



TOWN OF MAMMOTH LAKES

Safety Guidelines or Code of Safe Work Practices

Forward

The Town of Mammoth Lakes has a strong commitment to provide a safe working environment for all its employees. Each of us shares that responsibility.

A common belief is that job injuries happen as a result of poor tools or equipment. The fact is, a small number of injuries occur because of use of unsafe tools and equipment or unsafe job conditions. Most of the job injuries are a result of being inattentive or by not following appropriate safety guidelines. In other words, most job injuries could be prevented by following safe work procedures.

Job injuries are costly both to the Town of Mammoth Lakes and to the employee. The Town incurs increased costs for lost time, medical fees, and worker's compensation while the employee suffers the effects of pain, decreased morale, and reduced family income if a long-term disability occurs. The reality is that the more money that is spent on workers' compensation costs, the less there is available for pay and benefit improvements.

This handbook contains some valuable information, which that all employees should understand and use. We recommend that you read it and be aware of your commitment to participate in maintaining a safe work environment, both for yourself and for those with whom you work. Be aware that your department may have additional job specific safety rules and regulations that you will be expected to follow.

The Town of Mammoth is committed to improving working conditions to provide solid protection to our employees. We encourage you to share your ideas and concerns with your department Safety Committee representative, supervisor, or the Town Manager. If we all work together as a team to perform our jobs in the safest possible way, we can make our Town an even safer place to work.

Marianna Marysheva-Martinez
Town Manager

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General Safety Rules - Supervisors

All supervisors at all levels are responsible for the enforcement of safety rules among employees under their supervision.

Supervisors shall familiarize employees with the hazards of the job that they are assigned and shall instruct their personnel in the safe methods of performing the job.

Supervisors shall make reasonably frequent observations of employees who work under their charge to ascertain that they continue to work in a safe manner, and in accordance with the safe practices covering the specific work.

Supervisors shall see that warning signs, lights, and devices are provided for any work that is done in streets or other exposed locations as specified by the Department rules or the State Department of Public Works.

At the end of each shift, supervisors shall inspect their work areas for proper housekeeping and for fire or other hazards and see that they are left in a safe condition.

No employee (except public safety personnel) shall be assigned to work under unsafe conditions and no employee shall be assigned to work with unsafe tools or equipment.

General Safety Rules – Employees

Employees must wear or use all safety equipment or guards provided, as required. Employees shall use appropriate personal protective equipment for the job, such as safety glasses, hearing protection, gloves, hard hats, safety shoes, and back braces.

Employees must report all safety hazards observed to their supervisor.

Employees must obey all safety rules and regulations.

Safety suggestions from your supervisor or fellow worker are primarily for your benefit and should be accepted as such.

Pay strict attention to your work. Fighting, wrestling, joking, and horseplay will not be tolerated.

Warning signs and signals are posted to point out dangerous conditions and shall be obeyed.

No employee shall remove, displace, destroy, damage, or carry off any safety device, safeguard, or warning unless instructed to do so by his/her supervisor.

Operators and passengers in Town vehicles equipped with seatbelts must wear them when the vehicle is in operation. The driver is responsible for not moving the vehicle until all seatbelts are

fastened. (Exceptions can be authorized by the supervisor where the nature of the work reasonably precludes the use of the seatbelts.)

Employees should not jump from truck beds, platforms, fences, or other elevated places unless essentially necessary to the performance of duty, and then only after looking to be sure no objects are in the way.

Running is dangerous. Employees should refrain from running unless absolutely necessary to the performance of duty.

Compressed air or oxygen should never be turned on yourself or anyone else.

Only authorized personnel shall operate power equipment such as cranes, lifts, hoists, and industrial trucks.

Never take short cuts in or over dangerous places when avoidable.

Employees operating or working near any power equipment, including off-road rolling stock, should not wear radio headsets covering both ears, unless specific circumstances enable a determination that their use is both appropriate and safe.

Work Related Injuries

All work related injuries are to be reported to the supervisor immediately, however minor. The supervisor will arrange for first aid treatment or for doctor's care, if necessary. The supervisor and the employee will complete a report of injury. All injuries are taken seriously and thoroughly investigated.

If employees do not report work related accidents promptly, they may be subject to treating injuries at their own expense.

Injured employees that cannot perform the essential functions of their job due to work restrictions may be offered modified duty.

Work Related Vehicle Accidents

All work related accidents are to be reported to the supervisor immediately, however minor.

