

Code of Safe Practices

For Compliance with
California Code of Regulations, Title 8
General Industry Safety Orders
Section 3203

OTIS COLLEGE OF ART AND DESIGN

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Code of Safe Practices

General Safety Rules

All persons shall follow this Code of Safe Practices and render every possible aid to safe operations. Failure to abide by the Code of Safe Practices may result in disciplinary action up to and including termination.

Immediately report any unsafe conditions, accidents, injuries, or illness to your Supervisor or Manager. If you are unsure of the safe method to do your job, **STOP** and ask your Supervisor. Ignorance is no excuse for a safety violation.

No one shall be knowingly permitted to work while the employee's ability or alertness is impaired by fatigue, illness, and prescription or over-the-counter drugs. Employees **suspected** of being under the influence of illegal or intoxicating substances, impaired by fatigue or an illness, shall be prohibited from working.

Never work under the influence of an illegal or intoxicating substance, fatigued or ill.

Anyone known to be under the influence of any drugs or intoxicating substances which impair the employee's ability to perform the assigned duties safely shall not be allowed on the job.

Horseplay, scuffling, fighting, and other acts that adversely influence the safety or well-being of the employees are prohibited.

Work shall be well planned and supervised to prevent injuries in the handling of materials and in working together with equipment.

Keep your work area clean and free of debris, electrical cords, and other hazards.

Immediately clean up spilled liquids.

Always notify all other individuals in your area who might be endangered by the work you are doing.

Do not operate equipment that you are not familiar with. Do not attempt to use such equipment until you are fully trained and authorized.

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You are responsible for ensuring all safety guards are operable and in place. If they are not, STOP working and tell your Supervisor.

Never bring firearms, weapons, illegal drugs, or alcoholic beverages on company or customer property or the job site.

A red tag system identifies equipment that is NOT to be operated, energized, or used. All tag-out or lock-out notices and procedures must be observed and obeyed.

Do not block exits, fire doors, aisles, fire extinguishers, first aid kits, emergency equipment, electrical panels, or traffic lanes.

Do not leave tools, materials, or other objects on the floor that might cause others to trip and fall.

Do not run on the work site or in the shop or office area.

Do not distract others while working. If a conversation is necessary, make sure eye contact is made prior to communicating.

Employees shall not enter manholes, underground vaults, chambers, tanks, silos, or other similar places that receive little ventilation unless it has been determined that it is safe to enter.

Employees shall ensure that all guards and other protective devices are in proper places and adjusted and shall report deficiencies promptly to the Supervisor or Manager.

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

Employees shall cleanse thoroughly after handling hazardous substances and follow special instructions from authorized sources.

Gasoline or other flammable liquids shall not be used for cleaning purposes.

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

Electrical Safety

Only trained, qualified, and authorized employees are allowed to make electrical repairs or work on electrical equipment or installations.

All electrical equipment and systems shall be treated as energized until tested or otherwise proven to be de-energized.

All energized equipment and installations will be de-energized prior to the commencement of any work. If the equipment or installation must be energized for a test or other purposes, special precautions will be taken to protect against the hazards of electric shock.

All equipment shall be locked out to protect against accidental or inadvertent operation when such an operation could cause injury to personnel. Do not attempt to operate any switch, valve, or other energy-isolating device bearing a lock.

Safety grounds shall always be used where there is a danger of shock from back feeding or other hazards.

Polyester clothing or other flammable types of clothing shall not be worn near electrical circuits. Cotton clothing is much less likely to ignite from arc blasts. Employees working on live circuits shall be provided Nomex or equivalent fire-resistant clothing.

Suitable eye protection must be worn at all times while working on electrical equipment.

Always exercise caution when energizing electrical equipment or installations. Take steps to protect yourself and other employees from arc blasts and exploding equipment in the event of a fault.

All power tools will be grounded or double-insulated. Tools with defective cords or wiring shall not be used.

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Metal jewelry should not be worn around energized circuits.

Extension and temporary power cords must be heavy-duty and grounded. Frayed or defective cords shall not be used.

Electrical installations must be protected from accidental contact by enclosures or tight-fitting covers.'

Circuits shall not be overloaded with equipment or extension cords.

Lock-out / Tag-out

All machinery and electrical equipment shall be locked out and tagged prior to repair, cleaning, or adjustment unless power is necessary to perform the work. If so, other precautions specified by your Supervisor will be taken.

Use your own lock and key. No one else should have a key for your lock. Destroy all duplicate keys.

Maintain control of your key at all times to prevent unauthorized use.

Never remove another employee's lock or energize tagged equipment.

