CITY OF LOS ANGELES
DEPARTMENT OF PUBLIC WORKS
BUREAU OF ENGINEERING

Survey Division

INJURY/ILLNESS
PREVENTION PROGRAM

October 2006
# BUREAU OF ENGINEERING

## INJURY AND ILLNESS PREVENTION PROGRAM

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POLICY STATEMENT

The Bureau of Engineering’s (Bureau) policy is to maintain a safe and healthy workplace as is reasonably feasible for all Bureau employees. Every employee will comply with all applicable Federal, State, Local and Bureau policies and procedures. The City Engineer and Management Staff are committed to building and maintaining a safe workplace; therefore, safety will be given primary consideration for all Bureau work performed.

All work shall be performed in the safest manner possible for the protection of our employees and the public. No employee will be required to conduct any task which is determined unsafe. Employees and their immediate supervisor will be responsible for preventing accidents and injuries.

Our objective is to maintain an accident free work environment and minimize the safety and health risks to Bureau employees by identifying, correcting and controlling hazardous conditions when recognized or before they occur. To accomplish this, safe work practices and procedures will be established to help prevent accidents, injuries and illnesses. Every employee is expected to adhere to these safe work practices and procedures in the pursuit of our bureau objectives.

Suggestions for improvements to our safety program are always encouraged. Safety is everyone’s responsibility and it starts with you.

__________________________       ______________________
Tony Pratt, Chief Surveyor       Date
Survey Division

__________________________       10/25/06
Gary Lee Moore, City Engineer       Date
Bureau of Engineering
INTRODUCTION

This Injury and Illness Prevention Program (IIPP) is intended to provide guidance for complying with the safe work principles identified in the California Code of Regulations, Title 8, and Section 3203 and minimizing employee exposure to safety and health risks at all Bureau worksites.

Mr. Tony Pratt, Chief Surveyor, Survey Division, has the authority and ultimate responsibility for implementing the program and must have the organization’s full support. The Safety Engineer is responsible for maintaining the program. Managers, supervisors and employees are responsible for implementing and adhering to the elements of the program and providing constructive feedback when applicable. The primary objective of this program is to minimize safety and health risk for all Bureau employees. The IIPP pursues this objective through the following 8 elements:

1.0 SAFETY RESPONSIBILITIES
2.0 SAFETY COMMUNICATION
3.0 EMPLOYEE COMPLIANCE WITH SAFE WORK PRACTICES
4.0 HAZARD ASSESSMENT AND INSPECTION
5.0 ACCIDENT/INVESTIGATION
6.0 HAZARD CORRECTION
7.0 TRAINING AND INSTRUCTION
8.0 RECORD KEEPING

The Division’s IIPP is available on the Bureau of Engineering Intranet under BOE Safety. Managers and supervisors are available to assist employees in understanding and fulfilling their safety responsibilities. For assistance, contact your immediate supervisor, manager or Safety Engineer at (213) 485-5317.
1.0 SAFETY RESPONSIBILITIES

Every Bureau employee plays an important role in building and maintaining a safe and hazard free work environment. To ensure the safety program remains effective, the following is required:

1.1 All Personnel
- Demonstrate a clear understanding of the IIPP and comply with all safety and health regulations
- Demonstrate in action and words that employee safety is a priority
- Control actual and potential workplace hazards
- Correct hazardous conditions or practices when recognized or as they occur
- Allocate resources as needed to ensure a safe work environment is maintained
- Work with managers, supervisors and employees to continually improve safety within the organization
- Perform work in a safe and responsible manner
- Set a good example for employees to follow

1.2 Management Staff
- Establish workplace objectives for accident prevention
- Oversee the safety responsibilities of their staff and hold them accountable for their performance
- Evaluate supervisors’ safety performance as part of their annual evaluation
- Initiate corrective actions when established safety objectives are not achieved
- Take an active, visible role in safety management
- Assign staff the responsibility of providing a safe work environment for employees

1.3 Supervisors
- Enforce employee safety responsibilities and hold them accountable for their performance
- Evaluate employees’ safety performance as part of their annual evaluation
- Evaluate their employees work activity and provide safety training or written procedures to eliminate hazardous or unsafe conditions
- Maintain a current list of hazardous chemicals and Material Safety Data Sheets for chemicals employees may be exposed to
- Assist employees in resolving safety issues
- Ensure that employees have the proper equipment and resources to perform their jobs safely

1.4 Employees
- Take an active role in their personal safety and the safety of fellow employees
- Participate in all safety related training
- Provide objective and constructive feedback when established safety objectives need modification
- Maintain safe working conditions and practices
- Comply with safety rules and procedures

1.5 Safety Engineer
- Oversee the IIPP's maintenance, implementation and performs an annual review
- Advise managers and supervisors of their safety responsibilities and performance
- Communicate workplace safety and health issues with all employees
- Advise managers to update the IIPP as necessary and review with management the various safety programs, policies and procedures
2.0 SAFETY COMMUNICATION

Communication is an essential element of an effective safety program. Management, supervisors and employees are encouraged to clearly communicate (and act upon) safety and health issues without fear of reprisal. The communication of safety issues is to be in a form that is readily understandable by all affected employees. The Bureau’s communication tools include the following:

- Regular supervisor and staff meetings where safety is an agenda item
- Safety Meetings/Tailgates/Training sessions
- Safety Bulletin Boards and Posters
- Written programs, policies and procedures
- E-mail/Intranet/News Letter
- Reporting Safety Concern or Suggestion form

All personnel are expected to communicate changes in the workplace that may result in employee accidents and injuries (i.e. changes in the work environment, facility, equipment and work procedures). For safety meetings, typical subjects may include current safety issues, injuries, inspections and safety training.

2.1 Management Staff/Supervisors

- Ensure all meetings concerning safety and health issues occur on a routine basis
- Review, post, distribute and communicate safety and health information that may affect employee safety
- Review accident and near miss incident reports
- Present effective and creative ways to improve workplace safety
- Encourage employees to report safety hazards and ensure they understand there will be no reprisal for doing so
- Respond to employee safety concerns in a timely manner
- Review elements of the IIPP, City and Bureau policies, programs and procedures with all employees
- Develop and implement written special Instructions or standard procedures for unusual and non-routine hazardous job tasks

2.2 Employees

- Attend and actively participate in safety meetings and safety training sessions
- Provide objective and constructive feedback on safety and health issues
- Encourage a positive safety culture with fellow employees
- Communicate clear and complete information on work limitations (if applicable)
- Immediately report all accidents and injuries (regardless of severity) to supervisors and complete the necessary documentation
- Notify managers, supervisors and fellow employees of all safety issues that may adversely affect employees and the work environment

2.3 Safety Engineer

- Provide safety updates to management
- Communicate safety information in various safety meetings
- Ensure the following information is available for employee viewing:
  1. “Safety and Health Protection on the Job” (from Cal/OSHA)
  2. “Treatment and Reporting of On-duty Injuries to Civilian Employees” (Workers Compensation Division, City of L.A. Personnel Department)
  3. “Access to Medical and Exposure Records” (Cal/OSHA form S-11)
  4. “Emergency phone numbers” (Cal/OSHA form S 500)
  5. Procedures for reporting “Safety Concerns or Suggestions:
  6. OSHA No.300A Log and Summary of Occupational Injuries and Illnesses (posted from February 1 to April 30 of each year)
3.0 EMPLOYEE COMPLIANCE WITH SAFE WORK PRACTICES

Employee compliance with policies, procedures and regulations will help ensure the safety program’s effectiveness. Management is responsible for ensuring that all safety and health policies and procedures are clearly communicated, understood by all employees, and enforced fairly and uniformly.

3.1 Management Staff
- Enforce all Cal/OSHA regulations, City and Bureau safety policies and procedures
- Provide recognition for employees who consistently perform their duties in a safe manner

3.2 Supervisors
- Ensure that employees are familiar and comply with the elements of the IIPP, Bureau Safety policies, programs and procedures
- Establish written safety procedures for emergencies and routine tasks
- Ensure that both management and employees are aware of the safety hazards employees may be exposed to and provide employees the necessary means to perform the task safely (i.e., training, safety equipment, modification to the work location or station etc.) and enforce the use of PPE
- Evaluate and hold employees accountable for their safety action and performance
- Recognize employees who follow safe work practices (during the annual employee performance evaluation)
- Recognize and reward employees for outstanding safety performance or service in meetings or written format
- Notify and correct employees with unsafe work behavior and unsafe acts
- Provide training and/or re-training immediately for employees who demonstrate deficient safety habits and document training in the employee’s training file
- Document and discipline employees who fail to comply with safe work practices, policies or procedures (as defined in the Department of Public Works, Guide to Employee Discipline, Personnel Policy #7)
- Ensure that defective tools, equipment and machinery are removed from service and not used until the hazards can be eliminated
- Rectify any unsafe condition(s) reported to them within their ability to correct the problem or contact others with the ability to address or resolve the problem effectively
- Perform on-the-job training and review in a manner that is consistent with the safe work practices

3.3 Employees
- Understand, comply and adhere to all safety policies, procedures, and codes of safe work practice
- Understand that adequate safety training and safe work practices are essential to a safe work environment
- Perform all job tasks safely and efficiently and assist co-workers with workplace safety
- Comply with all Federal, State and local laws, rules and regulations governing employee health and safety
- Use required or recommended safety equipment
- Comply with manufacturer’s safety guideline and rules related to the safe use of equipment and materials
4.0 HAZARD ASSESSMENT AND INSPECTION

The primary reason for conducting hazard assessments and inspections is to identify, correct and control hazards. Controlling hazards minimizes the employees’ risks to accidents and injuries. Hazards that re-occur reflect a breakdown in the hazard control system and should provide an opportunity to develop safer work practices.