Note time and exact location. Do not move the vehicle unless directed to do so by law enforcement or supervisory personnel. Make no statements to persons other than city officials or police investigators.

In case of injuries, protect the injured party, but do not attempt to move them. If medical assistance is required, make the proper notifications. If involved with another vehicle, obtain name

and address of driver, owner, and other occupants of vehicle involved. Check driver's license and insurance company. Take photos of the damage and scene of the accident if possible. Obtain make, color, model and year of vehicle involved, and license number (year and state) and extent of damage. Obtain any witness statements. Provide this information along with the completed Town of Mammoth Lakes property damage and injury report to your immediate supervisor.

OFFICE SAFETY

All defective equipment shall be reported to the immediate supervisor who will take steps to correct the unsafe condition.

Do not run, jump, or horseplay at any time.

Make sure, that fingers are clear of paper cutter blade before pushing down on blade.

Keep fingers away from ejecting slot when loading or ejecting stapling tools.

Do not go into dark places without adequate light.

Do not leave open scissors lying on top of desks or in desk drawers. Always closed scissors when you are through using them.

Do not pull open more than one file cabinet drawer at a time.

Always close file cabinet drawer when you leave the cabinet.

Load file cabinets so that the heaviest load is in the bottom drawer. Never leave the bottom drawer empty when files are in upper drawers.

Do not stand on chairs, boxes, or crates.

Pick up or wipe up spilled things such as paper clips, coffee, etc., after yourself.

Do not operate office machines having rotating or moving parts unless precautions have been taken to avoid catching the hair, ties, jewelry, or clothing in moving parts.

Make sure that all office electrical equipment is properly grounded prior to use.

Exposed wiring of any kind shall be properly fastened and protected so as not to create tripping hazards.

Oily waste or cloths must not be disposed of in wastebaskets or other flammable closed containers. They must be placed in metal safety cans or containers.

Do not use liquid correction fluid without adequate ventilation.

A minimum of loose objects of any kind should be left outside of desks, cabinets, or shelving.

Heavy objects must not be left where they may fall, or where they may be tripped over.

Heavy objects should not be placed on high shelves or cabinet tops so that either putting them there or taking them down might cause a strain or fall.

Splintered, rough surfaces, sharp corners, and defective office equipment of any kind should be reported to your supervisor.

PROTECTIVE CLOTHING AND SAFETY DEVICES

Appropriate protective clothing and safety devices provided shall be worn by employees, including assigned uniforms and back supports.

Employees exposed to hazards of flying or falling objects shall wear hard hats.

Employees working in locations where there are eye hazards due to flying particles, hazardous substances, or injurious light rays are inherent in the work or environment shall wear proper type eye protection for the job.

Approved face-protection welding helmets must be worn by all employees engaged in gas or electric welding. Skin should be adequately protected against flash burns.

Gloves of an appropriate type shall be worn when handling rough, sharp, and hot materials, as well as hazardous chemicals.

Gloves, heavy soled boots, and where appropriate, protective clothing shall be worn during the handling of hot asphalt.

Dust masks will be provided for employees use. Special respirators required for fumes, vapors, or gases shall be determined by the supervisor.

Hearing protection shall be worn by those individuals whose work environment exceeds the permissible limits established by the General Industry Safety Orders of California and Federal OSHA. Headset coverings or ear buds are not approved for this purpose.

All employees shall wear appropriate footwear for the type of work being performed. Steel-toed safety shoes or toe guards must be worn at all times when operating the jackhammer or air-powered tamper.

All Town employees including police officers working near any state highway, county road, or town street meeting the definition of **Roadway Work Zone** (includes “**Highway Work Zone**”

and “**Temporary Traffic Control Zone**”): An area of a highway where road user conditions have changed because of a work zone or incident by the use of temporary traffic control devices, flaggers, police, or other authorized personnel shall wear High Visibility Safety Apparel that meets ANSI “American National Standard for High Visibility Apparel Performance Class 2 and 3 requirements.

When an employee is working on any street or road (not barricaded or coned work zone).
When an employee is working on a State highway or as a traffic control person.
When an employee is working in a barricaded or coned work zone.

Safety clothing shall be kept in good condition and clean. Red safety jackets shall not be worn and are not a substitute for the proper use of warning signs, cones, and barricades when working on or near any street, road, or highway.

High-Visibility Safety Apparel.

