENT

It is the policy of the County of Fresno to provide a safe and healthy work environment to all of its employees.

County Management Directive Chapter 1600, Subject 1611 states in part: "All employees have a duty to perform their jobs safely."

Employees are expected to know and understand that the success of the County's Injury and Illness Prevention Program (IIPP) is contingent upon their compliance with the following safety rules.

NOTE: These safety rules are not intended to be a comprehensive list of all hazards encountered within County operations. Departments are required to follow various statutes governing safety and health in the work environment and establish code of safe work practices and safety policies as required. Employees are expected to follow additional policies put into place by their department.

SAFETY RULES

1. GENERAL

- A. The following work rules have been established as part of the County of Fresno's IIPP. The purpose of the County's IIPP is simply accident prevention. Accident prevention results in protecting employees and the public from injuries and property damage. Each safety rule shall be considered directive in nature. As required by the California Labor Code (6401.7), to be effective, our IIPP has established a system for ensuring employees comply with safe and healthy work practices and, "such a system may include (provisions for) disciplinary action(s)."
- B. It is the responsibility of each Department Head to require these safety rules be made available to all of his or her employees. As new rules are issued, the Department Head shall be responsible for bringing them to the attention of the department's employees. All employees serving in a supervisory capacity are required to observe all safety rules and enforce their compliance by the employees under their supervision. Each County employee, whether permanent, temporary, extra help, or seasonal is required and expected to follow these work rules.
- C. If a difference in opinion arises as to the interpretation or applicability of any safety rules, the decision of the employee's immediate supervisor shall govern and shall be followed immediately. Subsequent appeal of a supervisor's decision may be made through normal channels to the Department Head. If the Department Head is unable to resolve the problem, it should be referred, in writing, to the County Safety Officer for final resolution.
- D. Employees who violate any of these safety rules or knowingly permit safety rule violations may be subject to disciplinary action, as appropriate to the circumstances. Employment with the County of Fresno constitutes acceptance of the above conditions.
- E. Employees shall be provided these safety rules and be made aware of the safety rules applicable to his or her job and work environment. In addition to these safety rules, County employees are subject to Federal, State, and local occupational safety and health rules, orders, directives, regulations, and/or standards.
- F. Each department will schedule their employees to attend specialized safety training provided by the Risk Management Division.
- G. Employees will attend specialized safety training as scheduled.

2. REPORTING UNSAFE CONDITIONS AND HAZARDS

- A. In many situations, employees are the first to discover safety hazards within their work areas. It is the responsibility of each employee to report unsafe conditions, hazards and unsafe work practices that could cause an injury, illness, or death to an employee or public patron or cause damage to County property.
- B. The mechanism to report unsafe conditions, hazards and unsafe work practices is the Employee Hazard Report. Employee Hazard Reports should be completed and submitted to the employee's supervisor. A supply of Employee Hazard Reports should be posted on your Department Safety Bulletin Board and available upon request from your supervisor. The report is also available on the Risk Management website.

Unless an immediate hazard needs to be addressed (ex. water spilled on a tile floor), reporting hazards should be made through the employee hazard report. A verbal report shall not be made.

- C. Employees should correct hazards whenever possible and can do so without jeopardizing their safety (ex. fixing a doormat that is flipped up, cleaning up small spills, removing trip hazards in walkways such as boxes and trash cans).
- D. Hazard reports do not need to be completed for hazards that are abated by employees so as long as the hazard is not reoccurring.

3. ACCIDENT PREVENTION

- A. Employees shall exercise general care, orderliness, and "good housekeeping" practices in the performance of their assigned work. They shall also employ the safe and correct methods of handling, transporting, and storing materials, supplies, and tools. Work shall be performed so as to eliminate hazards due to:
 - 1) Slipping, tripping, and falling
 - 2) Falling and flying objects
 - 3) Protruding objects and materials
 - 4) Moving machinery
 - 5) Energized electrical circuits
 - 6) Escaping gas
 - 7) Other energy sources

