

Family YMCA of The Desert

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Code of Safe Practices

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The Code of Safe Practices is part of Family YMCA of the Desert's Safety Program and defines some of the safe practices for employees of our Organization. This Code incorporates information from a variety of safety resources. Many of these guidelines are simply common sense; others have evolved from Federal and California and/or local laws and regulations. While some of the guidelines may not be applicable to you in your assigned position, carefully read this entire Code of Safe Practices and feel free to ask any questions regarding the information contained herein.



CODE OF SAFE PRACTICES

It is the policy of the Family YMCA of the Desert that everything possible will be done to protect employees, customers, vendors, and guests, and provide a safe and healthy workplace. Routine housekeeping and safety consciousness in the workplace can prevent accidents such as slips, trips, and falls. General and fire safety, electrical safety, ergonomics, and chemical safety are also important components in maintaining an injury and illness free work environment. Health and safety at Family YMCA of the Desert is both a right and responsibility, and is a cooperative undertaking requiring participation by every employee. Failure by an employee to comply with safety rules will be grounds for corrective discipline. Supervisors will insist that employees observe all applicable safety standards and take the necessary actions to ensure compliance.

The following **Code of Safe Practices** was designed to address some of the hazards common to our industry, and to communicate safe work practices and organization expectations. This **Code of Safe Practices** is provided as an example only and **IS NOT** intended to encompass all activities conducted or hazards identified at Family YMCA of the Desert. If you have any questions or concerns, please speak with your supervisor or our Safety Coordinator, Amanda Henn.

Please sign and date Page Twelve (12), acknowledging that you have read, understand, and will comply with this Code of Safe Practices. Pages One (1) through Eleven (11) are for you to keep. Thank you.

Accident Reporting Procedures

All accidents and near misses must be reported immediately to your supervisor. Supervisory personnel are responsible for completing the applicable reporting form and must immediately notify the Safety Coordinator. Involved employee (s) will be responsible for completing an employee incident report form and/or meeting with the Safety Coordinator to review the facts of the incident.

Chemical Safety

- Cleaning supplies should be stored away from edible items on kitchen shelves.
- Cleaning solvents and flammable liquids should be stored in appropriate containers.
- Hazardous chemicals are to be used only for their intended purpose and in the manner prescribed on their labels. Protective equipment required by labels is to be worn. Employees are not permitted to bring hazardous chemicals or products from home to use at work (i.e., bug spray, nail polish remover, cleaning products).
- Check the labels on containers and follow any handling instructions. When appropriate, use protective clothing and equipment such as a mask and gloves.
- Don't eat, drink or smoke when handling chemicals.
- For hazardous substances you wish to store, place them in a dry, well-ventilated, and securely locked shed or cupboard; keep them off the ground.

- Store chemicals in labelled containers (ideally their original container), with lids tightly closed.
- Never tip old or unwanted chemicals into drains or onto the ground, as this poisons waterways and could harm animals.
- Avoid chemical contact with skin and eyes. Wash thoroughly after any such contact.

Driver and Vehicle Safety

Family YMCA of the Desert has adopted some key driver safety rules that all employees who drive for company business need to comply with. These rules may be modified, or additional driver rules may be created, as the need is identified. Drivers found to be in violation of these rules will be counseled, retrained, and/or disciplined in a fair and consistent manner.

- Stay hydrated – ensure adequate water supply and frequently consume drinking water throughout the work day.
- The driver and all occupants are required to wear safety belts when the vehicle is in operation or while riding in a vehicle. The driver is responsible for ensuring passengers wear their safety belts.
- Be constantly aware of traffic, road, and weather conditions.
- When driving, always keep your eye on the road and your mind on driving.
- Stay at least four seconds behind the vehicle in front of you.
- Pass on the left, but only where it is permitted and where you can see enough clear space to pass comfortably.
- Be especially alert in heavy traffic. Watch for sudden stops, debris, construction, potholes, and cars passing or moving in and out of lanes.
- Constantly check rearview and side mirrors for approaching traffic.
- Come to a complete stop at stop signs.
- Comply with applicable federal, state, and local laws and minimum requirements, including posted speed limits.
- Always yield the right-of-way.
- Use windshield wipers, lights, and defroster when driving in the rain.
- Turn on headlights when driving during periods of limited visibility or adverse weather conditions such as rain, smoke, or fog.
- Always expect the other driver to do the unexpected.
- Do not overload vehicles with material or passengers.
- Drivers are responsible for making daily inspections of Company-owned vehicles before they are placed into use.
- All vehicle parts that need repairs will be reported immediately. No vehicle will be driven unless it is safe and road-ready.

