



NAVAJO COUNTY Human Resources



Reference: Personnel Policies Manual Section: 5.4 Safety	Procedures: Code of Safe Practices
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Construction Code of Safe Practices

This code of safe practices shall be posted at a conspicuous location at each Jobsite office or be provided to each supervisory employee who shall have it readily available.

General

1. All persons shall follow these safe practices rules, render every possible aid to safe operations, and report all unsafe conditions or practices to the foreman or superintendent.
2. Supervisors shall insist on employees observing and obeying every rule, regulation, and order as is necessary to the safe conduct of the work, and shall take such actions as are necessary to obtain observance.
3. All employees shall be given frequent accident prevention instructions. Instructions shall be given at least every 10 working days.
4. Anyone known to be under the influence of drugs or intoxicating, substances, shall not be allowed on the job while in that condition and is subject to immediate termination.
5. Horseplay, scuffling, and other acts which tend to have an adverse influence on the safety or well-being of the employees shall be prohibited.
6. Work shall be well-planned and supervised to prevent injuries in the handling of materials and in working together with equipment.
7. No one shall knowingly be permitted or required to work while his/her ability or alertness is so impaired by fatigue, illness, or other causes that it might unnecessarily expose him/her, or others, to injury.
8. Employees shall not enter manholes, underground vaults, chambers, tanks, silos, or other similar places that receive little ventilation, unless it has been determined that it is safe to enter.

9. Employees shall be instructed to ensure that all guards and other protective devices are in proper places and adjusted, and shall report deficiencies promptly to the foreman or superintendent.

10. Crowding or pushing when boarding or leaving any vehicle or other conveyance shall be 'prohibited.'

11. Workers shall not handle or tamper with any electrical equipment, machinery, or air or water lines in a manner not within the scope of their duties, unless they have received instructions from their foreman.

12. All injuries shall be reported promptly to the foreman or superintendent so that arrangements can be made for medical or first aid treatment.

13. When lifting heavy objects, the large muscles of the leg instead of the smaller muscles of the back shall be used.

14. Inappropriate footwear or shoes with thin or badly worn soles shall not be worn.

15. Materials, tools or other objects shall not be thrown from buildings or structures until proper precautions are taken to protect others from the falling objects.

16. Employees shall cleanse thoroughly after handling hazardous chemicals, and follow special instructions from authorized sources.

17. Work shall be so arranged that employees are able to face ladder and use both hands while climbing.

18. Gasoline shall not be used for cleaning purposes.

20. No burning, welding, or other source of ignition shall be applied to any enclosed tank or vessel, even if there are some openings, until it has first been determined that no possibility of explosion exists, and authority for the work is obtained from the foreman or superintendent.

21. Any damage to scaffolds, false work, or other supporting structures shall be immediately reported to the foreman and repaired before use.

Use of Tools and Equipment

22. All tools and equipment shall be maintained in good condition.

23. Damaged tools or equipment shall be removed from service and tagged "defective."

24. Pipe or Stillson wrenches shall not be used as 'a substitute' for other wrenches.

25. Only appropriate tools shall be used for the job.
26. Wrenches shall not be altered by the addition of handle-extensions or "cheaters."
27. Files shall be equipped with handles and not used to punch or pry.
28. A screwdriver shall not be used as a chisel.
29. Wheelbarrows shall not be pushed with handles in an- upright position.
30. Portable electric tools shall not be lifted or lowered by means of the power cord. Ropes shall be used.
31. Electric cords shall not be exposed to damage from vehicles driving over them.
32. In locations where the use of a portable power tool is difficult, the tool shall be supported by means of a rope or similar 'support of adequate strength.

Machinery and Vehicles

33. Only authorized persons shall operate machinery or equipment.
34. Loose or frayed clothing, or long hair, dangling ties, finger rings, etc. shall not be worn around moving, machinery or other sources of entanglement.
35. Machinery shall not be serviced, repaired or adjusted while in operation nor shall oiling of moving parts be attempted, except on equipment that, is designed or fitted with safeguards to protect the person performing the work.
36. Where appropriate, LOCKOUT/TAGOUT procedures shall be used.
37. Employees shall not work under vehicles supported by jacks or, chain hoists, without protective blocking that will prevent injury if jacks or hoists should fail.
38. Air hoses shall not be disconnected at compressors until hose line has been bled.
39. All excavations shall be visually inspected before backfilling, to ensure that it is safe to backfill.
40. Excavating equipment shall not be operated near tops of cuts, banks, and cliffs if employees are working below.
41. Tractors, bulldozers, scrappers and carryalls shall not operate where there is possibility of overturning in dangerous areas like the edges of deep fills, cut banks, and steep slopes.