8) Excavations

9) Other recognized hazards

- B. A clean work center is a safe work center. Employees are encouraged to adopt a “clean as you go” method of work center housekeeping.
- C. No one will be permitted in County buildings who has in his possession any firearm, ammunition, knife, brass knuckles, club, or any other weapon, with the exception of peace officers.
- D. It is the duty of every employee, when going on or off duty, to carefully examine buildings and equipment in his or her charge to ensure everything is in good order. Discrepancies shall be immediately reported to the employee’s immediate supervisor.
- E. Employees are expected to be responsible for their own safety and to exercise care in preventing injury to fellow employees and the public.
- F. Horseplay and practical jokes are prohibited.
- G. All injuries and damage to County property and damage to public or private property as a result of County operations shall be reported to the employee’s immediate supervisor.
- H. Employees shall immediately report any emergency situation to their immediate supervisor. In the absence of a supervisor, the emergency will be reported to the next higher supervisor by telephone or best available means.

4. QUALIFICATIONS FOR DUTY

- A. Employees shall be physically and mentally fit for their assigned job tasks.
- B. Should any County employee be unable to perform their assigned tasks safely, they shall report this information to their immediate supervisor.

5. SUITABLE CLOTHING AND PERSONAL PROTECTIVE EQUIPMENT

- A. Employees shall wear suitable clothing for their assigned tasks at all times. For example: To avoid the danger from energized electrical circuits or equipment, moving machinery, open flames etc., avoid wearing loose fitting blouses or shirts, loose ties, scarves, loose sleeves, etc. Also, the wearing of jewelry, rings, watches, etc., while working around energized equipment or moving machinery parts is prohibited.
- B. Safe shoes shall be worn at all times so that the potential for injury due to tripping/falling and hazards of dropped heavy objects or crushing injuries

are minimized. Bare feet, slippers moccasins, beach sandals (flip-flops), and footwear that may slide off the foot under normal working conditions are prohibited in any work environment.

- C. Personal protective equipment (PPE) shall be provided to County employees whose job requires them to work in hazardous conditions.
- D. Employees are required to inspect and ensure the serviceability of any PPE prior to each use of the PPE.
- E. Supervisors shall ensure the use of PPE and other safety devices when their use is required.

6. INTOXICATING BEVERAGES AND DRUGS

- A. Possession and/or use of intoxicating beverages or illegal drugs by any employee while on duty are prohibited. This includes breaks and lunch periods.
- B. Any employee reporting for duty under the influence of intoxicating beverages or drugs shall not be allowed to perform the duties of his or her position.
- C. Board of Supervisors Administrative Policy 43 requires that employees shall advise their immediate supervisor if they are taking any prescribed or over-the-counter medication that may affect their ability to safely perform their duties.

7. SMOKING

Per Government Code section 7596 et. seq., smoking is not permitted in any building or within twenty feet of a main exit, entrance, or operable window. Additionally, smoking is not permitted in any County-owned vehicle. In addition to tobacco, "smoking" includes electronic cigarettes. County buildings include County parking structures such as the Plaza garage.

Violations of this policy should be reported to the Department of Public Health's Tobacco Prevention Program at 600-6449.

8. FIRST AID

- A. All employees should familiarize themselves with the basic principles of first aid.
- B. Building Emergency Response personnel shall become Cardiopulmonary Resuscitation (CPR) and First Aid certified through the County's safety training program.
- C. Properly equipped and approved first aid kits shall be maintained at all

major work centers/operations and other designated vehicles/locations.

9. HOUSEKEEPING

- A. Work centers shall be kept free of debris. Suitable containers shall be made available and used for trash, scrap metal, oily rags, and other generated waste products. Recycling waste products is encouraged.
- B. Floors shall be kept free of liquid spills, which create slipping hazards.
- C. Spills shall be cleaned up immediately. If the spill is too large and requires the attention of janitorial staff, create a barrier near the spill that will not cause a trip hazard. In the absence of wet floor signs, use a chair, recycle bin or other objects of at least waist high. Create a sign warning of the hazard and affix it to the barrier if possible.
- D. Aisles and walkways shall be clearly defined and kept free of obstructions and other tripping hazards.
- E. Stored materials shall not be stacked closer than 18 inches from sprinkler heads or overhead light fixtures. Also, materials shall not be stored under or stacked against buildings, doors, exits, or under stairways.
- F. Mouse and keyboard cords hanging under keyboard trays or desks shall be secured. Cords under desks and on the floor should be pushed back far enough so as not to create entanglement hazards.