- Use of a cell phone or other electronic communications device by the driver while the vehicle is moving is prohibited and should ONLY be used in emergency situations.
- In addition to limiting the use of cell phone and other electronic communications devices, our Organization recognizes that there are other distractions in vehicles that can lead to crashes. The following could be considered distractions, and should be avoided while vehicle is in motion:
 - Eating or drinking
 - Grooming
 - Reading
 - Attending to passengers
 - Use of technology, such as GPS and computers (location details should be programmed in prior to the start of the trip so that the driver does not need to adjust while driving).
 - Aggressive Driving – Aggressive driving by you, or another vehicle on the road, can lead to a crash. Aggressive driving includes speeding, tailgating, failure to signal a lane change, running red lights and stop signs, weaving in traffic, yelling, making obscene gestures and excessive use of the horn. The behaviors can escalate to road rage, which can increase the frequency and severity of auto crashes.
- Impaired Driving – The driver must not operate a vehicle at any time when his/her ability to do so is impaired, affected, influenced by alcohol, illegal drugs, prescribed or over-the-counter medication, illness, fatigue, or injury.
- All incidents and accidents must be reported immediately to management.
- No unauthorized passengers or hitchhikers are permitted. No one may ride on top of any vehicle.
- Any employee who operates a vehicle on Company business frequently or occasionally is required to report any suspension or revocation of their license to their supervisor.
- Employees must carry their current state driver's licenses when operating Company vehicles. Employees with suspended or revoked licenses will not be allowed to operate vehicles.
- When stopping behind a vehicle in traffic, leave enough space in front of you that you can see the other vehicle's back tires on the road.
- Avoid backing up if at all possible. If you have to back up, inspect the area first.
- Slow down and watch for cross traffic at uncontrolled intersections and/or intersections with yield signs.
- Stop, look, and listen for trains at all unguarded railroad crossings.
- Slow down and/or stop at railroad crossings with limited visibility.
- If a train is visible, wait until the train has passed or come to a complete stop before proceeding over the tracks.
- Never stop a Company vehicle on or within fifteen feet of railroad tracks. Stop at least 15 feet from the tracks.
- Personal use of Company vehicles is prohibited unless specifically authorized by management.

- Unauthorized persons will not be allowed to drive or operate a Company owned vehicle.
- Employees are not permitted to:
 - Pick up hitchhikers
 - Accept payment for carrying passengers or materials
 - Push or pull another vehicle or tow a trailer
 - Assist disabled motorists or incident victims beyond their level of medical expertise. If a driver is unable to provide the proper medical care, s/he must restrict his/her assistance to calling the proper authorities. Your safety and well-being are to be protected at all times.

Electrical Safety

- Always turn off electricity to equipment before performing maintenance or replenishing supplies.
- Electrical control panels shall not be obstructed. There should always be a 36-inch clearance in front of this equipment.
- Employees must keep floors clean, dry, and free of oil and other combustible debris.
- Use ground fault circuit interrupters (GFCIs) when using electrically powered tools and equipment during construction and maintenance activities.
- Employees must not handle or tamper with any electrical equipment, machinery, air, or water line in a manner not consistent with the scope of their duties unless they have received instructions from their supervisor or qualified trainer.
- Use of ladders shall comply with all safety instructions and design specifications of the equipment, such as proper placement, secure support, adequate weight rating, allowable height, and appropriate working condition. Aluminum ladders are not permitted in areas near electrical sources.
- Ensure that electrical cords are not damaged by being wedged against furniture or doors. Do not run cords under carpeting.
- Only plug one piece of equipment into each outlet. If more than one socket needs to be used, use an appropriate power strip with circuit breaker. Do not “daisy chain” extension cords and/or power strips.

