

	<b>CODE OF SAFE PRACTICES</b>		Form CP-00-7000-A
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In accordance with **T8 CCR 1509** and **T8 CCR 3203**, this **Code of Safe Practices** is adopted for **Santa Barbara Applied Research (SBAR), Inc.** All SBAR and subcontractor employees are expected to fully comply with this Code. Questions should be directed to your supervisor and/or Environmental Health and Safety (EH&S) office. (**NOTE:** Specific contracts/offices are authorized to supplement this Code of Safety Practices to meet local requirements.)

## **GENERAL**

1. All persons will follow these safety rules, render every possible aid to safe operations, and immediately report all unsafe conditions or practices to their supervisor.
2. Supervisors will insist on employees observing and obeying every rule, regulation, and order necessary for the safe conduct of the work, and will take such action as is necessary to obtain compliance.
3. All employees will be given accident prevention instruction tailored to their specific job.
4. Anyone known to be under the influence of drugs or intoxicating substances will not be allowed on the job.
5. Horseplay, scuffling, and any other unsafe acts are prohibited.
6. 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 might unnecessarily expose the employee or others to injury.
7. Employees will not enter a designated confined space at anytime (example; utility vaults, tanks, pits, etc) without first clearing an entry with the appropriate EH&S. Compliance with all OSHA and SBAR confined space procedures is mandatory.
8. Employees will ensure all guards, barricades, etc. are in their proper places and adjusted, and will report deficiencies promptly to the supervisor after proper lockout/tagout procedures are implemented.
9. Crowding or pushing when boarding or leaving any vehicle or conveyance (elevator) is prohibited. Seat belts will be worn at all times when driving or riding in a moving vehicle.
10. All mishaps and injuries will be immediately reported to a supervisor (or proper management personnel) to arrange for immediate medical treatment, if required.

**(NOTE: FAILURE TO NOTIFY MANAGEMENT OF AN INJURY CAN DELAY A WORKERS' COMPENSATION CLAIM.)**

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11. Jewelry (watches, ear rings, finger rings, etc.) will be removed prior to working around electrical circuits as well as rotating machinery.

12. If a repetitive task causes discomfort, stop and inform your supervisor and/or EH&S.

13. Smoke only in designated areas. Smoking indoors or in vehicles is prohibited.

14. When working in or on old facilities (constructed prior to 1985), assume lead, cadmium, and other metals are found in the facility paint. Additionally, assume asbestos is present on the boiler piping, floor tile, roofing, etc. Follow proper EH&S direction and guidelines.

15. Ensure all First Aid kits are stocked and employees are familiar with their location.

### **USE OF EQUIPMENT, MATERIALS, AND TOOLS**

16. American National Standards Institute (ANSI) Approved Safety Toe footwear is required when there is a risk of dropping heavy objects.

17. The appropriate ANSI Approved Personal Protective Equipment (PPE) will be worn when required by a Material Safety Data Sheet (MSDS), OSHA, a supervisor's direction, etc.

18. Any damage to scaffolds, ladders, swing stages, aerial platforms, etc. will be locked out/tagged out and immediately reported to the supervisor and repaired before use.

19. Work will be arranged so that employees are able to face ladders and use both hands while climbing.

20. Good housekeeping (e.g., walking surfaces free of tripping hazards and chemicals, tools and equipment in their proper location, etc.) will be observed and all exits will be free of obstructions.

21. When lifting heavy or awkward objects, get help and lift with the legs instead of the back.

22. Gasoline will not be used for cleaning purposes.

23. Materials or other objects will not be thrown from buildings or structures.

24. Employees will follow MSDS recommendations when handling hazardous substances.

25. When a new chemical is introduced into the work place, first review the MSDS before using that chemical and follow all MSDS recommendations.

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26. Work will be well planned and supervised to prevent injuries during the handling of materials and when working with equipment.

27. Tools/materials/equipment will be tethered when:

- There is danger of being dropped to a lower working level.
- Personnel working at a lower level.
- Danger of striking hazardous or high value systems, e.g., pressure vessel, motor, etc.

28. All tools and equipment will be maintained in the condition recommended by the manufacturer.

29. Damaged tools or equipment will be removed from service, locked out/ tagged out, and will not be reintroduced to the work site until the tool or equipment is repaired by a qualified technician.

30. Only appropriate tools will be used for the job. Do not use a tool for a task it was not designed for.

31. Razor blades, unless part of a razor blade knife, will not be used.

32. All hazardous material will be properly labeled in a appropriate container and corresponding MSDS must be readily available.

### **MACHINERY AND VEHICLES**

33. Portable pneumatic/electric tools will **not** be lifted or lowered by their hose line or power cord. They will be lifted/lowered by rope, bag, or bucket.

34. Clothing that is loose fitting, torn, or ripped and poses a hazard (e.g., snagging in moving/rotating equipment) will not be worn. Additionally, long hair will be properly tied back when around moving/rotating equipment.

35. Workers will not handle or tamper with any electrical equipment, machinery, or air lines in a manner not within the scope of their duties.

36. Only trained and qualified personnel will operate forklifts, vehicles, and aerial platforms.

37. Where appropriate, lockout/tagout/blockout procedures will be followed IAW OSHA and SBAR procedures.

38. Do not remove machine guards.

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## **FIRE SAFETY**

- 39. In the event of a fire sound alarm, evacuate accordingly, and gather at designated areas.
- 40. Employees must be familiar with facility emergency exits, routes, and means of egress as well as keep aisles clear in case of an emergency.
- 41. If required by facility management all trained employees must understand portable fire extinguisher practices and procedures.
- 42. Ensure that combustible material (paper/cardboard/cleaners) is properly stored/disposed of and free from ignition sources.
- 43. Exit doors and stairways must comply with fire safety regulations and must remain free from clutter, well lit, and unlocked during business hours.