Examples of hazard assessments include:

− Injury or illnesses investigations
− Responding to employee concerns
− Monthly, quarterly and annual safety inspections
− Near miss incidents and investigations
− Material Safety Data Sheets and container labels

Examples of items that are to be routinely inspected include:

− Work sites
− Work facilities (i.e., buildings, offices, trailers, storage areas)
− Vehicles, tools, equipment and machinery
− Safety equipment (i.e., monitoring devices, body harnesses, lanyards, retrieval devices, personal protective equipment)
− Emergency equipment (i.e., first aid kits, fire extinguishers, emergency eyewash/shower stations)

The inspection frequency will vary based on the following:

− Type of operation
− Magnitude of hazard
− Proficiency of employees
− Change in equipment or work process
− History of workplace injuries and illnesses

4.1 Management Staff

- Conduct annual inspections and review reports with the Safety Engineer to ensure the inspections are being effective
- Evaluate workplace inspection records to ensure that any identified hazards are corrected in a timely manner

4.2 Supervisors

- Conduct Hazard Assessments and document when one or more of the following conditions occur:
  - When the IIPP is established
  - When new equipment creates a safety hazard
  - When a product, process or procedure creates a safety hazard
  - When a new unrecognized hazard is identified
  - When an occupational injury or illness occurs
  - When a workplace condition warrants an inspection
- Recognize their employee hazards prior to an accident or incident
- Perform inspections at least monthly to ensure work facilities and equipment are being safely maintained
- Monitor their employee’s performance to ensure compliance with safe work practices
- Provide information to employees regarding preventive measures to avoid accidents
- Encourage employees to report hazardous situations
4.3 Employees
- Identify, correct and control hazards associated with the current job task
- Identify and evaluate situations that may compromise employee safety and do not use or proceed unless rendered safe
- Immediately isolate; repair; replace, tag out-of-service and communicate with others upon discovering deficiencies
- Self-inspect tools, equipment, machinery and personal protective equipment prior to use
- Understand the restrictions and limitations associated with personal protective equipment, tools and equipment use

4.4 Safety Engineer
- Evaluate the work facilities inspection records to confirm inspections are taking place in a competent manner
- Track identified concerns or hazards from inspection records until resolved
- Perform unscheduled audits/inspections
- Perform the Hazard Assessment Survey for the following areas:
  1. Safety and health regulations
  2. Physical hazards
  3. Generally recognized safe work practices
  4. Safety and health problems with employees
  5. Employee work habits
  6. Use of any hazardous material, chemicals or equipment
5.0 ACCIDENT/INVESTIGATION

Injury/Illness/Near-misses
The primary function of an accident investigation is to recognize conditions responsible for the occurrence and determine actions to prevent recurrence. Accident investigations must be in writing and adequately identify the cause(s) and contributing factor(s). The findings must be communicated to affected employees in order for a safety program to be effective. Investigations shall apply to all work-related injuries, illnesses and near-misses with a potential for significant employee injury.

Supervisors shall investigate initial accident and near-miss as soon as practical after the incident. Accident investigations questions may include the following:
1. What happened?
2. Why did this happen?
3. What should be done?
4. What actions have been taken?

Recommendations for an accident investigation
- Examine the workplace for factors associated with the accident/incident
- Interview injured employee(s) and witnesses (if available)
- Identify who, what, why, where, and when
- Take pictures/video and develop diagrams of accident scene (if possible)
- Record findings and corrective actions
- Determine root cause
- Implement corrective actions to prevent recurrence

Form 5020
Supervisor shall file a Form 5020 (California, Employer’s Report of Occupational Injury or Illness) for every occupational injury or illness which results in lost time beyond the date of such injury or illness which requires medical treatment beyond first aid. Lost time means absence from work for a full day or shift beyond the date of injury or illness. First aid is defined as treatment of minor scratches, cuts, burns, splinters and other minor industrial injury which do not ordinarily require medical care.

Fatalities/Serious Injury
Supervisors must report to Cal/OSHA, work-related or suspected work-related fatalities and serious injuries or illnesses within 8-hours of discovery. Cal/OSHA shall be notified by telephone, fax or in person at the nearest Cal/OSHA district office. The attached “Worksheet for Cal/OSHA Reporting Fatalities/Serious Injury or Illness” can assist in the reporting process. If a Cal/OSHA staff member is not available by phone, leave a recorded message (with the worksheet information) on their answering machine and document information conveyed (date, time, telephone number called).

Do not delay contacting Cal/OSHA if all of the information is not available. At minimum, provide as much detail as possible and inform Cal/OSHA additional information will be disclosed when available. Immediately notify your program manager, division head and the Safety Engineer. A serious injury or illness is one that requires employee hospitalization for more than 24-hours not including observation, or which a part of the body is lost or permanently disfigured. NOTE: Work-related serious injuries or illness does not include accidents on a public street or highway, or any injury, illness, or death caused by committing Penal Code violations.

City of Los Angeles Contact Numbers
Calvin Toy, Safety Engineer, Bureau of Engineering (213) 485-5317
Chuck Holbrook, Safety Administrator, Personnel (213) 473-4245

Cal/OSHA District Offices
Los Angeles 320 W. Fourth St. Rm. 850, L.A. 90013 (213) 576-7451
Torrance 680 Knox St. Suite 100, Torrance 90502 (310) 516-3734
Van Nuys 6150 Van Nuys Blvd. Suite 405, Van Nuys 91401 (818) 901-5403
WORKSHEET for Cal/OSHA
REPORTING FATALITIES/SERIOUS INJURY OR ILLNESS

1. Name/Job Title/City Department of the Person Calling

2. Injured Person(s) Name, Gender, Age, Address and Telephone Number

3. Nature of the Injury (or Injuries)

4. Time/Date of the Accident

5. Location where the Injured Person(s) was (were) moved to

6. Site Address of the Accident or Event

7. Contact Person

8. Identify any law enforcement agencies, emergency medical response agencies, etc. that are administering assistance

9. Describe the accident and whether the accident scene has been altered

reporting injury/illness
5.1 **Program Managers**
- Distribute a Bureau–wide email in the event of a fatality/serious injury or illness that briefly describes the incident and confirms that Cal/OSHA and City Safety Administrator has been notified within 8 hours of reporting the incident
- Ensure that corrective actions are taken to prevent recurrence

5.2 **Management Staff**
- Ensure that corrective actions are taken to prevent recurrence when an accident is reported
- Notify Program Managers and the Safety Engineer when a fatality or serious injury or illness occurs

5.3 **Supervisors**
- Notify Management Staff by telephone and/or e-mail immediately upon discovery of fatality or serious injury or illness
- For work related injuries and illnesses:
  - Document that the DWC-1 (Division of Workers’ Compensation Claim Form) has been provided to the injured employee within 24 hours notification or discovery
  - Complete Form 5020 (California, Employer’s Report of Occupational Injury or Illness) as defined in section 5.0 Accident Investigations of this program
  - Complete the Bureau’s “Supervisor's Investigation form”
  - Forward completed DWC-1 and 5020 documents to the Bureau of Engineering-Payroll Section
- Conduct an accident/incident investigation, identify the cause(s) and contributing factor(s), implement corrective action to prevent recurrence
- Document the investigation and forward a copy to their supervisor and the Safety Engineer.

5.4 **Employees**
- Immediately notify supervisor(s) of any work related accident, injury, illness or near-misses regardless of severity
- Complete the necessary accident or injury documentation and provide originals to the supervisor (retain a copy if desired)
- Cooperate in all incident investigations

5.5 **Safety Engineer**
- Assist supervisor(s) with the accident/incident investigation to identify the cause(s) and contributing factor(s) and document the findings
- Review accident and injury reports and investigate all significant incidents
- Provide recommendations to supervisor and management on corrective actions
- Maintain copies of all accident investigations
- Ensure that Cal/OSHA 300 logs are being updated and maintained
- Report the results of the accident and injury investigations at the monthly safety meetings
- Investigate all work-related fatalities and serious injuries and submit an investigative report to the appropriate Program Manager
6.0 HAZARD CORRECTION

All Bureau employees are to identify, evaluate, control and resolve unsafe work conditions as soon as practicable and be actively involved in providing recommendations for ensuring a safe workplace. Unsafe/unhealthy conditions, practices or procedures are to be corrected in a timely manner based on their severity. Hazards are to be corrected when discovered or observed.

Special consideration shall be given when an imminent hazard exists that cannot be abated without endangering employee(s) or property. All workers at risk of exposure to imminent hazards are to be removed from the area except those necessary to correct the condition. Workers necessary to correct the hazardous condition shall be provided with the necessary safe guards and resources to safely perform the job (i.e. PPE, safety equipment, training). Proper worker protection will be required for employees assigned to correct the hazardous condition. All other employees will remain clear of the hazardous condition until rendered safe. All corrective actions for imminent hazards shall be documented.

The Bureau’s Reporting Safety Concerns or Suggestion form encourages the free flow of information on workplace hazards between employees and the organization without fear of reprisal.

6.1 Management Staff
- Implement procedures within the Bureau to address hazard corrections
- Encourage supervisor and employees to collectively resolve the hazardous conditions
- Encourage employees to report safety concerns to their immediate supervisor
- Encourage all employees to use the Bureau’s Reporting Safety Concern or Suggestion for unresolved or anonymous reporting safety issues

6.2 Supervisors
- Evaluate and address all Reporting Safety Concern or Suggestion received
- Ensure that all hazardous conditions within their authority are eliminated or controlled
- If unable to mitigate the hazards promptly, complete the Bureau’s Reporting Safety Concern or Suggestion form and forward a copy to the Safety Engineer
- Inform Managers and affected employees if necessary

6.3 Employees
- Identify, correct and control hazards that will affect employee safety
- Unresolved issues shall be reported to the immediate supervisor.
- Further unresolved or anonymous issues can be reported on the Bureau’s Reporting Safety Concern or Suggestion form as identified in the Reporting Safety Concern or Suggestion instruction and flowchart

6.4 Safety Engineer
When hazards arise that are beyond the ability of the employee and supervisor to correct, the Safety Engineer is to coordinate a resolution with the appropriate departments, divisions or service provider to expedite the situation.
- Assist supervisors and employees to resolve reported unsafe conditions
- Track Reporting Safety Concern or Suggestion to final resolution and documenting all action and completion dates
- Notify management of any special circumstances which could impede resolution.
- Ensure that a copy of completed Reporting Safety Concern or Suggestion reports is maintained in the central safety file.
7.0 TRAINING AND INSTRUCTION

Training is intended to raise safety awareness, motivates participation towards a structured program, and educates employees about the safety aspects of their work and/or equipment. Training introduces new work ideas, reinforces existing ideas and practices and provides suggestions on how to perform a job safely. All safety training must be documented and submitted to the training section for record keeping.