Ergonomics Safety

Repetitive motion injuries (RMI's) can be avoided if an employee adheres to safe work practices and procedures. Techniques for reducing exposure to RMI's include:

- Avoid performing similar tasks for long durations. Take frequent short breaks or use alternate activities to break up long stretches of work, especially when using a computer for extended periods.
- Utilize proper body posture during work tasks such as computer input or lifting heavy objects.
- Adjust lighting sources to avoid glare.
- Frequent stretching.
- Taking responsibility for your physical health (exercising, diet, etc.).

- Use of proper personal protective equipment (if applicable).
- Report any symptoms before they become a problem.

Fall Protection

Factors affecting the level of hazards associated with falls include:

- Fall height.
- Level of hazard awareness and skill of the employee.
- Physical work environment (e.g. conditions affecting the stability of the employee on the work surface).
- Duration of exposure to the fall hazard.

Approved personal fall arrest, personal fall restraint or positioning systems must be worn by those employees whose work exposes them to falling in excess of 7 1/2 feet from the perimeter of a structure, unprotected sides and edges, or other sloped surfaces steeper than 40 degrees not otherwise adequately protected under the provisions of Cal/OSHA safety orders. Safety procedures established will be project/exposure specific and coordinated by authorized personnel only.

Fire Safety

- When storing high materials of any description, a minimum clearance of 18 inches between the top of the storage and the fire sprinkler head is required.
- In the event of fire, immediately notify all co-workers according to the procedures outlined in the Fire Prevention Plan.
- Upon hearing the fire alarm, stop work immediately and proceed to the nearest clear exit and follow site evacuation plan. Gather in the safe refuge area so attendance may be taken and to account for all employees.
- Portable fire extinguishers shall not be operated, tampered with, or removed except in an emergency.
- Keep exit corridors and stairways free from wastepaper, boxes, dirty rags, and other combustible storage.
- Staff members are not to store excessive combustibles (paper) in work areas.
- Turn off or unplug electrical appliances such as coffee makers at the end of each working day.
- Place portable heaters at least 36 inches away from combustible materials such as paper, clothing, or curtains.

General Safety

- Each staff member is to observe safe working methods and procedures and assist in acquainting new staff members with our concerns for safety.
- Whenever an employee is not sure how to do a job safely and correctly, the person must advise his/her supervisor immediately.

- Office equipment is to be arranged in such a manner as to provide safe working conditions.
- Unskilled persons are not permitted to operate or tamper with office machines.
- Employees must immediately report to their supervisor or the Safety Coordinator, all injuries to themselves or any others, such as, but not limited to employees, customers, guests, vendors, etc., while on Family YMCA of the Desert property.
- Hand paper cutters are to have the blade in the down position, and the blade latch locked when not in use. If the blade guard is missing, the cutter must be taken out of service.
- When not in use, retract carton cutter blades.
- Filing cabinets and bookcases shall be sufficiently secured to prevent tipping during earthquakes.
- When not in actual physical use, all desk and file drawers are to be kept closed so as to avoid tripping hazards or limiting safe use of aisles. Not more than one file drawer in one file cabinet shall be opened at one time. Opening additional drawers could over-balance the file, causing all of the drawers to roll out on the staff member. Staff members are not to stand on or in an open file drawer as a means of reaching higher objects.
- Staff members must exercise caution when moving about the office. Do not read while walking from one place to another. When walking around corners, slow down and look around corner. Do not carry pencils/pens with sharp points protruding from your pockets.
- Employees should not lean excessively back in a chair; the chair can tip over.
- When clearing jams in copying machines, do not rest your arms inside the machine where a burn hazard may exist.
- Installation, repair, or maintenance of any office equipment is to be done only by qualified persons.
- All hazards, such as sharp file cabinet edges, splintered wood furniture or any other conditions likely to do bodily harm, damage clothing, or constitute a fire hazard, shall be reported to your supervisor.
- Aisles and hallways are to be kept clear at all times.
- Workplaces are to be kept free of debris, floor storage and trip hazards (i.e. electrical cords in walkways). Trash shall be placed in appropriate receptacles.
- It is strongly suggested that drinking cups be covered if taken from one area to another. Spills create slip hazards and must be cleaned up immediately.
- Appliances, such as coffee pots and microwaves, should be kept in working order and inspected for signs of wear, heat or fraying of cords.
- Office machines and their cords are to be guarded as needed and required by law or regulation. Telephone cords and electrical cords to computers or other equipment are to be maintained in such a manner as will present no tripping hazard. Frayed or badly worn cords are to be replaced. Cords should not be allowed to come in contact with heat producing equipment, such as portable heaters. When unplugging any appliance, pull by the plug, not the wire.