- a. During the day, workers in the Roadway Work Zone shall wear, at a minimum, a Class 2 high-visibility safety vest for workers who work near roadways where traffic exceeds 25 mph.
- b. During the night, workers in the Roadway Work Zone shall wear, at a minimum, a Class 3 high-visibility safety coverall/jumpsuit or a Class 3 high-visibility safety jacket and Class E high-visibility pants, or bib overalls where traffic exceeds 50 mph.

Housekeeping

Each employee shall be responsible for cleaning up his or her own work area.

Aisles and passageways shall not be used for the storage of hand trucks and stock.

Oil or grease, when spilled on the floor, shall immediately be wiped up or sprinkled with absorbent floor compound.

Gather up all tools and return them to their proper places. Make sure that no tool or other appliance has been left in any machine or other place where it might fall or cause damage when the power is turned on.

Walkways, stairways, and fixed ladders shall be kept free of obstructions.

Return all surplus materials to stock.

The bench and work area to which you are assigned should be clean and neat. Keep tools and equipment arranged in a safe, orderly manner.

Remove handles from jacks when not in use.

Welding leads, electric, steam, and air lines should be kept off floors by use of trees and hooks whenever possible.

Scrap material and rubbish shall be placed only in containers provided for that purpose.

Metal stock, lumber, and cased or crated goods should be stored in a neat and orderly manner. Round stock should be flocked to prevent rolling, gas cylinders secured by chains in an upright position, and tiered materials cross-tied.

Do not hang clothing, towels, rags, or other combustible materials on radiators, hot lines, or similar locations.

Equipment or materials will be neatly stored when not in use. Fire inspections and preventative measures shall be maintained.

Fire Prevention

All electrical equipment and wiring shall be maintained in good condition and protected from damage.

Illuminated exit signs, where installed, shall have bulbs maintained lighted whenever a building is occupied.

Exit doors shall be operable from the inside without a key, special effort, or special knowledge. All obstructions in the required exit width shall be removed. Make yourself familiar with exiting system in all buildings you work in.

All departments shall ensure periodic inspection, proper care, and use of fire extinguishers. When an extinguisher appears to be in doubtful condition, report it immediately to your supervisor. All extinguishers are required to be serviced annually or after use by a licensed vendor.

Know where fire extinguishers are and how to use them. An ABC type of extinguisher is for ordinary combustibles, flammable liquids, and electrical fires. Do not use a water type extinguisher on an electrical fire.

Flammable/combustible liquids shall be stored in their original container or approved safety can. Interior storage of flammable/combustible liquids in excess of exempt amounts shall be in an approved storage cabinet, storage room, or moved to an approved outside storage area. Flammable/combustible liquids used for maintenance purposes and in excess of ten (10) gallons, shall be stored in an approved storage cabinet.

The dispensing of flammable/combustible liquids in excess of exempt amounts shall be in an approved use, dispensing, and mixing room or an approved outside area.

Fire extinguishers with a minimum rating of 40 BC shall be provided within 30 feet or a minimum rating of 80BC within 50 feet of all areas for storing, dispensing, mixing, or handling of flammable/combustible liquids.

All fire protection equipment shall be unobstructed and readily accessible.

No combustible storage is allowed in electrical, mechanical, or boiler rooms. All control panels shall have a minimum of 30 inches clearance on all sides.

A minimum of 30 inches of clearance is required between heat producing appliances and combustible material.

Work and storage areas shall be maintained in a neat and orderly manner free from any condition that would create a fire or a life safety hazard.

All waste materials shall be disposed of in an approved manner.

Report all fires promptly to 911. Notify all other people in the building or area in the best way possible.

Your job in fire prevention is to identify and remove all hazardous conditions in the workplace.

If you see a fire hazard and cannot do anything about it, report it at once to your supervisor.

Chemicals

All personnel handling or working with acids, caustics, solvents, petroleum products, or chlorine shall exercise extreme care.

Handle tools carefully while working around acid and other chemicals to avoid dropping them where they may cause a splash.

After tools have been used near corrosive chemicals, clean them thoroughly by neutralizing with lime or baking soda.

Wear protective goggles, respiratory equipment, and protective clothing when the inhalation of fumes or hazardous substances or injurious bodily contact with acids or other corrosive materials may occur.

If chemicals splash into the eyes, immediately wash them out with large quantities of clean water, obtain the safety data sheet for the chemical, and report to a doctor or emergency room immediately.