Safety training is required and is to occur when:
- The IIPP is first established or revised
- A new or transfer employee is hired or assigned to a new job assignment
- An employee is exposed to a newly identified or unrecognized hazards
- An employee uses new or unfamiliar tools/equipment
- A new or existing substance, process, procedure or equipment is introduced or creates a safety hazard in the work area
- An employee’s safety performance continually presents a risk to the employee and/or co-workers
- A workplace condition warrants initial or additional training
- An occupational injury or illness occurs or is reoccurring on a frequent basis

Job specific training is to include but is not limited to:
- Cal OSHA general and job-specific safety
- Emergency Response
- Reporting Safety Concerns or Suggestions
- Hazard Communication
- Proper PPE use and understanding its limitation
- Proper use, inspection and limitations of all machinery and equipment

7.1 Management Staff/Supervisors
- Ensure employees under their authority, understand and are trained in the elements of the IIPP, applicable safe work practices and procedures, safe use of PPE, equipment and tools applicable to their job duties (immediately or as soon as practical)
- Perform all on-the-job training in a manner that is consistent with the safe work practices
- Assess their employee’s work skills and provide training or re-training to employees who continually demonstrate deficient work behavior and presents a risk to themselves and/or co-workers
- Evaluate employee requests for safety training in a timely manner
- Ensure that all training and tailgates are documented and forwarded to the Training Section for record keeping

7.2 Employees
Attend and actively participate in all required safety and health training and comply with applicable safety policies and procedures. Employees are to request safety and health training from their supervisor when:
- Training for a process or procedure has not been previously given
- A new unrecognized hazard is identified
- A new process, procedure or equipment is introduced to the work area that may potentially create a hazard
- An employee perceives that additional training is needed to work safely
8.0 RECORD KEEPING

Maintaining documentation is a crucial element in being able to demonstrate steps to an effective safety program. Adequate recordkeeping in accidents, work-related injuries, illnesses and property losses enables our organization to learn from the past and make corrections for future operations. Information gathered from audits, investigations and inspections are vital in the steps for improving our IIPP’s effectiveness. Record keeping element will include, but is not limited to the following:

- Injury and Illness Records
- Reporting Fatalities and Serious Injuries
- Exposure Records (if applicable)
- Documentation of Activities
- Employee Access to Medical and Exposure Records (if applicable)

8.1 Management Staff

- Shall ensure supervisor at minimum document each fatality, injury or illness that is work-related
- Regularly review safety and training records/documentation and provide comments and suggestions for improvements

8.2 Supervisors

Obtain, complete and maintain documentation on the following:
- Disciplinary actions (including verbal warnings)
- Work-related fatality/accident/injury & illness/near-miss investigations
- Work-related injury or illness requiring medical treatment (forward copies of the DWC-1, 5020 and Supervisor’s Investigation form to the Division’s Worker Compensation Coordinator)
- Scheduled and periodic inspections (i.e. office, worksite, equipment, vehicles)
- All Safety Training (including safety tailgates)

8.3 Safety Engineer

The Safety Engineer is responsible for maintaining and reviewing the Cal/OSHA Log of Occupational Work Related Injuries and Illnesses (form 300) for the Bureau of Engineering. The following records shall be maintained for a minimum of five years. All requests for injury information should be forwarded to the Safety Engineer.

Ensure the Administration section maintains the following records (for a minimum of three years):
- Safety Meeting Minutes
- Semi-annual inspections
- Safety Concerns or Suggestions and corrective actions taken
- Accident Investigations
Appendix A

Organization Chart

(Refer to the Phone Directory-Bureau of Engineering Intranet)
Appendix B
Code of Safe Practices

General
1. Comply with safety policies and procedures necessary to establish and maintain a safe work environment.
2. Report all unsafe conditions to the immediate Supervisor and/or Manager.
3. Report all work-related accidents, injuries or illnesses to the immediate Supervisor and/or Manager regardless of severity.
4. All employees shall be given frequent accident prevention instructions at least every 10 working day.
5. Anyone known to be under the influence of drugs or an intoxicating substance, which impairs an employee’s ability to safely perform a task, shall not be allowed on the job in such condition. This information shall be reported immediately to the Supervisor and Manager.
6. No one knowingly shall be permitted or be required to work while the employee's ability and/or alertness is impaired by fatigue, illness or other causes that might unnecessarily expose the employee(s) to an accident or injury.
7. Horseplay, pranks or jokes that may adversely influence employee safety or well-being shall be prohibited and discouraged.
8. Work shall be well planned and supervised to prevent injuries.
9. Employees shall not enter manholes, underground vaults, chambers, tanks, silos, or other similar place that receive little ventilation, unless it has been determined that is safe to enter and the employee has adequate training and instructions.

Electrical
1. Electrical panels shall have 30 inches of unobstructed clearance in front of the access panel.
2. Electrical rooms shall be free of combustible or flammable material.
3. All electrical outlets shall have approved protective coverings.
4. Extension cords shall not be used as a substitute for permanent wiring.
5. No person shall use extension cords when cords are: spliced or extended so as to exceed their original length; extended from one room to another; stapled, nailed or otherwise fastened to walls, floors, or ceilings; placed under rugs; used to supply more electrical currents that the cords intended rating; frayed, deteriorated, damaged, or have exposed wire.
6. Trained and authorized employees shall only be allowed to work on office electrical equipment.

Physical
1. Ensure that all stairs, hallways, walkways and exits are well illuminated and free of obstructions for safe emergency exit.
2. Caution shall be used when transitioning from one elevation to another. Handrails shall be used when necessary.
3. All chair legs or casters shall be in contact with the floor when in use. Do not lean beyond the chair’s center of gravity.
4. Do not reach for supplies or equipment higher than your head. Use a stepladder or ladder to prevent muscle strains.
5. When lift heavy objects, employees shall lift load with their legs (back perpendicular to floor) or use an approved mechanical lifting device (i.e. hand truck, pallet jack, forklift). Seek employee assistance with loads that are too heavy or awkward.
6. Do not use chairs, boxes, buckets or tabletops in substitution for a stepladder or ladder.
7. Keep cabinet and desk drawers closed when not in use to prevent bump and trip injuries. Top-heavy file cabinets (opened) may cause cabinets to topple over.
8. Office paper cutters (blades) shall be in a secured closed position when not in use. If the protective equipment (i.e. blade guard, latch, blade spring tensioner) is damaged or missing, the cutter shall be tagged, secured and removed from service until repairs can be completed.

9. Employees shall ensure that all protective guards and protective devices are in place and properly adjusted prior to use. Protective guards and devices shall not be removed or disabled. Defective or deficient equipment shall be reported to the immediate supervisor, tagged, secured and removed from service until repairs can be completed.

10. Appropriate and adequate footwear shall be used at all times. Inappropriate footwear (i.e. open-toed, balding sole) shall not be worn especially in construction and process areas.

11. File cabinets, bookcases computers and accessories shall be secured to a fixed object to prevent accidental movement during an earthquake.

12. Good housekeeping shall be maintained at all times.

13. Walkways and floors shall be maintained free from slips or tripping hazards (i.e. liquids, electrical cords, boxes, paper, and debris). Liquid spills shall be cleaned immediately.

14. Work surfaces shall be maintained dry or appropriate means taken to assure surfaces are slip-resistant.

**Emergencies/Fire**

1. In the event of a fire, immediately notify all building tenants according to the procedures outlined in the Emergency Safety Procedures.

2. Employees shall not use fire extinguishers unless they have received adequate fire extinguisher training.

3. STOP Work Immediately upon discovering a fire alarm and proceed to the nearest safe exit. Upon exiting the building, close doors and proceed to the nearest Evacuation Zone for a personnel count.

4. Floor Wardens/Assistant Floor Wardens shall be responsible for coordinating floor evacuation procedures during an actual emergency.

5. Designated employees shall assist the physically challenged tenants to a safe location during an emergency.

6. Emergency Exit doors and corridors shall remain unobstructed at all times.

7. Exit Doors shall remain unlocked during business hours.

8. Remove heat sources or ignition from flammable storage location.

9. Maintain all hazardous and flammable materials in the proper storage container and area.

10. Maintain hazardous chemicals in a manner that will not react with other unintended materials, chemical or temperature.

11. Hazardous materials/chemicals shall be used and handled in accordance with the manufacturer recommendation as identified in the Materials Safety Data Sheet (MSDS).
## Appendix C

### Quarterly Safety Inspection Checklist

**Group/Division:** 
**Inspection Location/Area:** 

**Date:** 
**Prepared By:** 

<table>
<thead>
<tr>
<th>Safe Work Condition/Safe Work Practice</th>
<th>Y/N</th>
<th>Corrective Action(s) Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Doors, hallways, aisles, pathways and walkways shall be free and clear of obstruction?</td>
<td>Y/N</td>
<td></td>
</tr>
<tr>
<td>2. Step stool or an appropriate ladder available for elevated storage areas?</td>
<td>Y/N</td>
<td></td>
</tr>
<tr>
<td>3. Handcart or dolly available for lifting/moving?</td>
<td>Y/N</td>
<td></td>
</tr>
<tr>
<td>4. Cabinet doors, drawers and file cabinets closed when not in use?</td>
<td>Y/N</td>
<td></td>
</tr>
<tr>
<td>5. Chairs in good condition?</td>
<td>Y/N</td>
<td></td>
</tr>
<tr>
<td>6. Paper cutter closed and latched?</td>
<td>Y/N</td>
<td></td>
</tr>
<tr>
<td>7. Sharp items properly secured to prevent injuries?</td>
<td>Y/N</td>
<td></td>
</tr>
<tr>
<td>8. Material stored or secured not to create a hazard or restrict exits during an earthquake or emergency?</td>
<td>Y/N</td>
<td></td>
</tr>
<tr>
<td>9. Shelves, file cabinets, lockers etc. anchored for earthquake?</td>
<td>Y/N</td>
<td></td>
</tr>
<tr>
<td>10. Emergency procedures and evacuation plan up to date?</td>
<td>Y/N</td>
<td></td>
</tr>
<tr>
<td>11. Are EXIT signs illuminated and visible</td>
<td>Y/N</td>
<td></td>
</tr>
<tr>
<td>12. First Aid kits available and inspected</td>
<td>Y/N</td>
<td></td>
</tr>
<tr>
<td>13. Electrical cords used as permanent power source?</td>
<td>Y/N</td>
<td></td>
</tr>
<tr>
<td>14. Electrical cords free from doors, aisles or hanging from walls and ceilings?</td>
<td>Y/N</td>
<td></td>
</tr>
<tr>
<td>15. Electrical cords damaged or overloaded? (i.e. frayed wires, ground terminal in place)</td>
<td>Y/N</td>
<td></td>
</tr>
<tr>
<td>16. Electrical outlets cover plates in place?</td>
<td>Y/N</td>
<td></td>
</tr>
<tr>
<td>17. Fire extinguisher inspection tags up to date and ready for emergency use?</td>
<td>Y/N</td>
<td></td>
</tr>
<tr>
<td>18. Fire extinguishers or fire hose properly identified and readily accessible? (every 75ft. with 30 inches frontal clearance)</td>
<td>Y/N</td>
<td></td>
</tr>
<tr>
<td>19. Are portable heaters or heat sources clear of flammable or combustible material?</td>
<td>Y/N</td>
<td></td>
</tr>
<tr>
<td>20. Work areas free of excess combustibles?</td>
<td>Y/N</td>
<td></td>
</tr>
<tr>
<td>21. All hazardous materials and chemicals properly labeled and stored?</td>
<td>Y/N</td>
<td></td>
</tr>
<tr>
<td>22. Cal/OSHA required posting posted? (i.e. OSHA 300, IIPP)</td>
<td>Y/N</td>
<td></td>
</tr>
</tbody>
</table>

**Corrective action (specify in detail):**


**Is hazard imminent?** Yes / No (If yes, provide temporary mitigation measures and describe on back side)

**Person responsible for correction:** 
**Copy provided to:**

(Date/time)

**Reviewed by:** 
**Date:**
# Survey Division Field Safety Manual

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Appendix A - Required Documentation of Tailgate Safety Meetings  
Appendix B - Report of safety concerns and suggestions  
Appendix C1 - First Aid Kit Checklist  
Appendix C2 - Injury and Accident Report Forms  
Appendix C3 - Inspection of Short Term Job Sites Checklist  
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Appendix C5 - Monthly Vehicle and Equipment Safety Checklist
INTRODUCTION

The purpose of this information is to provide specific safety instruction to Survey Division field personnel on hazards and situations unique to our operations. It further serves to advise and assist the employees of the Survey Division in the promotion of safe practices during working hours and in the prevention of accidents by calling their attention to the necessity of eliminating unsafe acts and conditions. General safety instructions are located in the ‘Bureau of Engineering Illness and Injury Prevention Program’ at the beginning of this document.