10. DEFECTIVE EQUIPMENT

- A. Employees shall immediately report to their supervisor any defective equipment, machinery, apparatus, or tool(s), or any other condition which they believe constitutes a hazard to persons or property.
- B. Employees shall use the proper tools suitable for their job tasks and ensure their tools are in good repair. Never attempt to use defective equipment.
- C. Tools shall never be left unattended, in elevated positions, on top of ladders, over doorways, or suspended from any overhead position from which they may fall.

11. SAFE SUPPORT

- A. No employee, nor any equipment, shall be supported or permitted to be supported on any portion of a tree, pole, scaffold, ladder, walkway, or other elevated structure, crane, derrick, etc., without it first being determined that such support is sufficiently strong and properly secured in place.
- B. Scaffolding shall be of sufficient strength and rigidity to support its own weight and the maximum of four times the load weight of the worker(s) and material(s) to which it will be subjected (A safety factor of four). The Title 8

regulations governing the use and type of scaffold shall be followed.

- C. Scaffolds shall be used for work that cannot be done safely by standing on permanent or solid construction at least 20 inches wide, except where work can be done safely from ladders.

12. WARNING SIGNS, TAGS, GUARDS, BARRIERS, ETC.

- A. Warning signs, tags, placards, guards, barriers, etc., shall be installed on walkways and/or roadways wherever temporary or permanent hazards exist due to work in progress, moving machinery, open excavations, hazardous construction projects, etc.
- B. Such warnings shall be placed in locations conspicuous to pedestrian and vehicular traffic in conformance with the California Vehicle Code, if applicable. These warnings shall not be disturbed nor removed while the hazard exists, except by order of the supervisor in charge.
- C. When signs and/or barricades cannot control moving traffic, a flag person shall be stationed to warn such traffic.

13. LIGHTS

- A. No artificial light source, except an approved flashlight or approved extension cord and fixture, shall be used near escaping gas or gasoline or other flammable vapors, or when entering a room, enclosure, or confined space suspected of containing gas.
- B. Dark places, basements, or cellars shall not be entered without adequate lighting.
- C. The use of matches, lighters, and/or candles is forbidden.

14. FIRE PREVENTION

- A. Emergency Responders shall be trained on the location and use of fire extinguishers at their work centers. Training shall consist of actual hands on use.
- B. All fire extinguishers shall be inspected monthly and maintained in a serviceable condition. Where identification of the location of the units is obscure, they should be identified with signage.
- C. All emergency fire safety apparatus, such as fire extinguishers, fire alarm boxes, smoke detectors, and exit doors shall be kept clear of obstructions and accessible.
- D. The correct fire extinguisher type shall be used for the correct fire type. Water type fire extinguishers for example are conductors of electricity and should not be used in fighting electrical fires.
- E. Carbon dioxide or other dry chemical extinguishers may be safely used to

fight electrical fires.

- F. A fire can start for many reasons and is often a side effect of other events such as earthquakes or explosions. If you notice smoke or fire you should:
 - 1) Immediately notify your supervisor.
 - 2) Supervisors should immediately report the fire to the fire department (9-911).
 - 3) Do not panic, run, or push.
 - 4) Do not take the time to gather personal items.
 - 5) Follow your work center's fire evacuation procedures.
 - 6) Do not prop open fire rated (self-closing) or stairwell doors.
- G. The use of space heaters is prohibited in any office environment.

15. ELECTRICAL

- A. Power strips shall be plugged directly into wall receptacles. They shall not be plugged into each other nor shall they be plugged into extension cords.
- B. Electrical cords that are missing grounding prongs or that have a damaged outer sheath shall not be used.
- C. Electrical panels shall not be blocked. They must have clear width clearance at least the width of the panel or 30 inches, whichever is greater. There shall be a minimum of three feet depth clearance in front of the panel.
- D. Wall receptacles shall not have damaged or missing covers.

