

**CITY OF SACRAMENTO REGULATORY COMPLIANCE PROGRAM**

**TOPIC: CODE OF SAFETY PRACTICES PROGRAM**

**EFFECTIVE DATE: 05/10/10**

**SUPERSEDES: N/A**

**SECTION: RCP #15**

**PURPOSE**

The City of Sacramento Code of Safe Practices (Attachment A) applies to all City employees involved in the construction, alteration, painting, repairing, construction maintenance, renovation, removal, or wrecking of any fixed structure or its parts. This regulatory compliance program was developed to help departments fulfill the requirements of Title 8 of the California Code of Regulations Sections 1509(b), 1509(c) and 1510(a).

**RESPONSIBILITIES**

1. Supervisors are responsible for:
  - a. Posting a copy of the City of Sacramento's Code of Safe Practices at each shop;
  - b. Ensuring that a copy of the Code of Safe Practices is readily available at each job site;
  - c. Ensuring that each employee, when first hired, is directed to read the City's Code of Safe Practices and document that each employee has read it; and
  - d. Enforcing the City's Code of Safe Practices.
2. Employees who are involved in construction activities are responsible for:
  - a. Reading and maintaining compliance with the Code of Safe Practices; and
  - b. Reporting all safety concerns to his or her immediate supervisor. If this is not possible, he or she must notify the Environmental Health and Safety (EH&S) Office at 808-5278.

**RECORD KEEPING**

1. Supervisors must document that each employee involved in construction activities has read the Code of Safe Practices.
2. Employee training records must be maintained as per the City's Records Retention Policy.

**City of Sacramento Code of Safe Work Practices**  
**PLEASE POST THIS CODE OF SAFE WORK PRACTICES IN YOUR SHOP**  
**AND AT ANY PROJECT IN THE FIELD**  
**(Attachment A)**

**Note: Any additional safety policies and procedures specific to your operation may not be included in the above posting. See your supervisor for more information.**

- ✓ All employees will follow these practices rules, render every possible aid to safe operations, and report all unsafe conditions or practices to his or her supervisor.
- ✓ Supervisors will insist on employees observing and obeying every rule, regulation, and order as is necessary to the safe conduct of the work, and will take such action as is necessary to obtain observance.
- ✓ Pre-plan and supervise all work to prevent injuries in the handling of materials and in working together with equipment.
- ✓ Think about what could go wrong, and how to prevent problems and accidents.
- ✓ Avoid having loose or frayed clothing, long hair, dangling ties, finger rings, etc. around moving machinery or other sources of entanglement.
- ✓ Wear seat belts when operating equipment equipped with seatbelts.
- ✓ Avoid wearing inappropriate footwear or shoes with thin or badly worn soles.
- ✓ Get proper training for the specific equipment to be operated.
- ✓ Ask for help when unfamiliar with any aspect of equipment operations.
- ✓ Tie down ladders and all loose items to prevent movement should a sudden stop or accident occur when transporting equipment or supplies. Tarp loads as needed.
- ✓ Avoid taking shortcuts on the project. Use walkways, ramps, stairs, ladders, etc.
- ✓ Practice good housekeeping at all times.
- ✓ Do not block aisles, traffic lanes, fire exits, fire extinguishers, electrical panels, gangways or stairs at any time.
- ✓ Always get help in lifting heavy loads.
- ✓ Store material and equipment in a safe manner.

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- ✓ Remove or clinch nails in lumber.
- ✓ Know the correct use and care of hand power tools.
- ✓ Install proper guards or shields on all power tools and do not remove them.
- ✓ Ensure that all power tools, extension cords, and electrical equipment are properly grounded and insulated.
- ✓ Remember that extension cords are for temporary use only and do not drive over them with vehicles or heavy carts.
- ✓ Inspect all tools before use and tag all damaged tools and equipment that may need repair. Do not use damaged tools.
- ✓ Know the location of all first aid kits and know how to contact EMS if needed.
- ✓ Check the area for tripping and fall hazards and make corrections to prevent incidents.
- ✓ Review fall protection standards to ensure safety and compliance with regulations when work will be performed at elevations above 7 ½ feet high.
- ✓ Keep all tools and material away from the edges of scaffolding, platforms, etc.
- ✓ Use only approved safety cans for storage of combustibles and flammables.
- ✓ Know the location and use of fire extinguishers and extinguishing equipment.
- ✓ Know the procedures for sounding a fire alarm or emergency evacuation.
- ✓ Do not remove, deface or destroy any warning, danger signs, or barricades, or interfere with any form of accident prevention device or practice provided.
- ✓ Wash hands thoroughly before eating or drinking.
- ✓ Remember that horseplay is forbidden.
- ✓ Report all accidents, injuries and near miss incidents to your supervisor.