In California, all employers are subject to the Safety Orders of the State of California, Division of Industrial Safety. This document is part of our effort to bring our safety program into compliance with these Safety Orders and to provide guidelines for the safe performance of survey operations. When unsafe conditions are found during routine survey work, the “Reporting Safety Conditions” form (Appendix B) should be filled out and given to your immediate Supervisor.

1. SAFETY RESPONSIBILITIES

1.1 Individual Responsibilities

- Employees shall have a practical working knowledge of, and adhere to, the provisions laid out in this manual.
- Employees shall be alert for possible unsafe conditions and/or unsafe acts. Report unsafe conditions and/or acts to the supervisor or lead worker “in charge”.
- Employees shall promptly report all accidents and personal injuries to their supervisors and render or find aid for injured persons.
- Employees who fail to comply with safety and health policies, procedures, regulations, laws or rules shall be subject to discipline as outlined in “Personnel Policy # 7” the “Guide to Employee Discipline”.
- Employees must report for work properly dressed to protect themselves from exposure to conditions found on the work site. Garments that expose upper body parts (midriff and shoulders are inappropriate. Employees shall wear appropriate footwear for the assigned task and work area.
1.2 **Personal Protective Equipment**

Each employee is furnished personal protective equipment which shall be appropriately used.

**Safety Vest:** Yellow/Green safety vests issued by the Bureau of Engineering Survey Division must be worn whenever working outside of the Survey vehicle.

**Hard Hat:** Employees are responsible for wearing hard hats issued by the Bureau of Engineering Survey Division during any work activity that may expose them to head injury. Hard hats must be worn on all construction projects, within State Highways and when working within Railroad rights of ways.

When conditions warrant the following personal protective equipment should be utilized by employees:

- Safety Glasses or goggles (each Survey Vehicle is equipped with two pair)
- Dust Masks
- Gloves
- Hearing protection
- Snake Guards (Chaps)
- Rainwear
- Fall protection gear (Sewer gauging and possibly work on slopes)
- Rubber boots
- Toe protectors (each Survey Vehicle is equipped with a pair)

*Note: See also “Appropriate Clothing” (4.5)*
1.4 Survey Party Chief Responsibilities

A Survey Party Chief is the lead-worker of the Survey Party. Each Party Chief is responsible for the work methods and safety practices of the survey party. It is the Party Chief’s responsibility that all safety rules and procedures are followed and that all work is performed safely. In some cases the “lead person” may not be a Survey Party Chief. A Land Surveying Assistant or a Field Engineering Aide may act as the lead person on a Survey Party. This person would assume the same responsibilities as the Survey Party Chief.

This responsibility may not be delegated. The following summarizes the common responsibilities of the Party Chief:

- Ensure that a copy of this manual is always available to employees.
- Give safety first priority in planning each survey.
- Before starting work, inspect each job-site for safety hazards and place protective equipment accordingly.
- Conduct an onsite safety tailgate meeting to make sure that everyone on the party is aware of any safety concerns. (Document in your calendar book)
- Ensure that each party member is aware of the nearest approved medical facility
- Ensure that the first aid kit is complete and is sealed (first aid checklist appendix C1)
- Ensure that each party member knows the location of the first aid kit.
- Continue to monitor for changing conditions.
- For large construction projects, coordinate with the on site engineer and contractor to ensure a safe work environment.
- Cease work and notify supervision immediately if any field conditions are such that safety is jeopardized.
- Train and provide lookouts or flag persons whenever necessary.
- Utilize protective vehicles whenever appropriate.
- Avoid assigning party members to solo tasks that isolate them from the other party members. Try to have each member working with a buddy.
- Ensure that each party member possesses the required personal safety equipment and uses the equipment as required.
- Train new employees to safely perform required work tasks before assigning them to work independently.
- Ensure that all tools are used and stored safely.
1.5 Safety Meetings

Policy

Supervisors shall schedule, conduct, and document safety meetings with their employees to discuss occupational safety and health issues. All safety meetings shall be documented as to the subject discussed and persons in attendance. *(Appendix A1&A2). A copy of a sign in sheet initialed by each attendee, including the subject discussed shall be sent to the “Division Safety Coordinator”.*

Tailgate Safety Meetings for Field Personnel

At least once every ten working days, or as necessary for special circumstances, the field supervisor shall conduct a tailgate safety meeting. The tailgate safety meeting should focus on safety considerations pertinent to the current weather, time of year and specific current projects that may warrant specialized safety procedures. *The Party Chief or “Person in Charge”, shall document this meeting in their calendar book.*

2.0 Personal Injury and Accident Reporting

In the event of an injury or health problem to a member or members of a Survey Field Party:

- Render immediate care.
- Determine if the injury/health problem requires immediate medical attention.
- Call “Emergency Medical Services” (911) if Paramedics are needed.
- Call your immediate Supervisor and report all pertinent information.
- If no immediate medical attention is required, transport injured/sick employee to the nearest “First Care Panel” medical facility. *“First Care Panel” locations and phone numbers shall be kept in each truck).  The latest “First Care Panel” list can be found on “Navigate L.A.”*

2.2 Vehicle Accidents

In the event of an accident involving a City vehicle, follow these guidelines:

- Stop and pull over to a safe area as soon as possible
- Render immediate assistance if needed.
- Follow the amended “Accident Reporting Instructions” *(Appendix C2) (Accident instruction packages are supplied in each vehicle).*
- Phone numbers change so contact your Supervisor to get emergency phone numbers other than “911”. 

3.0 PUBLIC RELATIONS

3.1 General

Public relations are an important duty of the Survey Party Chief. The wide variety of situations that a Party Chief encounters requires a constant awareness of the rights and needs of the general public and an ability to adjust to them.

3.2 Relationship with the General Public

- The outdoor nature of surveying keeps a survey party in the public eye much of the time. Most jobs can be carried out with good-natured bantering among party members, but when the bantering becomes boisterous and is accompanied by insensitive language or horseplay, the surveyor’s public image suffers and the way is open for accidents and complaints from the public.

- All direct contact with the public should be pleasant, courteous and businesslike. This includes answering questions, taking criticism (right or wrong) and listening to suggestions.

- Questions from the general public concerning the work should be referred to the party chief or the person in charge. Although the purpose of most job assignments is not secret, the party chief should have an understanding of what information can be released to the general public.

- Do not involve yourself in speculation or giving of personal opinions or advice to residents.

- Refer them to the “Public Affairs Office” for further information. Phone # 213-978-0320 (All Party Chiefs should keep this phone number in their Survey vehicles)

3.3 Relations with Property Owners

- Although there is a state law permitting surveyors to enter lands for the purpose of using or setting survey monuments, a property owner or occupant should be contacted before a survey party enters their property. Identification should be worn to identify that you are a City Of Los Angeles employee. The purpose of this contact is to inform the owner or occupant what survey activities are to be performed, to indicate the duration of the survey and any effect it may have on the property.

- The “Project Engineer” should have given notice to the affected property owners of our intention to enter on to their property for surveying purposes.

- Contact the Project Engineer if there are any problems with residents.

- The method chosen for the survey should be the one which will have the least effect on the property.

- If actual damage to the property is anticipated, a written consent from the property owner must be obtained. On most projects the requesting party (Project Engineer) should secure a “Right of Entry” and forward a copy to the Survey Division. Examples of activities that may cause damage are: digging holes, cutting trees, cutting shrubs, clearing land areas, and using vehicles or equipment not normally used on the property.
4.0 GENERAL DAILY SAFETY PRACTICES

4.1 Drinking Water:

- The Southern California climate is desert-like and often extremely hot and staying hydrated during the work day is very important.
- An adequate supply of fresh potable water should be provided in field vehicles which carry survey parties.
- Potable containers used to dispense drinking water should be kept tightly closed and equipped with a tap.
- Each container shall be visibly marked “Potable Water-for drinking only”
- Containers should be kept clean and the water should be changed daily.
- Any container used to distribute water should not be used for any other purpose. Nothing but potable water should be put into the container.
- Disposable drinking cups should be provided.

Refer to Cal Osha title 8 sec 33.63 for additional information

4.2 Hand Tools:

- Hand tools should be inspected on a daily basis and be maintained in good working condition or be replaced.
- Tools should be used only for the purpose intended.
- Tools should never be thrown from one location or employee to another.
- Do not carry pointed or unguarded sharp-edged tool in your pockets.
- Edged tools must be sharp if they are to cut cleanly and with minimum effort. Dull blades are more likely to slip or rebound than sharp blades.
- When not in use, tools should be sheathed if possible, placed against a wall, bank, stump, or laid down with sharp edges down.
- Care should be taken to place tools in a position that discourages tripping.
- When using a pick or maul (sledge hammer), be sure that the areas behind you and to the side of you are clear. Wear eye protection if there is a danger of flying chips of rock or other debris. Never attempt to strike an object at or above the level of your shoulders.
- If a file is used to sharpen a tool. Always use a file with a secure handle.
- Spray paint cans should be stored upright in a secured area
- All tools should be stored in a safe and secure bin or drawer
4.3 General rules for safe operation of City vehicles are as follows:

- All employees of the Survey Division must have a valid California driver’s license in their possession at all times.
- The driver and all passengers shall wear safety belts at all times while in a City of Los Angeles vehicle.
- The driver shall be responsible for the safe driving condition of the vehicle. All vehicles shall be inspected for safe operating conditions each morning prior to being put into service.
- Any unsafe condition must be reported to the supervisor and remedied prior to vehicle use.
- Unauthorized persons shall not be permitted to ride in City vehicles.
- Vehicle headlights shall be turned on when driving in rainy or foggy weather.
- Cell phones or other distractions shall not be used while driving a vehicle.
- All survey vehicles are to be “Safety Checked” monthly using the “Monthly Vehicle and Equipment Safety Checklist”. (Appendix C5)
- All vehicles are to have a complete and sealed “Vehicle Accident Report Envelope”. (Found in every Survey vehicle)

4.3.1 Specific rules for Survey Division vehicles

- **Backing Up:**
  - When backing up any Survey vehicle, one member of the crew shall stand to the rear of the vehicle and assist the driver, keeping eye contact with the driver at all times. When there are no passengers, the driver will get out of the vehicle and check clearance behind the vehicle prior to backing up.