16. WELDING AND SOLDERING

- A. Welding and/or soldering operations shall not be done in any closed vessel, such as a barrel, motor vehicle fuel tank, etc., which may have contained a flammable or explosive substance, until the vessel is completely purged with air, water, and/or steam. Welding should be performed only in appropriately ventilated areas.
- B. The operation and use of acetylene and/or electric welding machines shall be performed by fully trained and qualified workers.
- C. Proper PPE, to include, but not limited to face shields, goggles, gloves, aprons, shields, screens, etc., shall be provided and used.
- D. Welding operations shall be shielded by screens or other effective means so as not to expose unprotected workers.

- E. Gas and oxygen cylinders shall be properly secured. Oxygen cylinders in storage shall be separated from fuel- gas cylinders or combustible materials a minimum distance of 20 feet or by a noncombustible barrier at least 5 feet high having a fire resistance rating of a least one-half hour.

17. GASOLINE

- A. Gasoline shall be handled and stored only in approved containers and away from ignition sources.
- B. When pouring or pumping gasoline from one container into another, the metal spout or nozzle shall be kept in contact with the receiving container to dissipate the potential static charge build-up.

18. EXPLOSIVES

- A. Explosives shall not be handled by anyone not qualified, authorized, and licensed to do so.
- B. The handling and use of explosives shall be accomplished only in accordance with approved and lawful methods.

19. PORTABLE LADDERS

- A. The use of any ladder not furnished by the County is prohibited. Ladders must meet construction and design requirements of the American National Standards Institute (ANSI).
- B. Employees shall visually inspect ladders prior to each use and any occurrence that could affect their use. The joint between the steps and side rails should be tight. All hardware and fittings securely attached and movable parts shall operate freely without binding or undue play.
- C. Portable non- self-supporting ladders shall not be used with a pitch greater than the horizontal distance from the top support to the foot of the ladder in excess of one-quarter length of the ladder. The ladder shall be placed to prevent from slipping or shall be tied, blocked, held or otherwise secured.
- D. When portable ladders are used for access to upper landing surfaces, the side rails shall be extended not less than 36 inches above the upper landing surface.
- E. Ladders shall not be placed in front of doors that open toward the ladder unless the door is opened, locked, or guarded.
- F. Ladders shall not be left unattended in aisle ways or walkways. When necessary cordon off the work area to prevent others from walking under the ladder or use a spotter.
- G. Employees shall face the ladder when ascending or descending.

- H. Ladders shall not be ascended or descended when an employee's hands are otherwise occupied by carrying tools, equipment, materials, etc.
- I. Employees shall not lean to the side when on a ladder unless the ladder is properly secured.
- J. When in use, stepladders shall be fully spread.
- K. Employees shall not stand on the top 3 rungs of a ladder unless another employee provides a firm handhold of the ladder being used.
- L. Cross- bracing on the backs of ladders shall not be used for climbing unless designed to do so.
- M. Ladders with weakened, broken, or missing steps, broken or cracked side rails, or which are otherwise defective, shall not be used and will be taken out of service immediately.
- N. All portable ladders shall be equipped with approved non-slip bases (safety feet).
- O. Wooden ladders shall have unfinished surfaces, or if they are finished, shall be finished with a clear shellac-type finish only. Paint shall not be used which might obscure defects.
- P. Chairs, tables, boxes, benches, machinery, or other makeshift substitutes shall not be used as ladders.
- Q. Conductive ladders shall have a legible sign reading "CAUTION- Do Not Use Around Electrical Equipment."

20. MATERIALS HANDLING AND STORAGE

- A. Nail points, ends of loop tie wires, etc., shall not be exposed when packing and unpacking boxes, crates, barrels, etc.
- B. Nails shall be removed from loose lumber, or their points will be turned down.
- C. Materials, equipment, tools, etc., shall be securely stored so as not to topple or fall.
- D. Sharp and/or pointed objects shall be stored so as to not present a hazard.
- E. Loads unloaded from vehicles shall not be unloaded from the street side whenever possible.
- F. Materials, equipment, supplies, etc., shall not be stored on top of unsecured or unstable surfaces.

21. LIFTING

- A. Employees shall use proper lifting techniques when required to lift objects.
- B. Lift with your legs, not your back.
- C. Hold objects to be lifted close to your body.
- D. If you think an object is too heavy to lift alone, it probably is. Get help when asked to lift heavy objects.
- E. Use gloves when handling rough, heavy, or oddly-shaped objects.
- F. When lifting/carrying objects, never block your vision.
- G. Plan ahead and open any doors that may be required to pass through before lifting and carrying.

