

# **Code of Safe Operating Practices**

## **SECTION IV**

### **SPECIAL PURPOSE CODES**

# Code of Safe Operating Practices

## GENERAL OPERATING PROCEDURES

### FOR SPECIAL PROGRAM PEOPLE

1. Think Safety: Plan your work - report hazards to your Crew Leader/Supervisor.
2. Report any injury to Crew Leader/Supervisor immediately.
3. Safety equipment, i.e., hard hat, vest to be worn, at all times. Safety glasses and gloves to be worn when instructed by the crew leader.
4. **DO NOT** go out onto traveled way for **ANY** reason unless closed to traffic. **DO NOT** cross the freeway lanes! Do not stand behind vehicles.
5. In the event of a traffic accident, **DO NOT** try to help. The crew leaders may assist.
6. Work facing traffic whenever practical, staying as far from moving traffic as possible.
7. No horseplay.
8. No outside visitors.
9. No jumping from vehicles, or equipment.
10. Assistance should be summoned before attempting to lift excessively heavy or bulky objects.
11. Should you require assistance (water, restroom, injury, etc.), contact your crew leader. Do not utilize the porta-potty unless a protective vehicle is parked behind it.
12. All persons occupying State vehicles shall wear seat belts and/or harness when vehicle is in operation.
13. No one is authorized to ride on the running boards or in the open bed of a vehicle.
14. All electronic personal devices are not allowed when working near traffic and may also be prohibited at other times.
15. Appropriate clothing (i.e., shirt, long pants) and appropriate footwear (i.e. hard-soled work shoes - **NOT** thongs, slippers, etc.) shall be worn at all times.
16. Allow ample working space to work safely. Do not bunch up.
17. Beware of unstable terrain (gopher holes, oily spots etc.) at all times.
18. Place tools in a safe position so that sharp points are not exposed.
19. Use caution when handling bags for they may contain broken glass or other sharp objects.

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## Code of Safe Operating Practices

### FOR SPECIAL PROGRAM PEOPLE (Cont'd)

20. Workers shall plan escape routes when they arrive at the work zone and any time the job location changes within the work zone. Consider the following when planning and establishing an escape route:
- A path you can use to get out of the way of errant vehicles.
  - The use of vehicles, equipment, terrain, vegetation and structures to shield you from errant vehicles.
  - All of the possible directions that vehicles can enter the work zone.
  - Worksite and activity hazards such as trenches and drop-offs within or near the work zone.

#### HAZARDOUS MATERIALS WARNING

Beware of substances in containers that bear either hazardous placards, or no placards, that lay along the shoulders or in the landscaped areas; these may be extremely hazardous substances. Other potential hazards are pools of liquids, piles of colored powders, broken bags, residues from illegal labs, biological wastes, etc. **DO NOT** attempt to remove any such materials. Warn other workers of the possible danger and notify your Supervisor immediately.

#### HYPODERMIC NEEDLES

Follow district policy on who is to pick up hypodermic needles. Whoever picks up the discarded needles should follow these general guidelines.

- Under no circumstances should you pick up discarded hypodermic needles with your hands. Use a litter-picker or other device. Needles can puncture leather gloves.
- Place hypodermic needles in a leak-proof, rigid, puncture-resistant container ("Sharps Container" provided by your Supervisor). Do not hand hold container while placing needles inside with a litter picker; YOU MAY ACCIDENTLY PUNCTURE YOUR HAND. Place the open container on the ground before attempting to put the needle inside the Sharps container. Containers must be labeled as a biohazard.
- Do not carry or store Sharps containers in the cab of your vehicle or anywhere where they may accidentally come in contact with another person, your clothes or foodstuffs. Your supervisor will store containers at the shift's end.
- If you feel you may have come in contact with any item that may be infectious, notify your Supervisor. Wash the contaminated area immediately with soap and water.
- Store containers with needles in a secure location, where they will not be disturbed or contacted by employees (suggestion: properly labeled salvage drum) until they are mailed to American Environmental Management Corporation or otherwise properly disposed of.

Towelette preps in the first aid kit may also be used to disinfect the hands.

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# **Code of Safe Operating Practices**

## **FOR SPECIAL PROGRAM PEOPLE (Cont'd)**

### **HANDLING MEDICAL AND BIOLOGICAL (HUMAN) WASTES**

1. Employees shall be informed of the potential health hazards involved with contact of biological (human) wastes and should be trained regarding proper hygienic procedures.
2. Use standard personal protective equipment. In addition, impermeable (rubber) gloves, boots, and rain gear or Tyvek coveralls are required while working with biological wastes. An approved half-mask respirator with organic vapor cartridges may also be desirable.
3. Do not eat or smoke while working with biological wastes. Wash thoroughly with clean water and soap before eating, drinking or smoking. Safe drinking and wash water and soap shall be provided at the work site.
4. Plan the task to minimize public and employee contact with potentially infectious substances and to prevent environmental damage. Contain the waste with earth berms if possible, or use absorbent materials.
5. Carry spray containers (ensure that they are labeled) filled with chlorine bleach to disinfect small quantities or Hudson Sprayer size for larger quantities.
6. Use motorized equipment (loader, backhoe, vactor, etc.) whenever possible.
7. An adequate first aid kit should be available.
8. For large quantities, the services of a contractor may be warranted. Contact the Local County Health office for assistance if you are cleaning up these wastes.
9. Safe drinking and wash water and soap shall be provided at the work site. Wash thoroughly with clean water and soap before eating, drinking, smoking or using the restroom.