- **Cone at Rear of Vehicle:**
  - The driver of the survey vehicle shall place a cone at the rear of the vehicle, on the traffic side after parking to prevent parking and backing-up accidents. Immediately prior to departure, the driver should circle the vehicle (circle of safety) and pick up the cone checking for any obstacles or safety concerns.

- **Fire Extinguishers:**
  - Fire extinguishers are supplied for each Survey vehicle. The driver and passengers should be aware of its location, operation and condition.

- **Storage of Equipment:**
  - All tools and equipment being transported should be stored in a secure area. Any equipment being transported in the passenger compartment shall be secured to insure that passengers will not be injured by flying objects in the event of a sudden stop or accident.

- **Parking on steep streets:**
  - Turn wheels in toward curb. Use wheel chucks if available when no there is no curb.

Drive at a speed that is reasonable and proper, with due regard for the size and weight of the vehicle. At all times keep a safe distance from the vehicle ahead of you.
4.3.2 Use of amber warning lights and emergency flashing lights

Definitions

• Amber warning lights—Rotating amber lights and other types of flashing amber lights.
• Emergency flashing lights—Factory installed flashing lights on all survey vehicles.

When to use: Amber warning lights:

• The vehicle is parked in the center median or on the right shoulder in the immediate vicinity of the work and for short periods of time.
• The vehicle is moving against traffic (Do not drive vehicle against traffic except as a last resort).
• To warn traffic that the vehicle is slowing to enter a median, shoulder or lane closure, or to re-emerge from those areas back into traffic.

DO NOT USE AMBER WARNING LIGHTS AT NORMAL HIGHWAY SPEEDS.
DO NOT USE AMBER WARNING LIGHTS AS A SUBSTITUTE FOR ARROW SIGNS.

Emergency flashing lights:

• The vehicle is parked on the right shoulder during periods of restricted visibility; for example, at night or in foggy weather.
• The vehicle is parked within an established lane closure.
• The vehicle is moving within an established lane closure.

4.4 Off-Highway Vehicle Operation

Occasionally, survey crews operate trucks or four-wheel drive vehicles off of the paved road and in rough terrain. The following safety procedures should be observed:

• When driving vehicles through rough terrain, seat belts should be fastened securely to keep body from bouncing, wear a hard hat to protect head from roof and door frame. Hold the steering wheel firmly, but do not allow fingers or thumbs to wrap around the wheel: steering wheel spokes have caused broken thumbs and sprained wrists from the wheel being suddenly jerked by uneven terrain.
• In crossing deep ditches, use the lowest gear and four wheel drive if available. When you reach the bottom, accelerate enough to keep rolling as you go up the other side.
• When ascending hills do not travel diagonally. The danger lies in losing traction and slipping sideways with the possibility of tipping/rolling.
• Yield the right of way to stock animals, hikers and trail bikers.
4.5 Appropriate Work Clothing and Personal Protection (see individual responsibilities - 1.12)

- Wear appropriate clothing and footwear for the job. Use good judgment and common sense.
- Any alternative clothing, such as the wearing of shorts, and/or alternative foot wear shall have the daily approval of the district office supervisor prior to beginning the work period. Some projects such as construction and railroad work will require long pants, boots and a hard-hat.

  **Note:** Changing job conditions warrant that any employee choosing to wear shorts must have a pair of long pants available while at work. Any employee choosing to wear alternative footwear must have a pair of ankle high boots available at all times while at work.

**SAFETY VESTS WITH THE CITY OF LOS ANGELES SEAL, ISSUED BY THE CITY OF LOS ANGELES SURVEY DIVISION, MUST BE WORN AT ALL TIMES WHILE ON THE JOB SITE**

- Work boots or high-top leather shoes with non-slip soles should be worn to protect against snakebites and other hazards in rough terrain and on construction projects. Lace type boots are preferred because they afford more ankle support. (Shin guards are also available).

In areas of poison oak and insects (ticks):

- Long sleeved shirts should be worn.
- The product *Tecnu*, or its equivalent, should be used before and after entering potential poison oak areas.
- If necessary, disposable white paper coveralls can be obtained through the survey supplies at Piper Technical Center.
- When working in tick infested areas, be sure to thoroughly check clothing and body for ticks.
- Gloves shall be worn when employee safety requires them.
- Safety goggles or eye shields shall be worn where potential eye hazards exist.
- Hard-hats shall be worn where workers are subjected to the hazard of falling or flying objects or where required on any construction site or by Contract Administration. Ear protection shall be worn when required by the Safety Engineer. Work at airports requires this protection.
- Wading and mud boots are available for use in water operations.
- Sleeveless shirts shall not be worn at any time during working hours.
- Use toe protectors when lifting M.H. lids or when using the digging bar. Employees wearing steel-toed boots should continue to use caution during these activities.
5.0 SURVEYING IN OR NEAR TRAFFIC

5.1 General Procedures

- Maintain the maximum space that can safely be achieved between moving traffic and your work area. This includes shoulder work as well as working in the traveled roadway.
- Face the traffic whenever feasible. If it is not possible to face the traffic, a lookout should be used.
- Move deliberately: do not make any sudden moves that might alarm or confuse a motorist and cause an accident.
- Signal cautiously: Whenever feasible, use radio communication. Carefully and deliberately use surveying hand signals so they will not startle or confuse motorists or be mistaken for a flagger's direction.
- Avoid interrupting traffic flow: Minimize crossing traffic lanes and never run across traffic lanes.
- Distractions to motorists: Minimize working in traffic when the attention of motorists may be diverted from surveying work by other ongoing activities. Some of these may include: traffic accidents, construction operations, children getting out of school or movies being filmed.

5.2 Lookouts

While working on or near the traveled roadway, workers should normally be protected by adequate cones and high-rises. A lookout person should be used whenever one or more persons will be working and cannot watch traffic on their own. The lookout should be:

- Standing up at all times to warn the other crew members of any impending traffic hazards.
- In constant communication with crew members.
- Aware of the intended movements and actions of the crew members.

5.3 Flag Persons

A flag person is a trained individual who gives motorists, pedestrians, and cyclists exact instructions, enabling them to move through temporary traffic control zones safely. Flag persons should be carefully chosen because they are responsible for public safety as well as the safety of the Survey Party. Flag persons should be used anytime two-way traffic must share the same lane because of work in other lanes.

Traffic Control using Flag persons:

- Flag persons shall be used where barricades and warning signs cannot safely control traffic.
- Flag persons should be logically placed in relation to the work area and survey equipment so as to give adequate warning to the motorists and being approximately 100 feet ahead of impact point.
- Flag persons should be equipped as shown and specified in the “Work Area Control Handbook” or “W.A.T.C.H.” whenever possible.
5.4 **Protective Vehicles**

Protective vehicles may be used as a protective barrier whenever a situation warrants. There are two types of protective vehicles:

- **Barrier Vehicle**: A vehicle, usually unoccupied, which is parked between oncoming traffic and a stationary work site.
- **Shadow Vehicle**: A vehicle with a light bar which follows a survey operation moving in the direction of traffic.

1.

5.5 **Temporary Traffic Control**

Temporary traffic controls are used to establish a “working area-of-protection” for employees.

Methods of traffic control include use of:

- Portable warning/control devices such as cones, hi-rise etc.
- Personnel such as lookouts and flag persons.

**General:**

- The currently available edition of the Work Area Traffic Control Handbook, *(W.A.T.C.H.)*, shall be kept in all Survey vehicles and consulted as a guide. As most Survey jobs are temporary job-sites, it is impractical to set up the equipment exactly as outlined in the manual. Survey activities on roadways shall be planned and scheduled to minimize interference with traffic flow and maximize employee safety.
- Activities in arterial streets shall be planned and scheduled to minimize interference with traffic flow. Except for emergency situations, no work shall encroach into moving lanes of traffic *(The Survey Manual also outlines safety in section J 170.)*
- Another good reference (very detailed) for working in traffic is the” *Manual on Uniform Traffic Control Devices*” for streets and highways “Part 6”. This is published by the “Federal Highway Administration” and available on the internet at: [http://www.dot.ca.gov/hq/traffops/signtech/mutcdsupp/](http://www.dot.ca.gov/hq/traffops/signtech/mutcdsupp/)
- A copy should be kept in each office.

5.5.1 **Traffic control procedures:**

After a decision is made as to how to safely set up the work-site, two persons should place the cones and the high-rises in their positions. After placing the warning devices, a visual check should be made to ensure safe traffic flow before beginning survey work in the street.
6.0 SPECIALIZED SURVEY WORK SITUATIONS

6.1 Confined Space

Working in a confined space may be a regular part of your job, or it may be a one time situation. Always think of confined spaces as potentially dangerous. Confined spaces include, but are not limited to, the following:
Silos, tanks, vats, vessels, boilers, compartments, ducts, sewers, storm drains, pipelines, vaults, bin, tubs, and pits.

Confined Space can be defined as:

- A space that is large enough and so configured that an employee can bodily enter and perform work.
- Has a limited or restricted means of entry or exit, (e.g. maintenance holes have limited means of entry).
- Is not designed for continuous employee occupancy.

There are two levels of training that personnel in the Survey Division could be required to take:

- **Permit Required Confined Space (Permit Space) entry:**
  - This type of training is provided by the specific project that requires “Confined Space Entry”. Survey Division employees may not enter any area deemed a “Confined Space” without specific training.