22. OFFICE SAFETY

- A. Within financial constraints, ergonomic principles shall be implemented in office design and job tasking/assignments.
- B. Desk drawers, file drawers, cabinet doors, etc., shall not be left open while unattended.
- C. Common straight or other types of pins shall not be used to fasten paper together. Standard office supplies, such as paper clips, staples, or other standard office-type fasteners shall be used.

23. STAIRWAYS, DOORS, LANDINGS, AND HALLS

- A. Care shall be exercised when passing through swinging doors. Do not push on the glass when opening a glass door; use the door handle.
- B. When walking down hallways, employees should stay on the opposite side of the hallway where doors open outward or in the middle of the hallway where doors are located on each side. Merge back to the right when rounding blind corners, or when opening and exiting double doors.
- C. Handrails shall be used when ascending or descending stairs.
- D. Matches, cigarette butts, rubber bands, paper clips, or other debris shall not be thrown on floors, landings, or stairs.
- E. Running in hallways, up or down stairways, or around corners is prohibited.
- F. Caution shall be exercised when walking in halls where doors open outward.

24. MACHINERY

- A. The guarding of all mechanical rotating equipment shall be in accordance with General Industry Safety Orders, California Code of Regulations.
- B. Only fully trained/qualified employees are authorized to use mechanical equipment.

25. VEHICLE SAFETY

- A. It is unlawful for any individual to use, drive, employ or operate any County vehicle for any purpose other than County business.
- B. Employees shall obey all traffic laws and codes when operating any vehicle on County business.
- C. Employees shall use available operator/driver restraints (seat belts/shoulder harnesses) when operating or riding in any vehicle on County business.
- D. It is the driver's responsibility to inform all passengers of the requirement to wear their restraint system.
- E. It is the responsibility of the senior employee to ensure all occupants of any vehicle on County business wear available restraints.
- F. The availability of air bags does not negate the above requirements.
- G. The use of a cellular phone while driving a County or private vehicle on County business is prohibited, whether using a hands-free device or not.
 - 1) Exception: Cell phones may be used for navigational purposes when in a hands free capacity and audio only.

26. REPORTING VEHICLE ACCIDENTS

- A. Any County employee involved in a vehicular accident while operating a County or personal vehicle shall comply with the following procedures:
 - 1) Procedures at the accident scene:
 - a) **DO NOT** admit any responsibility for the accident to anyone regardless of who you believe is at fault.
 - b) Immediately care for any injured parties as best you can and notify the County's Sheriff's Office Dispatch at 600-3111 to initiate an accident investigation. Also notify your supervisor.
 - c) If the accident occurs outside the County, notify the agency with jurisdiction over the location of the accident, usually available by

calling 911.

- d) Immediately notify the County Risk Management Division at 600-1850 if the accident involves serious personal injury, death, or major private or public property damage.
- e) Accidents involving only minor property damage do not require the immediate notifications listed in paragraph "d." above, but must be reported as outlined in paragraph "B." below.
- f) Record all pertinent information concerning the accident on the Motor Vehicle/ Property Damage Accident Report form provided for that purpose. This accident report form should be in the possession of all personnel operating County and personal vehicles.
- g) Provide the other party involved in the accident the following information:
 - 1. Your name and address
 - 2. Your driver's license number/expiration date
 - 3. The name/address of your employer
 - 4. The name/phone number of the County Risk Management Division, 600-1850, only if that information is requested
- 2) If you are driving a County vehicle and it is disabled, contact the County garage at 600-7530 to obtain towing instructions.

B. Procedures After a Vehicle Accident:

- 1) All vehicular accidents involving County owned vehicles shall be reported to the County's Risk Management Division.
- 2) The Motor Vehicle Accident/Property Damage Report forms are in all County vehicles. Those who use personal vehicles should also have these forms in their vehicles.
- 3) Once completed, this form shall be reviewed and signed by the Department Head.
- 4) Once the supervisor of the employee has completed and signed the report, five copies of the report shall be made. One copy goes to Risk Management at Stop Number 188, one copy to Fleet Services if a County vehicle is involved, and one copy goes to the department file.