All spilled acids or caustics shall be cleaned up immediately. Spilled acid shall not be mopped up with organic materials such as sawdust, waster, or cloth. Use neutralizing agents, and then wash down with water following clean up.

Containers of injurious chemicals or hazardous substances shall be plainly labeled, indicating hazards and precautionary measures to be observed.

Only authorized and trained personnel shall use pesticides, herbicides, fungicides, or any other agricultural chemicals. When applicable, proper, Federal, State, and Local agency permits must be obtained to apply pesticides and insecticides.

Rules stating the proper safety equipment required will be posted at the storage area of chemicals, hazardous substances, pesticides, and herbicides.

Electricity

Only authorized and qualified electricians shall make repairs or work on electrical equipment, except for minor work.

Steam, water, or oil leaks near electrical equipment shall be reported immediately to the supervisor in charge.

Electrical equipment which is heating excessively or sparking shall be shut off and an electrician called to correct the situation.

Working surfaces shall be kept dry when working with, or near, electrical apparatus.

All portable and fixed electrical equipment must be securely grounded before using.

No equipment or machinery shall be operated within ten (10) feet of any high-tension power line. No employee shall work within ten (10) feet of any high-tension power line.

All electrical wires must be considered live until proven otherwise.

A switch shall not be closed without full knowledge as to why the circuit is open. The tag on the switch shall be removed only by the person who tagged the switch open or an authorized repair-person.

Do not use any electrical equipment with frayed or otherwise deteriorated insulation.

The use of makeshift or over-capacity fuses and circuit breakers is prohibited.

No employee, except authorized electricians, shall work on live circuits.

Employees shall stand on insulating mats when operating electrical switchgear.

No metal ladders shall be used for work near live circuits.

A clear space of at least three (3) feet shall be maintained in front of all electrical panels and switchgear.

The green (ground) wire on all portable tools and extension cords shall be securely fastened at both ends of the cord.

The grounding prong on the cord plug shall not be removed nor bent to allow insertion in a two-prong receptacle.

Do not attempt to use or start any electrical equipment if hands are wet or if standing on a wet surface.

Protect electrical cords from oil, chemicals, and rough surfaces.

Overloading of electrical outlets is prohibited.

Gas Cylinders

Gas Cylinders must not be stored in direct sunlight or in a hot environment.

Employees must not use a cylinder of compressed gas without reducing the pressure through a regulator attached to the cylinder valve or manifold.

Oil or grease shall not be used as a lubricant on valves or attachments of oxygen cylinders and fittings, and do not handle such cylinders or apparatus with oily hands, gloves, or clothing.

Oxygen shall not be used as a substitute for compressed air in pneumatic tools, in fuel burners, to start internal combustion engines, or to dust clothing.

Cylinders must be kept in an upright position in racks or stands, and chained or cabled to prevent their rolling or being knocked over.

Leather washers must never be used on gas cylinder valves; the regular fiber washer or gasket must be used.

The valve protector cap must be kept in place whenever cylinders are not in use.

Cylinders must never be used for other than their designated kind of gas. Gauges and other attachments must be approved for the type of gas used.

Do not stand in front of gauges when opening the discharge valve. Open the valve slowly.

Pressure adjusting screws on regulators shall be fully released before the regulator is attached to a cylinder and the cylinder valve opened.

Before a regulator is removed from a cylinder valve, the cylinder valve shall be closed and the gas released from the regulator.

Handling of cylinders by cranes must be done only when the proper racks or spreader bars and hooks are used. Rope or wire slings are forbidden.

Remove regulators and place caps over valves when transporting cylinders by other than regular cylinder trucks.

Cylinders must never be dropped or treated roughly.

Chlorine cylinders and piping must be kept free of water and moisture.

Inspect hose lines frequently for leaks. Do not place torches in cans or leave in unventilated places.

Welders must be certain approved fire-fighting equipment is nearby before starting welding operations when working approximately flammable materials.

Hand Tools

Always use the proper tools for the job and examine them for flaws, correct sizes, and cutting edges before using. If tools are found to be defective, return them for proper tools before starting the job.

Pliers or cutters shall not be used on nuts, pipefittings, etc. The wrench designed for the particular job should be used.

Keep hand tools clean at all times to avoid slipping, glancing, etc.

Use wrenches of proper size for the job, and place them so the pull forces the jaws onto the nut or stud head.

Tools with mushroomed heads or hammers and other tools with split or loose handles shall not be used until repaired.