- **Alternate (Non-Permit) Confined Space entry:**
  - This training can be provided by the Survey Division and limits the entry of the physical body to the upper most 24 inches of the maintenance holes. Prior to entry, assigned employees shall be trained as required in Title 8, California Code of Regulations (CCR), General Industry Safety Orders, Section 5157 (GISO5157) and The Survey Division Confined Space Operations Program. (Copies kept in Central Office)

6.2 Sewer and Storm Drain Safety Precautions:

Guidelines/Precautions for Lifting Maintenance Hole Covers

- General rule #1: Except for Smoke Testing, Sewer Gauging and setting Maintenance Hole Monuments it is not necessary to test for explosive gases before lifting a M.H. cover.
- General rule #2: No one will break the plane (reach into an access structure) until they have been trained for confined space entry. (See Survey Division Confined Space Operations)
- General rule #3: Do not smoke or use any lighted materials near open M.H. structures.
6.4 **Smoke Testing (Required occasionally)**

A. Protective clothing and equipment:
All smoke-testing personnel are to wear appropriate eye and skin protection while performing their tasks. Although the smoke-testing program is currently inactive, periodic requests do come in for this activity. The Survey Division will continue to follow all safety practices described herein.

Appropriate eye protection includes safety goggles, safety glasses, and/or clear plastic face shields of the type worn by gardeners or while using grinding wheels. Appropriate long sleeve clothing and gloves will help protect the skin. Smoke bombs are no longer used. However, these guidelines are proven, safe practices and will continue to be in force.

Note: All Survey crews working on projects requiring opening of Sewer Maintenance Hole lids for the purpose of smoke testing will test for explosive gases prior to opening the structure.

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6.5 **Working in Tunnels, Channels, Trenches, Bridges and Buildings:**

- Tool bags and ropes shall be used to safely raise or lower tools.
- No materials or tools will be dropped into any areas at any time.
- Employees should always face the ladder or scaffold when ascending or descending.
- Hard hats shall be worn on construction projects.
- Tunnel Safety: The Survey Division has been involved in numerous large tunneling projects. Tunnel training is job specific and is normally provided by the project requiring the work. Confined space training would normally be part of this training. No employee may enter a tunnel without approved tunnel training.
  
  a. All Survey Division employees working in tunnels shall be instructed in safe tunnel operations. Training is normally provided by the organization requesting Survey services. For safe tunnel procedure references, see "Tunnel Safety Orders" Subchapter 20, Chapter 4 of "Title 8 -Industrial Safety" State of California. (Found on OSHA website)
  
  b. First Aid Training: All Survey Party Chiefs and at least one other person on each tunnel crew shall have had First Aid training within the past two years and be competent to give proper emergency treatment.
  
  c. Tunnels classified as potential gassy or gassy, under Article 8 -“Tunnel Safety Orders”, shall require permissible equipment and gas monitoring by a certified gas tester.

*Most electronic survey equipment has not been certified as permissible by the U.S. Bureau of Mines and should be checked for compliance.*
6.6 Railroads:

No member of a Survey Party may work within twenty feet of a railroad track without **Railroad Safety Training**. Different railroad organizations provide their own specific training. Normally the project requesting the Survey will provide the training. Railroad training is usually valid for one year. A card or sticker for your hard hat is often issued. Flag-Persons provided by the Railroad are often required. They are in contact with the trains and can provide advanced warning.

Some general rules for working in Railroad right of ways are:

- Orange safety vests are required at all times.
- Hard hats are required at all times.
- Long pants are required at all times.
- Approved boots are required at all times.
- Support tapes across rails at all times. Steel tapes across both rails may activate signals.
- Avoid the color red. Red means danger to trainmen. No red vests or clothing should be worn. Red markers paint and lights should be avoided.
- Never crawl under or walk between stopped cars. They could be bumped at any time.

6.7 Construction Surveying Operations

Prior to the start of survey work, the Party Chief shall make a thorough study of the conditions of the construction site to determine if any predictable hazards exist to employees and the kind and extent of safeguards necessary to do the work in a safe manner. All unsafe conditions should be reported to the Project Engineer and Project Inspector. Survey Supervisors should fill out the “Safety Checklist for Inspection of Construction Projects”. (Appendix C4)

- Always keep yourself and your equipment clear of contractor’s equipment. Due to dust, drowsiness or distractions, equipment operators may not see you on a fill, in a trench or on a structure.
- Stay off of the contractor’s equipment unless you are on official business.
- Park your vehicles and assemble or disassemble your equipment away from the area where the contractor’s personnel and equipment are working.
- All party members shall wear safety vests, hard hats, long pants and approved boots while performing survey operations.
- Working in trenches, excavations or under bluffs is always dangerous. Be sure that the soil is at the angle of repose or that it is properly shored. You have the right to refuse to enter unsafe areas and should report such areas to your supervisor.
- Do not work in areas under suspended loads, If necessary, work should be done while construction crews are on lunch time, or either before or after their working hours.
6.8 Working on Hillsides

Planning the Work:

- Before work begins a pre-job conference or tailgate safety meeting shall be held to discuss the work schedule.
- The effects of adverse weather conditions, slide removal, rock-fall, slope renovation, and the various hazards that are known to be associated with cut slope operations.
- If the slope is found to be unsafe, no work is to be done.

The supervisor’s decision in determining who is “competent” to work on cut slopes and steep hillsides shall include the following factors:

- Previous work experience with slope and steep hill-side operations.
- Employees understanding of the effects of rain on slope stability and terrain conditions.
- Employee’s familiar with the geographical area where the work is to be performed.

Possible equipment needs:

- **Boots with ankle support (required)**
- **Long pants (required)**
- Harness or a rope tethered at both ends
- Gloves
- Backpack or other hands free carrying device

6.9 Natural Disasters

In the event of a “Natural Disaster” or other “Catastrophic Event”:

- Render immediate assistance if required
- Contact your Survey Supervision
- Receive instructions from your Survey Supervision

If no contact can be made with Survey Supervision, refer in order the following procedures:

**Alternate Emergency Work Locations**

Since the street and freeway systems may be severely impaired following a disaster, Bureau personnel will report to work locations in the following order:

- Regular, assigned work site.
- The nearest Bureau of Engineering District office.
- The nearest Department of Public Works yard. The primary Public Works yards all have emergency power systems and radio communications.
- The nearest City of Los Angeles facility such as Fire Stations, Police Stations, etc.
7.0 FIELD SURVEY IN SAFETY

7.1 Brush and Tree Cutting Safety

Misuse of sharp-edged tools can cause serious injury. It is imperative that survey party members follow safe procedures. Some general rules for brush cutting safety include the following:

- Always use sharp edged tools.
- Party members using sharp edged tools shall always maintain a safe distance from each other.
- Safety goggles should be worn.
- When walking through brush, cutting tools should be sheathed if possible. Special care should be taken whenever cutting tools are carried.
- Maintain a safe distance between party members when walking through dense vegetation or brush. Beware of rebounding branches that can cause eye injuries. Eye protection should be worn.
- Beware of sharp protruding branch stubs.

7.2 Fences and Walls

1. Avoid climbing fences and walls whenever possible.
2. Use a ladder or walk around fence or wall

7.3 Lifting Heavy Objects

Some general rules to apply:

- Keep your back straight while lifting.
- Lift with your legs.
- When lifting M.H. covers, wear protective toe guards or steel tip boots.
- Make sure that you have a good grip on the object being lifted or the tool that you are using to lift with.
- Never twist your body while lifting or carrying a load.
- Don’t over lift. Get help if you need it.
- Never carry loads that prevent you from seeing where you are going.
- Be aware when carrying large or long objects to prevent striking others.
- Never leave tools or lifted object in a place that could cause trips, slips or falls.

7.4 Hot Weather

- To avoid sunburn, wear a long sleeved shirt and long pants; light colored clothing is preferred.
- Wear a hat when working in the sun.
- Drink plenty of water, but avoid excessive quantities.
- Avoid overexertion.
- People with a history of sunstroke should avoid doing field work during hot weather.
- Comply with Cal/OSHA “Title 8, Section 3395)
7.5 Cold Weather

Although cold weather is rarely a serious matter in Southern California, there are times that may require sufficient clothing to protect against the cold. Every employee should be prepared for such situations.

7.6 High Voltage Lines

- The use of surveying rods or range poles under high voltage lines is very dangerous. It has been shown that electricity can arc from high voltage lines. Even the use of wooden rods can be dangerous in damp conditions.
- Use clean, dry, wooden rods when surveying beneath power lines. At no time should the rod be within ten feet of the lowest wire.
- Never attempt to directly measure the height of electrical transmission lines with a rod. Reflector-less methods or triangulation should be used.

7.7 Poisonous Plants

Preventive measures should be taken before and after possible exposure.

- **Urushiol** is a chemical irritant found in many plants in all parts of the United States. The plants, commonly known as poison oak, poison ivy and poison sumac, can cause skin eruptions on all parts of the body. The plant known as poison oak is found in Southern California. Poison oak is deciduous, but can still cause skin eruptions while dormant.

- Symptoms of contact with poison oak vary from mild skin eruptions to extreme swelling and itching of the body, often causing eyes to swell shut and requiring hospitalization. These symptoms usually begin several hours to as much as 48 hours after initial contact. If the infected area is scratched, the fingertips become infected and can spread the infection to other parts of the body. Urushiol easily soaks through clothing.

- Recognition of poison oak and avoiding contact is the best way to avoid the problem. See below:

Poison oak is a deciduous (loses leaves in winter), woody plant that can have a shrub or vine form. Leaves normally consist of three leaflets with the stalk of the central leaflet being longer than those of the other two; however, occasionally leaves are composed of five, seven, or nine leaflets. The surface of the leaves can be glossy or dull, sometimes even somewhat hairy, especially on the lower surface. In late spring and summer the foliage is glossy green, and later turns attractive shades of orange and red.
Poison Oak (Continued)

There are some products on the market including Tecnu that can be applied prior to exposure and after exposure that can lessen the effects of Urishiol. Check with the Survey Division Central Supply for the products available.

7.8 Bees, Wasps and Spiders

Bee or wasp stings:

Bee or wasp stings generally cause burning or itching with localized swelling. However some persons are allergic and more serious reactions can occur.

If stung by a bee or wasp:

- Remove stinger by scraping it away from the skin.
- Wash area with soap and water.
- Cover it to keep it clean.
- Apply a cold pack to the affected area.
- If dizziness, cramps, nausea, difficulty breathing or hives appear, the victim should be taken to a doctor immediately.

7.8.1 Spiders:

Spider bites are normally no more than a nuisance. However in Southern California at least two types of spider bites can be dangerous.
**Black Widows:**

- Black Widows may be found in hollow stumps, brush piles, long grass, hedges, or under rocks or woodpiles. Garages and outbuildings are common habitats.
- The adult black widow, including the legs, is about one inch or more in diameter.
- The entire body is usually a hard, shiny black color except for an orange to red hour glass shape on the underside or belly.
- The victim of a black widow’s bite should be kept warm and quiet. In order to prevent a second infection, a reliable antiseptic should be applied to the wound as soon as possible. An ice pack may be put on the wound to ease the pain and slow the absorption of the poison. The victim should be taken to a doctor that is close at hand. Contrary to popular belief, the black widow’s bite is rarely fatal.