- Proper lifting and carrying techniques and appropriate equipment should be used. For example, when lifting heavy objects, the large muscles of the leg instead of the smaller muscles of the back shall be used. When carrying heavy objects use a handcart or get help.
- If possible, alternate heavy and lighter tasks throughout the day.
- Ensure that things you are carrying, pushing, or pulling, do not prevent you from seeing any obstructions, spills, etc.
- Employees required to operate a motorized vehicle or specialized equipment must possess a current valid California Driver's License and be proficient in the use of such specialized equipment.
- Equipment or machines in need of repair are to be removed from service immediately and not returned to use until properly repaired.
- Where applicable, employees will be required to wear protective equipment to protect against personal injury such as, but not limited to: goggles, hearing protection, hand protection, hard hats, safety glasses, rubber soled non-skid shoes or work boots.
- Report all unsafe conditions, work-related accidents, near misses, injuries or illnesses to your supervisor or the Safety Coordinator.
- Machine guards or other safety devices on machinery shall not be removed or by-passed in any way.
- Do not operate any tool, machine, equipment, or vehicle, unless trained and authorized.
- Do not service, repair, or adjust equipment unless properly trained and authorized. Appropriate lockout/tagout procedures must be followed.
- Fighting, scuffling, horseplay, and practical jokes will not be tolerated.

Hand Tools, Machines and Equipment

- All tools used on the job will be inspected prior to use. Tools with damaged or missing components, damaged electrical cords, or missing ground pins (single insulated only) will be removed from service until repaired.
- Guards over moving or cutting components will not be removed or tied back.
- All guards around shafts, belts, pulleys and other moving parts will be in place prior to starting equipment.
- Personal protective equipment must be worn any time operations require it.

Lifting

- Always use proper lifting techniques.
- Do not attempt to lift/carry something too heavy for you. Size up the load visually before attempting to lift, and then if too heavy or large – GET HELP.

- Get as close to object/person as possible.
- Take firm, natural footing with weight on both feet.
- Use your thigh or leg muscles, bend knees, then straighten, keeping load close to your body.
- Keep back straight, head in alignment.
- DO NOT twist or turn as you lift.
- Divide weight between both hands, and/or get help.

Personal Protective Equipment (PPE)

Required PPE must be worn at all times where and when required. General safety guidelines include, but are not limited, to the following:

- **Eye and face protection** is required when there is an inherent risk of eye injury from flying particles or injurious chemicals.
- **Foot protection** is required for employees who may be exposed to foot injury from falling objects, or from crushing or penetrating actions.
- **Body protection** is required for employees who may be exposed to injurious materials.
- **Hand protection** is required for employees who may be exposed to cuts, burns, electrical current, or harmful physical or chemical agents.
- **Respirator protection** is required when engineering or operational controls are not feasible for limiting harmful exposure to airborne contaminants.