Files shall be used only when equipped with handles.

Normally a piece of pipe is not to be used to extend a wrench handle for leverage. If such action becomes necessary, extreme caution should be exercised to prevent accidents.

Only spark-proof tools shall be used near explosives or in explosive atmospheres.

Sharp pointed tools shall be carried in sheaths instead of loose in the pocket.

Whenever possible, only soft metal, hard rubber, or rawhide hammers shall be used for striking hardened steel or other brittle metals. Extreme caution shall be exercised when it is necessary to deviate from this general rule, such as when a hammer and chisel are being used.

Keep hands out of path of sharp tools. When using knives or chisels, cut away from instead of toward your body.

Do not leave tools lying where others can slip or trip over them.

Do not leave chuck wrench in chuck of drill, and unplug drill before replacing bits. When using pneumatic tools, always shut off air at manifold and bleed air hose before disconnecting machine, hand tools, or air hose.

All portable air drills, air hammers, air chippers, etc., shall be equipped with a hand-grip switch that will shut off the supply of air when the grip is released.

Only trained, competent personnel (wearing necessary protective devices) shall operate drills, air hammers, and other power tools, except that persons undergoing training (wearing protective devices) may operate such power tools under the supervision of a trained and experienced person.

Guards shall be used on electric saws. Electric saws shall be unplugged before changing blades.

Use safety glasses, protective clothing, gloves, etc., appropriate to the task.

Employees shall not use power tools unless eye protection is worn.

No employee shall remove, displace, or render inoperative any guard except for repair.

Since it sometimes becomes necessary to improvise and use other than the best type of tool for a specific job, allowance should be made for these circumstances and extra caution used and only under direct supervision.

When cutting wire or strapping which is under tension and/or of a spring material, eye protection shall be worn.

Power tools should not be used in areas where there are volatile flammables and such tools should not be cleaned with highly flammable solvents.

When electric hand tools are used outdoors, the proper type of cords, plugs, and ground fault interrupters should be used. The existence of explosive fumes in a room should be noted before

beginning work. The selection and use of tools should be done to prevent the creation of sparks, unless the room or enclosure has been thoroughly ventilated.

Handling Materials

All personnel engaged in handling materials of any type shall have been instructed by their supervisors in the proper method of lifting heavy objects. Personnel so instructed shall only lift heavy objects in the approved manner, keeping the back straight, using legs to lift, and pivoting the whole body.

Fingers and toes should be in the clear before setting down any materials or equipment.

When possible, a crane should be used to lift heavy or bulky objects. Stand clear of all suspended or overhanging loads.

Material must be loaded on hand and motor trucks in a safe manner so that it will not fall off in transit. If necessary, lash load to truck.

Cranes shall not be moved with long chains or unnecessary swinging loads.

Cranes or hoisting mechanisms (including lift trucks) shall be labeled with the load limit and no employee shall lift loads exceeding the limit.

Materials shall be stored or placed only in authorized areas.

Defective or broken strapping on cargo shall be removed, repaired, or replaced before handling.

Material should not be thrown from elevated places to the floor or ground. Suitable lowering equipment should always be used for this purpose.

Neckties, finger rings, and loose clothing should not be worn by personnel handling stores or materials, or near any rotating machines.

Lifting or lowering operations being performed by several persons shall be done on signal from one individual and only after everyone's feet and hands are in the clear.

Wheelbarrows, hand trucks, and other similar devices shall not be so heavily loaded, or loaded so unbalanced, that they cannot easily be handled.

All stacked materials, cargo, etc., shall be arranged in an orderly manner for convenient and safe handling.

Before any material is handled, it shall be examined for sharp edges, protruding points or sharp objects, signs of weakness, or other factors likely to cause injury to persons handling objects. These defects should be rendered harmless before proceeding with the operation.

When removing bulk materials from piles, or when excavating, never undercut the pile or excavation so that you will have to work under overhanging material.

Machinery

Employees shall never operate machinery or equipment without authority and only after receiving full instructions on its safe operations from their supervisors.

All gears, belts, pulleys, or other power transmission equipment shall be adequately guarded.

Guards and safety devices shall be kept in place at all times except when necessary to remove for repairs or maintenance.

Machinery should normally be stopped before adjusting, oiling, or cleaning.

A brush shall be used for cleaning chips away from machinery, equipment, or workbenches. Hands shall never be used to brush chips, dust, or other material.