**Recluse Spiders**

Recluse spiders are found all over the United States. In the Southern California area, they are rare. The “Desert Recluse” is the most likely variety that would be found in Southern California. All recluse spiders pose a danger and their bites should be attended to as soon as possible. The recluse is identified by only having six eyes, arranged in two pairs of three. Other spiders have eight eyes. If you are bitten by a recluse, you will develop a large raised red bump with a definite center. Usually it will become infected and the center will widen. See a doctor if these symptoms arise. Antibiotics will stop the infection. If not caught in time, scarring can occur.
7.8.3 Ticks and Lyme disease

Ticks are oval shaped bugs that have small heads. Their bodies are grey or brown and are not divided into definite segments. The tick attaches itself to the skin and sucks blood. It sometimes carries and spreads Rocky Mountain Spotted-Fever, Tularemia, Lyme disease, and Tick Fever. Ticks are found in long grass, low shrubs and trees.

To protect against tick bites:

- Cover exposed parts of the body when in tick infested areas.
- Periodically wipe the back of your neck with your hand.
- Inspect body and clothing twice a day to remove ticks.
- Don’t crush them with your fingernails because this may transmit disease carrying organisms to your skin.
- **First Aid:** If a tick imbeds itself into your skin.
  - Grasp tick with fine tipped tweezers, close to the skin, and pull slowly and firmly.
  - Use plastic wrap, paper or leaf if you do not have tweezers.
  - Do not try to burn tick off with a hot match or cigarette. Do not apply petroleum jelly or nail polish to tick.
  - If you cannot remove tick, or if its mouthparts remain imbedded, get medical attention.
  - Wash bite area with soap and water. Apply antibiotic ointment.
  - If rash or flu like symptoms appear, get medical attention immediately.

7.9 Rattle snakes

Precautions should be taken to minimize exposure to rattlesnakes

- Do not go into snake infested areas alone. It is very difficult to administer adequate first aid measures to yourself.
- Rattlesnakes are active mostly at night in warm weather. They hide during the hottest part of the day or when not hunting.
- Wear high boots or shin-guards in snake country.
- Keep hands away from areas that could hide rattlesnakes such as logs, rocks, brush piles, or rodent burrows.
- Be observant around places obscured by foliage and look carefully before you move rocks on the ground. Use extra caution when climbing a rock ledge and reaching for a hand-hold.
- Use a stick to rustle the bushes ahead of you and to the side to alert rattlesnakes and other animals.
First Aid for Snakebites:

- Call EMS system for help (911) or transport victim if EMS is more than 30 minutes away.
- Contact Supervision
- Keep victim calm.
- Wash wound and keep bitten part still.
- Keep bitten area below the level of the heart.
- Splint the area if it is on an arm or a leg to keep it from moving.
- Carry a victim who must be transported or have them walk slowly.
- Do not apply cold to snakebite.
- Do not give aspirin to snakebite victim.

7.10 Animal Hazards

If confronted by a bothersome dog:

- Face the dog and stand still.
- Speak to him confidently; make friends if possible but don’t attempt to pet him.
- If this fails, retreat very slowly still facing the dog.
- If possible identify the owner of the animal.
- Try to arrange with the dogs owner to have vicious dogs chained or confined if you are working on private property.
- If bitten by a dog or cat, the Police and Animal Regulation should be contacted to report the animal bite.
- The pet should be confined by “Animal Regulations” for observation for ten days.
- A bite or wound should be washed thoroughly with soap and water. Get to a medical facility for further treatment which may include tetanus inoculation and anti-rabies serum.
7.11 Laser Hazard

Most Survey Crews are equipped with “Reflectorless Total Stations”. These instruments use Class 2 and Class 3A laser technology and require caution when in use. Every laser is a potential eye hazard. Laser hazard controls should be designed to minimize the opportunity for ocular exposure to direct laser beam or specular (mirror like) reflections. The controls should be reasonable, while not hampering the operation or creating a new hazard. Trained personnel shall operate laser equipped instruments only. Safety glasses shall be worn when there is a danger of ocular exposure.

See Cal Osha Title 8 Section 33.82 for additional information

Despite the potential hazards, they can be used safely if proper procedures and necessary precautions are followed. No employee other than trained persons should be permitted to work in an area where they could come into direct contact with a laser beam.

Night Surveying

- Most hazards encountered in daytime operations increase at night when darkness limits visibility. All hazards become “hidden” hazards and are much more difficult to identify and neutralize. Safety must have the number one priority in planning of night surveys.
- When a survey requires night work, it is good practice to notify local law enforcement agencies as well as property owners. This enables law enforcement to be aware of the source and reason for the appearance of unusual lights and activity.
- When working at night in terrain with steep slopes and high bluffs or uneven terrain, party members should work in pairs. To guide personnel, all roads and trails to the work areas should be flagged with reflective material.
- Groups of party members should have radio equipment and be able to make contact with other groups in case of emergency.

Appendices:

A  Required Documentation of Tailgate Safety Meetings”
B  Report of safety concerns and suggestions
C1 First Aid Kit Checklist
C2 Injury and Accident Report Forms
C3 Inspection of Short Term Job Sites Checklist
C4 Inspection of Construction Site Checklist
C5 Monthly Vehicle and Equipment Safety Checklist
Required Documentation of Tailgate Safety Meetings

In compliance with SB 198 and CAL/OSHA requirements for documentation and legal responsibilities, the following is a summary of the safety documentation that is required to be performed by each Survey Supervisor. Copies of the documentation will be kept at each district office and with the Division Safety Coordinator unless otherwise stated. California law requires ALL safety documentation be kept for a period of three years.

DOCUMENTATION REQUIRED EVERY TEN (10) WORKING DAYS

Every ten working days a safety tailgate meeting is required for all field personnel. Documentation of tailgate meetings is accomplished by placing a stamp (see below) or hand written note on the Daily Assignment Sheet. Listing the safety issues discussed is required. Copies of tailgate meeting documentation should be sent to the Division Safety Coordinator.

Safety Stamp:

SAFETY ISSUES
WERE DISCUSSED AT THE
TAILGATE MEETING

DOCUMENTATION REQUIRED EVERY THIRTY (30) DAYS

At least every thirty days a safety inspection of each party’s work location will be conducted. Inspections may be conducted with or without prior notice. Inspections of crews involved in special activities, such as: confined space entry, noise exposure, hoist equipment, power grinders and ladder use require special checklists which are located in Chapter 12 of the City Safety Manual. Inspections of warehouses and shops also require thirty-day inspections.

Each survey party will prepare a safety checklist for vehicles, equipment and first aid supplies every month, or as required by your supervisors. Inspection checklists are attached. These checklists will be kept in a binder and maintained for three years. You do not need to send copies to the Survey Safety Coordinator unless asked to do so periodically.
DOCUMENTATION REQUIRED EVERY NINETY (90) DAYS*

Inspections of survey offices, trailers and long term construction projects are required every ninety days.

ADDITIONAL DOCUMENTATION REQUIREMENTS:

ALL employees are required to sign that they have read and understand the City’s Safety Program and have received safety training in their job duties.

Documentation of all “Special Safety Training” is required. Examples of this training would be the dog-bite program, first aid, fire extinguishers, confined space entry, or slips, trips and falls. The names of the personnel receiving the training, the date and type of training and the last four digits of their employee number, as required by the Bureau of Engineering.

* If you need any reporting forms or have any questions concerning these requirements, please contact your safety coordinator.

On Sight Safety Tailgate Meetings

Each Survey Party shall, upon arriving at their daily worksite, conduct a “Safety Tailgate meeting to discuss the safety concerns pertinent to that particular worksite. All crew members should be made aware of the intended work procedures and any additional procedures needed to safely accomplish the job.

Supervision of Field Crews

A minimum of once a month, each Survey Party should be supervised in order to assure a safe workplace. Each Supervisor shall fill out a “Survey Division Safety Check List for Short-Term Jobsites”. Consideration should be given to the individual safety needs of each job site when filling out this form. All members of the crew are responsible for knowing and understanding all of the conditions spelled out on the checklist.
### Appendix B

**BUREAU OF ENGINEERING**

**REPORTING SAFETY CONCERN OR SUGGESTION**

<table>
<thead>
<tr>
<th>Part A – To be completed by Employee</th>
<th>Case No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name ________________________________</td>
<td></td>
</tr>
<tr>
<td>Phone No. __________________________</td>
<td></td>
</tr>
<tr>
<td>Div/Dept/Group ______________________</td>
<td></td>
</tr>
<tr>
<td>Supervisor __________________________</td>
<td></td>
</tr>
<tr>
<td>Site/Address/Location __________________</td>
<td>Date</td>
</tr>
</tbody>
</table>

Has this safety concern or suggestion been brought to the attention of your supervisor?

- [ ] Yes  Supervisor’s Name __________________________ Date ___________
- [ ] No  Explain why not ________________________________________________

Do you wish to be contacted by Safety?

- [ ] Yes
- [ ] No

Do you wish to remain anonymous?

- [ ] Yes
- [ ] No

Describe safety concern or suggestion; including the location for investigation.

