



SUNSET
SIGNS

A SIGN OF EXCELLENCE SINCE 1992

CODE OF SAFE PRACTICES

GENERAL

1. All employees will follow these safe practices rules, render every possible aid to safe operations, and report all unsafe conditions or practices to his/her supervisor.
2. Supervisors will insist on employees observing and obeying every rule, regulation, and order as is necessary for the safe conduct of the work, and will take such action as is necessary to obtain observance.
3. All employees will be given accident prevention instructions at least every ten (10) working days.
4. Anyone known to be under the influence of drugs or intoxicating substances which impair the employee's ability to safely perform the assigned duties will not be allowed on the job while in that condition.
5. Horseplay, scuffling, and other acts which tend to have an adverse influence on the safety or well-being of the employees will be prohibited.
6. Work will be well planned and supervised to prevent injuries in the handling of materials and in working with equipment.
7. No one will knowingly be permitted or required to work while the employee's ability or alertness is so impaired by fatigue, illness, or other causes that it might unnecessarily expose the employee or others to injury.
8. Employees will not enter manholes, underground vaults, chambers, tanks, silos, or other similar places that receive little ventilation, unless it has been determined that it is safe to enter.
9. Employees will ensure that all guards and other protective devices are in their proper places and adjusted, and will report deficiencies promptly to the supervisor.
10. Crowding or pushing when boarding or leaving any vehicle or other conveyance is prohibited.
11. Employees will not handle or tamper with any electrical equipment, machinery, or air or water line in a manner not within the scope of their duties.
12. All injuries will be reported promptly to the supervisor so that arrangements can be made for medical or first aid treatment.
13. When lifting heavy objects, the large muscles of the leg instead of the smaller muscles of the back will be used.
14. Inappropriate footwear or shoes with thin or badly worn soles will not be worn.
15. Materials, tools, or other objects will not be thrown from buildings or structures until proper precautions are taken to protect others from the falling objects.
16. Employees will cleanse thoroughly after handling hazardous substances and follow special instructions from authorized sources.
17. Hod carriers should avoid the use of extension ladders when carrying loads. Such ladders may provide adequate strength, but the rung position and rope arrangement make such climbing difficult and hazardous for this trade.

18. Work will be so arranged that employees are able to face ladder and use both hands while climbing.
19. Gasoline will not be used for cleaning purposes.
20. No burning, welding, or other source of ignition will be applied to any enclosed tank or vessel, even if there are some openings, until it has first been determined that no possibility of explosion exists, and authority for the work is obtained from the supervisor.
21. Any damage to scaffolds, falsework, or other supporting structures will be immediately reported to the foreman and repaired before use.

USE OF TOOLS AND EQUIPMENT

22. All tools and equipment will be maintained in good condition.
23. Damaged tools or equipment will be removed from service and tagged "DEFECTIVE."
24. Pipe or Stillson wrenches will not be used as a substitute for other wrenches.
25. Only appropriate tools will be used for the job.
26. Wrenches will not be altered by the addition of handle-extensions or "cheaters."
27. Files will be equipped with handles and not used to punch or pry.
28. A screwdriver will not be used as a chisel.
29. Wheelbarrows will not be pushed with handles in an upright position.
30. Portable electric tools will not be lifted or lowered by means of the power cord. Ropes will be used.
31. Electric cords will not be exposed to damage from vehicles.
32. In locations where the use of a portable power tool is difficult, the tool will be supported by means of a rope or similar support of adequate strength.

MACHINERY AND VEHICLES

33. Only authorized persons will operate machinery or equipment.
34. Loose or frayed clothing, or long hair, dangling ties, finger rings, etc., will not be worn around moving machinery or other sources of entanglement.
35. Machinery will not be serviced, repaired, or adjusted while in operation, nor will oiling of moving parts be attempted, except on equipment that is designed or fitted with safeguards to protect the person performing the work.

36. Lock-out procedures will be used where appropriate.
37. Employees will not work under vehicles supported by jacks or chain hoists without protective blocking that will prevent injury if jacks or hoists should fail.
38. Air hoses will not be disconnected at compressors until hose line has been bled.
39. All excavations will be visually inspected before backfilling, to ensure that it is safe to backfill.
40. Excavating equipment will not be operated near tops of cuts, banks, and cliffs if employees are working below.
41. Tractors, bulldozers, scrapers, and carryalls will not operate where there is possibility of overturning in dangerous areas like edges of deep fills, cut banks, and steep slopes.
42. When loading where there is a possibility of dangerous slides or movement of material, the wheels or treads of loading equipment, other than that riding on rails, should be turned in the direction which will facilitate escape in case of danger, except in a situation where this position of the wheels or treads would cause a greater operational hazard.