Loose clothing, neckties, gloves, rings, and bracelets will not be worn when working with rotating machinery.

Never apply a wrench to moving machinery; stop the machinery, then carefully remove all tools before starting again.

Tool rests, tongue guards, and eye shields shall be kept in adjustment on grinding wheels at all times per Cal/OSHA requirements. Wear proper eye protection when using the grinding equipment.

Do not leave machines running unattended.

Machine operators should not be distracted while on the job.

A vise or clamp shall be used to hold work or drill press.

If equipped with locks, machinery shall be “locked out” before repairing, adjusting, or cleaning. If lock out is not feasible, the switches shall be tagged before work is begun.

No employee shall remove any machine guard or safety device except for repair.

Make sure everyone is clear before starting machines.

Report any defective or malfunctioning machine to the supervisor immediately.

Ladders, Stairs, Scaffolds, and Staging

The employee should check all ladders before using to make certain that rungs and side rails are in sound condition.

Portable straight ladders should be firmly placed on secured footing. If there is danger of slipping, they should be held by a fellow worker or lashed in place. The desirable climbing angle for straight ladders is approximately 70 degrees.

Both hands shall be kept free and used when descending or ascending a ladder. Tools or materials shall not be carried in the hands while climbing or descending a ladder.

Stepladders must be fully extended and in sound condition before being used.

When on a ladder, exercise caution. Do not overreach or work from the top rung of a ladder.

When necessary to place ladders in front of a blind doorway, the doorway should be held so that vision is not obscured.

Handrails shall be utilized when ascending or descending stairways.

Scaffolds, work platforms, and staging shall be erected by qualified personnel and inspected by the supervisor at appropriate periods to ensure that the structure is safe.

All stairways, catwalks, gangways, and open work areas above the ground or floor shall be provided with substantial guardrails. All high stages and scaffolds shall be equipped with life lines that shall be worn by personnel working on such structures.

Do not sit, lean, or rest on or against any railing or life line.

Tools and materials must not be left unsecured in any elevated place. When practicable, the area beneath overhead operations should be roped off and marked with warning signs.

Portable leads or air hoses should not be run down ladders nor across or in front of ladder landings.

Riding the hook, ship boxes, or leads, except specially devised equipment for elevated work, shall be prohibited.

All air lines, electrical cables, water hoses, and sludge-pumping hoses used in connection with staging shall be run underneath staging planks to cut down tripping hazards and obstruction of planking. Sludge-pumping hose, which cannot be run underneath planking, shall have prior ap-

approval of supervisor in charge of this type of work, and it is the supervisor's responsibility to see that it is laid in a safe manner.

All portable ladders shall be equipped with safety feet.

Employees shall immediately report any damaged ladder or scaffolding to their supervisor, and place a sign or warning on the ladder so that it will not be used until repaired.

Never try to shift ladder while you are on it.

Be sure hands and feet are dry and free from grease before climbing ladders.

Portable metal ladders shall be legibly marked with sign reading "CAUTION – Do Not Use Around Electrical Equipment," or equivalent warning.

TREES

When working in wet or damp trees, extra caution should be used since wet bark may be slippery and rope knots may slip if rope is wet.

As a general rule, only one person should work in a tree at a time – especially during pruning operation near electric wires.

All employees working on tree-trimming crews will wear hard hats at all times. In winter, an inner liner can be worn under the hat for warmth.

Never touch a branch that is on the conductors and not attached to the tree. If you do, and complete the circuit, you will be electrocuted.

Before using any spray materials, read the label carefully and follow the directions. Some spray materials are poisonous; cautions and directions for handling will be given on the label.

When applying sprays, the operator should keep out of the drifts as much as possible.

Ground personnel should stay away from under the bucket and work area.

Place traffic signs or cones to front and rear to divert foot and vehicle traffic away from the immediate work area.

Lower outriggers before moving bucket. To maintain truck stability on soft ground, a heavy plank may be used under the outrigger footpad.

To prevent falling, the operator, upon entering the bucket, should fasten his safety belt to the ring provided and assure himself that tools are securely stowed.

Before going aloft, the operator should make a complete survey of overhead conditions to familiarize himself with the location of lines, poles, buildings, tree limbs, people, or other obstructions, which might present a hazard to the operator.

Goggles or safety glasses must be worn where there is danger of eye injury from flying objects.

No machinery or equipment shall be used within ten (10) feet of any live circuit unless operated from a completely insulated boom.