Safe Ladder Use

Employees should observe certain rules when placing, ascending, descending, and using ladders:

- Do not use ladders in a horizontal position as runways or as scaffolds.
- Never place a ladder in front of a door unless the door is blocked or guarded.
- Do not place a ladder against a windowpane or sash.
- Place the ladder so that both side rails have secure footing.
- Place the ladder's feet on a level solid base, not on moveable objects.
- Never lean a ladder against unsecured backing, such as loose boxes or barrels.
- When using a ladder for access to high places, secure the ladder to prevent it from slipping.
- Extend the ladder 3 feet above the top of a landing.
- Allow only one person at a time on a ladder.
- Do not overload a ladder.
- Use ladders of sufficient length and in proper position so that employees do not

have to stretch or reach.

- Do not use metal ladders around energized electrical circuits or equipment, or in Places they may come in contact with electrical circuits.
- Hold on with both hands when going up or down. If material must be handled, raise or lower it with a rope either before going down or after climbing to the desired level.
- Do not carry tools in your hands. A tool pouch or belt should be used or tools should be hoisted.
- Always face a ladder when ascending or descending, and maintain contact with the ladder at three-points at all times. Contact with the ladder at three points means two feet and one hand, or two hands, one foot, which is safely supporting the user's weight.
- Never slide down a ladder.
- Be sure shoes are not greasy, muddy, or slippery before climbing.
- Do not climb higher than third rung from the top on a straight ladder or second tread from the top on a stepladder.
- Do not overreach to either side or lee too far forward or backwards.
- Never paint a wooden ladder; the paint can hide defects.
- When working in a high traffic area:
 - Place warning signs or barriers
 - Lock doors that can swing open
 - Have someone hold and guard the ladder
- If you feel sick or dizzy while climbing or standing on a ladder, do not try to climb down in a hurry. Drape your arms around the rung and rest your head against the ladder until you feel better; then climb down slowly.

Fall Protection for use with ladders – If working from a ladder is necessary and the worker will be more than 7 ½ feet above the floor level, some form of fall protection has to be set up before starting the work and must be used during the work. Engineering controls, such as scaffolding with appropriate railings, should be considered before using ladders, but if they are unavailable, the employee should use fall protection devices.

Temperature Hazards

As part of the organization's **Heat Illness Prevention Program** for those employees who may be exposed to high temperature exposures, general safety guidelines include, but are not limited, to the following:

- Employees are encouraged to choose water over other drinks (e.g., sodas and drinks containing caffeine and sugar) because these other drinks may increase dehydration. Also, if employees choose these other drinks, they may drink less water.
- Employees are encouraged to drink small quantities of water more frequently (i.e., in addition to the four 8-ounce glasses of water, or a total of one quart per hour) throughout the entire work shift to prevent dehydration.

- Employees are permitted the freedom to interrupt work activities to take rest breaks and allow the body to cool. During high heat, employees may take more frequent and longer breaks, and more cool down rest periods.
- Methods for providing shade are established at job site locations, when warranted by temperature.

THE INFORMATION CONTAINED IN THIS CODE OF SAFE PRACTICES ARE RECOMMENDED GUIDELINES. IF YOU HAVE ANY QUESTIONS OR WISH TO MAKE ANY SUGGESTIONS, PLEASE CONTACT YOUR IMMEDIATE SUPERVISOR OR THE SAFETY COORDINATOR

**ACKNOWLEDGEMENT OF REVIEW AND RECEIPT OF
Family YMCA of the Desert
CODE OF SAFE PRACTICES**

To All Employees:

Attached is a copy of the Code of Safe Practices. These guidelines are provided for your safety.

It is the responsibility of Safety Coordinator or senior management to provide and review this Code with you. It is your responsibility to read and comply with this Code.

We encourage all employees to ask any questions regarding the Code or any other aspect of safety in this workplace.

The attached copy of the Code of Safe Practices is for you to keep. Please sign and date below and return only this page to the Human Resources Director.

I have read, understand, and will comply with this Code of Safe Practices.

Please Print Name:

Your Signature:

Date: _____