<table>
<thead>
<tr>
<th>Part B – To be completed by Supervisor</th>
<th>Date Received: __________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corrective Action:</td>
<td></td>
</tr>
<tr>
<td>Signature: __________________________</td>
<td>Date Completed: ________________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Part C – To be completed by Safety</th>
<th>Date Received: __________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are interim safety measures adequate?</td>
<td>[ ] Yes  [ ] No</td>
</tr>
<tr>
<td>Corrective Action:</td>
<td></td>
</tr>
</tbody>
</table>

| Hazard been mitigated or removed? | [ ] Yes  [ ] No |
| Signature: ______________________ | Date Completed: ______________________ |

Completed Forms shall be submitted to Safety or Training Section
(Refer to No. 6 of the BOE Reporting Safety Concerns or Suggestion Instruction)
## FIRST AID KIT

**ITEM CHECK LIST**

**OFFICE:** _______________  **TRUCK:** _______________  **DATE:** _______________

**RESPONSIBLE EMPLOYEE:** ______________________  **TITLE:** ______________________

<table>
<thead>
<tr>
<th>ITEMS</th>
<th># PER UNIT</th>
<th>UNITS</th>
<th>✓ OFF</th>
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</thead>
<tbody>
<tr>
<td>STEEL BOX</td>
<td></td>
<td>1</td>
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<tr>
<td>NOX-A-STING SWABS – (EXP. DATE)</td>
<td>10</td>
<td>1 BOX</td>
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<tr>
<td>TINCTURE OF GREEN SOAP SWABS – (EXP. DATE)</td>
<td>10</td>
<td>1 BOX</td>
<td></td>
</tr>
<tr>
<td>TRIANGULAR BANDAGE</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>BANDAGE COMPRESS – 4”</td>
<td>1</td>
<td>1 BOX</td>
<td></td>
</tr>
<tr>
<td>NON-ADHERENT ADHESIVE PADS – 2” x 3”</td>
<td>8</td>
<td>1 BOX</td>
<td></td>
</tr>
<tr>
<td>GAUZE PADS – 3” x 3”</td>
<td>4</td>
<td>1 BOX</td>
<td></td>
</tr>
<tr>
<td>STERILE GAUZE BANDAGE – 3” x 10 YDS.</td>
<td>1</td>
<td>1</td>
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</tr>
<tr>
<td>CURAD SNIPS (SMALL BADAGES)</td>
<td>40</td>
<td>1 BOX</td>
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</tr>
<tr>
<td>FINGERTIP BANDAGES (WOVEN)</td>
<td>8</td>
<td>1 BOX</td>
<td></td>
</tr>
<tr>
<td>KNUCKLE BANDAGES (WOVEN)</td>
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<td>1 BOX</td>
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</tr>
<tr>
<td>ADHESIVE BANDAGES (PLASTIC) – 1” x 3”</td>
<td>16</td>
<td>1 BOX</td>
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</tr>
<tr>
<td>CURAD PATCHES – 1 ½” x 1 ½”</td>
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<td>1 BOX</td>
<td></td>
</tr>
<tr>
<td>EYEWASH SOLUTION – (EXP. DATE)</td>
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<td>1 BOTTLE</td>
<td></td>
</tr>
<tr>
<td>TRIPLE ANTIBIOTIC OINTMENT – (EXP. DATE)</td>
<td>10</td>
<td>1 BOX</td>
<td></td>
</tr>
<tr>
<td>PYROCAINE BURN SPRAY - ½ OZ.</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>ANTISEPTIC TOWELETTE</td>
<td>1</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>TECNU – POISON OAK CLEANSING TREATMENT</td>
<td>1</td>
<td>1 BOTTLE</td>
<td></td>
</tr>
<tr>
<td>FINGER SLPINT – (TONGUE DEPRESSOR)</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>COTTON TIPPED APPLICATORS – 6”</td>
<td>1</td>
<td>10</td>
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<tr>
<td>TWEEZERS</td>
<td>1</td>
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<tr>
<td>GLOVES – MEDICAL EXAMINING</td>
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<td>2 PAIR</td>
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</tr>
<tr>
<td>MOUTH TO MASK RESUSITATOR –(MOUTH BARRIER)</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>EXPOSURE INCIDENT CARD</td>
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<td>1</td>
<td></td>
</tr>
</tbody>
</table>

**COMMENTS:**

_______________________________________________________________________

_______________________________________________________________________

_______________________________________________________________________
INJURY AND ACCIDENT REPORT FORMS

USE THIS PAGE AS A CHECK LIST OF REQUIRED SUPPLIES FOR YOUR ACCIDENT PACKAGE

Any employee responsible for any city vehicle or mileage vehicle shall ensure that the accident package is complete and up-to-date and in the vehicle. The package should include the following:

<table>
<thead>
<tr>
<th>VEHICLE ACCIDENT REPORT FORMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>FORM NUMBER</td>
</tr>
<tr>
<td>FORM GENERAL #84</td>
</tr>
<tr>
<td>FORM GENERAL #84a</td>
</tr>
<tr>
<td>FORM GENERAL #88</td>
</tr>
<tr>
<td>&quot; &quot; &quot;</td>
</tr>
<tr>
<td>FORM GENERAL #84b</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>PERSONAL INJURY REPORT FORMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>FORM GENERAL #83</td>
</tr>
<tr>
<td>WORKER’S COMP. BILLING INFO CARD</td>
</tr>
<tr>
<td>FORM 5020 (REV. 7 FOUND ON PERSONNEL WEBSITE)</td>
</tr>
<tr>
<td>FORM “DWC 1” FOUND ON PERSONNEL WEBSITE</td>
</tr>
</tbody>
</table>

PLEASE CHECK THE SURVEY MANUAL, SECTION J 183 FOR MORE COMPLETE INSTRUCTIONS
REVISED DEC. 2005
SURVEY DIVISION
SAFETY CHECK LIST FOR
INSPECTION OF SHORT-TERM JOBSITEs

INSPECTING SUPERVISOR: ___________________________ DATE: ____________
RESPONSIBLE EMPLOYEE: ___________________________ VEHICLE: _______
OTHER EMPLOYEES: _________________________________ TIME: ____________

JOBSITE LOCATION: ____________________________________________

TRAFFIC CONDITIONS: __________________ WEATHER: ______________

<table>
<thead>
<tr>
<th>EQUIPMENT/CONDITIONS</th>
<th>Y, N, or N/A</th>
<th>COMMENTS</th>
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</thead>
<tbody>
<tr>
<td>Has a job-specific &quot;tailgate&quot; meeting been held?</td>
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<td></td>
</tr>
<tr>
<td>Cones: How Many? Where?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cone at Rear of Vehicle?</td>
<td></td>
<td></td>
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<tr>
<td>Safety Vests Being Worn?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lookouts or &quot;Buddy System&quot; being used?</td>
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<td></td>
</tr>
<tr>
<td>High Level Warning Devices being used?</td>
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<tr>
<td>Appropriate footwear?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arrow-Board on State Highways?</td>
<td></td>
<td></td>
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<tr>
<td>Nearest hospital known?</td>
<td></td>
<td></td>
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<tr>
<td>Truck neat and clean?</td>
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<td></td>
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<tr>
<td>Equipment in Good condition?</td>
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<td>Truck Locked?</td>
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<td>Other Applicable Items?</td>
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Work Description:
SURVEY DIVISION
SAFETY CHECK LIST FOR
INSPECTION OF
CONSTRUCTION PROJECTS

PROJECT: _______________________________ DATE: ____________________

INSPECTING SUPERVISOR: _______________________________

RESPONSIBLE EMPLOYEE: _______________________________

OTHER EMPLOYEES: _______________________________

<table>
<thead>
<tr>
<th>Item</th>
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<tbody>
<tr>
<td>Hard Hats?</td>
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<tr>
<td>Safety Vests Being Worn?</td>
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<td>Appropriate Foot-Wear?</td>
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<td>Hearing Protection?</td>
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<td>Life Jackets Near Water?</td>
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<td>Life Lines?</td>
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<tr>
<td>Ladders: Inspected?</td>
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<tr>
<td>Tied Off?</td>
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</tr>
<tr>
<td>Use of lines to raise and lower equipment?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nearest hospital posted?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Applicable Items?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Rev. June 8, 2000
MONTHLY VEHICLE AND EQUIPMENT SAFETY CHECKLIST

VEHICLE #:_____________ MILEAGE: ___________ Date:________

CHIEF:_______________ COMPLETED BY____________________

X = OK,      R = Needs Replacement/Repair,    N /A = Not Applicable,               Y = Yes,             N = No

<table>
<thead>
<tr>
<th>EQUIPMENT DESCRIPTION</th>
<th>VEHICLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Aid Kit ( See Checklist – Appendix C1**)</td>
<td>PM Due</td>
</tr>
<tr>
<td>Date sealed_______________ Initials_______</td>
<td>Date:__________________ Mileage____________</td>
</tr>
<tr>
<td>Accident Report Package (See Appendix C2)</td>
<td>Fluid Levels: (Check before starting engine)</td>
</tr>
<tr>
<td>Date sealed_______________ Initials_______</td>
<td>Oil____________ Water/Coolant___________</td>
</tr>
<tr>
<td>Equipped with this year’s Encroachment Permit?</td>
<td>Windshield Washer__________Brake__________</td>
</tr>
<tr>
<td>Are windows and mirrors clean? (If not, clean them)</td>
<td>Power Steering__________Transmission_______</td>
</tr>
<tr>
<td>Is water Cooler clean? (If not clean it)</td>
<td>Working condition of:</td>
</tr>
<tr>
<td>Are there clean Drinking Cups available?</td>
<td>Tires____________ Mirrors____________</td>
</tr>
<tr>
<td>List how many the vehicle has of the following:</td>
<td>Doors___________ Locks____________</td>
</tr>
<tr>
<td>Watch Manual=__________ Thomas Guide=________</td>
<td>Horn____________ Windows____________</td>
</tr>
<tr>
<td>AM Radio for emergencies=________</td>
<td>Headlights_______ High Beams________</td>
</tr>
<tr>
<td>Emergency Triangle Reflector Kit=________</td>
<td>Back-up Lights_______ Turn Signals________</td>
</tr>
<tr>
<td>Large Cones=_______ Small Cones=________</td>
<td>Emergency Flashing Lights________</td>
</tr>
<tr>
<td>Stop/Slow Paddles _______ Hand Flags=________</td>
<td>Brake Lights_______</td>
</tr>
<tr>
<td>High Level Warning Device Poles+Base+Wts.)=___ ___</td>
<td>Dome/Desk Light __________</td>
</tr>
<tr>
<td>Toe Protectors(1pr)=_____ Safety goggles=________</td>
<td>Dashboard Warning Lights/Gauges __________</td>
</tr>
<tr>
<td>Drills=_______ Chisels=_______ Punches=________</td>
<td>Rotating Beacon Lights_______</td>
</tr>
<tr>
<td>(If there are any tools that are frayed, mushroomed, or need to be re sharpened, turn them in and replace them.)</td>
<td>Flashing Strobe Bar _______</td>
</tr>
<tr>
<td></td>
<td>Windshield Wiper Motor_______</td>
</tr>
<tr>
<td></td>
<td>Windshield Wiper Blades_______</td>
</tr>
<tr>
<td></td>
<td>Seats _______ Seatbelts_______</td>
</tr>
<tr>
<td>Fire Extinguisher:</td>
<td>Are there any Defects to report to the Supervisor?____</td>
</tr>
<tr>
<td>Gauge reading in Green?____</td>
<td>If there are, write them in the Comments section below and</td>
</tr>
<tr>
<td>Hose cracked?____ Securely mounted?______</td>
<td>Also notify your immediate Supervisor ASAP&gt; Thank you</td>
</tr>
<tr>
<td>Fire Extinguisher’s Tag Original service date:______</td>
<td></td>
</tr>
<tr>
<td>Tag checked signed by (this month):__________________</td>
<td></td>
</tr>
</tbody>
</table>

Comments:_______________________________________________________________________________

________________________________________________________________________________________

PARTY CHIEFS SIGNATURE :________________________________ Rev. 10/30/2006