If contact is accidentally established between the boom and a power wire or charged telephone wire, strand, or cable, always bear in mind that the entire truck and its contents may become electrically charged. If this happens, break contact immediately; or, if possible to do so, alert everyone on the ground not to attempt to enter or leave the truck or touch any part of it while on the ground.

During the use of a chainsaw above the ground, the operator should wear a safety belt with the line from the safety belt securely attached to the tree in such a way as to preclude the possibility of the life line being fueled by falling branches or debris.

The operation of a chainsaw while standing on a ladder shall be avoided wherever possible.

Excavations, Street Repairs, Subsurface Operations, and Confined Spaces

The person in charge of an excavation to a depth of five (5) feet or more shall see that it is effectively shored and guarded in accordance with the State Construction Safety Orders, and shall verify that an excavation permit from OSHA has been obtained.

Excavated material shall be kept at least one (1) foot from excavations of less than five (5) feet in depth and two (2) feet from the edge of deeper excavations.

The person in charge of an excavation shall see that there is no work done which could cause the undermining of foundations, retaining walls, or other structures until adequate safety measures have been taken.

Excavating machinery shall be kept away from electrical, gas, and water lines. Where excavation is necessary, the operator of the equipment shall first determine the location of electrical, gas, and water lines that may be in the area of excavation and a qualified observer must be present to guide the operation.

Only one person should direct the operation of excavating machinery.

All persons working around excavating machinery shall be in a safe position so as not to be in danger of falling into or otherwise contacting the machinery.

The supervisor or lead worker shall make tests in all closed compartments, manholes, storm drains, tanks, voids, and other confined spaces for oxygen deficiency, explosive gases, and other dangerous gases, which may be present. Employees shall not enter such areas until the supervisor or lead worker has issued an "all clear." This must be done at each time of entry or re-entry.

Smoking or open flames are prohibited in, about open manholes, or in sewers. "No Smoking," "No Open Flames" signs shall be posted.

Workers in or around excavations, trenches, tunnels, sewers, or other sub-surface operations shall wear at hard hats all times. Underground service alert should be called in advance of any excavation.

Motor Vehicles

The Police Department shall determine which, if any, rules pertain to their operations.

All drivers shall obey and comply with the provisions of the California Vehicle Code.

Operators of Town-owned motor vehicles are responsible for checking all safety devices on the vehicle before driving the vehicle. Any fault found shall be reported to the immediate supervisor, and the vehicle shall not be operated until it is made safe.

Seat belts shall be worn whenever the vehicle is in operation and the driver shall not put a vehicle into motion until all passengers have fastened their seat belts, if belts are available. Where the type of vehicles or work reasonably precludes the use of seat belts, the supervisor may exempt the employees under his/her supervision from the provisions of this rule.

If involved in a vehicle accident, regardless of fault, employees shall comply with the following procedures:

- Contact the Police Department so that a police report shall be completed.
- Complete a Town of Mammoth Lakes property damage and injury report.
- Notify the supervisor immediately of the accident.

No vehicle or any load upon a vehicle shall exceed a height of thirteen (13) feet, six (6) inches, measured from the surface upon which the vehicle stands.

All cargo that extends four (4) feet beyond the end of the truck or trailer, and loads in excess of authorized length, shall be clearly marked with a red warning flag or cloth not less than sixteen (16) inches square. At night, red lights shall be used.

Trucks, which are regularly, but not primarily, used for transportation of employees shall be provided with facilities that will afford safe seating and the truck shall be protected on sides and end to prevent falls from the vehicle.

Means shall also be provided by which employees can safely mount or dismount the vehicle. Flat-bed trucks, dump trucks, trailers, and pick-up trucks which are primarily used for purposes other than the transportation of employees shall not be used unless the following conditions where applicable are complied with:

All employees shall ride in the driver's compartment or cab when it is possible to do so without crowding.

Flatbed trucks or trailers shall be protected on end and sides; and employees shall sit in the truck bed.

Dump truck bodies shall have the body secured, or the hoist level in locked position; tail-gates shall be closed, and employees shall sit in the truck bed.

Employees shall not ride on the top of side rails, top of cabs, buckets, running boards, on fenders, on the hood, or with their legs hanging over the end or sides.

Drivers of emergency vehicles are reminded that the exemptions enumerated in section 21055 of the California Vehicle Code do not relieve them of the duty to drive with due regard for the safety of all persons using the highway, nor shall the provisions of this section protect any such driver from the consequences of an arbitrary exercise of privileges declared in this section.

Trucks shall not be backed up without a man on the ground at the rear of the truck visible to the driver to insure that the backing area is clear and safe, except if alone, he/she shall dismount and check the area to the rear before backing.

Elevated dump truck bodies shall be securely blocked at any time when working underneath.

Drivers shall in no way deactivate or muffle any backup warning devices.

No riders shall be permitted on construction equipment or industrial trucks unless provided with safe and adequate riding facilities.

Engines are to be stopped and ignition keys removed when parking or leaving vehicles.

All employees who drive Town vehicles shall have a valid California Driver's License of the class required for the equipment operated. It is the employee's responsibility to have a valid operator's license before driving any vehicle. An employee whose license has become invalid shall notify his or her supervisor immediately.

Employees are required to obey all California traffic regulations. Cost for violations of traffic laws is the responsibility of the employee. Employees must report arrests or citations of any kind,

such as conduct unbecoming, traffic violations either on or off duty must be promptly reported in writing to your department head or the supervisor on duty.

Cell phone use or any handheld cellular device is prohibited while operating the vehicle.

Articles, tools, equipment, etc., placed in cars or truck cabs shall be stored in such a manner as not to interfere with vision or the proper operation of the vehicle in any way.

Car radios, including cd players, shall be used at a volume low enough as not to interfere with hearing or the proper operation of the vehicle in any way. Headset coverings or ear buds in both ears are illegal and are not to be used while driving, according to the California Vehicle Code.

Heavy equipment such as tractors, loaders, graders, etc., requires extra caution during operation. Before and during the operation of such heavy equipment, be sure to:

Check the worksite for dangers such as drop-offs and hills with loose soil.
Ascertain where other workers are assigned on the jobsite, and that they are aware of your intended work path.

Maintain watch for public who may enter the jobsite.

Know your equipment limitations and your personal limitations in the operation of the equipment and do not exceed either.

STREET WORK AREA PROTECTION

A major consideration in the matter of protection for areas of work in or near streets is that there should be a minimum of interference with the flow of traffic.

Accidents from street work obstruction include collision with construction equipment, collision with other vehicles driving into work areas, loss of control causing collision with other objects or personnel, falling or driving into excavations.

One or more of the following devices are to be used in various arrangements according to the specific conditions on each project: horse or fence barricades, orange traffic cones or pylons with reflective coating, red warning flags and holders (low level and high level), signs, flashing amber lights, “bomb” oil flares, lanterns, flashing amber lights on vehicles, or arrow boards.

Each situation should be carefully considered in relation to the following factors:

The nature and extent of the work being done and proportion of roadway involved.

The type of road involved as to size, number of lanes, surface, curves, grades, intersections, parking areas, shoulders, and curbs.

Traffic conditions as to speed and volume; surrounding general illumination through entire night.

Possible fire hazards if flares are used and dangers of vandalism to any part of the warning systems.

The first consideration in the protection of the public and employees when work areas are in or closed to streets is advance warning. Adequate notice must be given of the existence of the obstruction or interference far enough ahead to allow drivers to reduce speed and change course, or stop, if necessary. This must be done day and night as long as the condition remains. Consideration must be carefully given to the placement of all advance warnings and signs so that they can be seen in heavy traffic either above or to the side of vehicles, or both if practical. They may be needed on both sides of the street or lane. Particular attention must be given to advance warnings when the area may be approached at a high rate of speed.

Guidance is the second most important consideration in street work obstructions. In general, barricades and traffic delineators (guides for the direction of traffic) should be placed to allow some room inside them as clearance for vehicles which may not be able to stop in time. Personnel working within the protected areas should remain as far as possible from the perimeter of the area in case it is accidentally invaded by traffic. Equipment and material should be kept out of the street as much as possible, where necessary to be in the street, reflectors, flashers, etc., should be operating.

When traffic can be permitted only in a single lane, a traffic control person must be used. Traffic control people must wear High Visibility Safety Apparel that meets ANSI "American National Standard for High Visibility Apparel Performance" Class 2 and 3 requirements and should remain to the side and minimize their exposure to traffic as far as possible.

Where traffic flow is of minimum duration or interruption, or where only one or two people are involved in work, a vehicle may be utilized to provide warning or protection from traffic flow. Vehicle warning lights must be operating, and vehicle should be positioned between work area and traffic.