If multiple employees are working on the same equipment, each employee should install their own lock.

Notify all affected employees that a lock-out/tag-out is required and the reasons for it.

If the equipment is operating, shut it down by the normal stopping procedure (depress the stop button, open the toggle switch, etc.).

Operate the switch, valve, or other energy-isolating devices so that the energy source(s)

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(electrical, mechanical, hydraulic, etc.) is disconnected or isolated from the equipment.

Stored energy, such as that in capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems, air, gas, or water pressure, etc., must also be dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding down, etc.

Lock out all energy isolation devices with an individual lock.

After ensuring that no employees are exposed and as a check of having disconnected the energy sources, operate the push button or other normal operating controls to ensure the equipment will not operate. **Caution: Return operating controls to the neutral position after the test.**

The equipment is now locked out. Install a red lock-out tag on operating controls.

After the repair is complete and the equipment is ready for testing or normal operation, check the equipment to see that all cover plates and safety devices have been reinstalled.

When the equipment is clear, remove all locks and tags. The energy isolating devices may be operated to restore energy to the equipment.

Company Vehicles

Only authorized employees are permitted to operate company vehicles. Do not let anyone else drive your company vehicle.

Company vehicles are to be used for company business only. Personal, off duty, and family use is prohibited.

Drive defensively and obey all traffic and highway laws.

Always wear your seat belt, whether the driver or a passenger.

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Report all accidents as soon as possible to your supervisor and obtain a police report.

Keys must be removed from all unattended vehicles, and the vehicles must be locked unless parking inside the facility.

Do not jump from the cab or bed of company vehicles. Always use the stairs or a ladder.

Inspect your vehicle and report any defects or operating problems to your supervisor.

No smoking while refueling.

If your driver's license is revoked or expired, immediately notify your supervisor and do not drive.

Ladder Safety

Inspect the ladder before using it. If it is broken, throw it out. Never repair a broken ladder. Get a new one. Keep portable stairways, ladders, and step stools in good condition and use them only in a safe manner.

Use the proper ladder for the job. Do not use "A" frame ladders as straight ladders. Make sure the ladder is tall enough to reach the work area. Do not use metal ladders for electrical work.

Do not place ladders in passageways, doorways, or any location where they might be hit or jarred, unless protected by barricades or guards.

Ladders should only be placed on hard-level surfaces. Ensure the ladder feet are not placed on sandy, slippery, or sloping surfaces. Clean or sweep the area where the ladder feet will be, and make sure the rubber feet are in good shape.

Ladder rungs and steps must be kept free of grease, oil, mud, or other slippery substances.

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Arrange your work, so you are able to face the ladder and use both hands while climbing. Do not carry tools or equipment while climbing a ladder. Climb the ladder, and then hoist the tools or equipment with a line or a hoisting device.

Avoid temporary ladders. Always use a commercially made, construction-grade ladder of the proper length for the work being performed.

Secure portable ladders in place and at a pitch, so the leveling indicator is in alignment or the distance from the wall to the base of the ladder is at least 1' for every 4' of height.

Straight ladders shall be tied off the top of the ladder to prevent slipping.

Be aware of objects below you. Move or cover sharp objects in case you fall.

Do not stand on or work from the 2nd rung from the top or above. Also, do not reach too far from the ladder. Keep your belt buckle between the side rails.

Extension ladders shall extend at least 36" above the level being accessed.

On all ladders, do not step on cross bracing that is not intended to be used for climbing.

Personal Protective Equipment (PPE)

Use the correct PPE for each job assignment. If you don't know, ask.

PPE shall be maintained in good condition and cleaned regularly.

PPE shall be stored properly when not in use to protect it from damage.

Damaged or broken PPE must be returned to your foreman for replacement.

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Hard hats must be worn on job sites at all times.

ANSI-approved safety glasses must be worn when working with power tools, compressed air or gasses, chemicals, or any other item that creates an eye injury hazard.

Face shields with safety glasses are recommended when grinding or working with hazardous chemicals.

Employees must wear industrial work shoes in the shop and on the job site. The shoes must have complete leather uppers and skid-resistant soles and be in good condition. Steel toe protection is recommended.

Athletic-style shoes, tennis shoes, open-toe shoes, plastic or vinyl shoes, or shoes with decorative accessories are not allowed.

Hearing protectors must be worn when working with loud equipment such as cut-off saws, chain saws, air hammers, or grinders.

Back support belts should be worn for heavy lifting tasks. They do not help you lift more but may provide some protection from back injuries.

Be sure the protective clothing you wear will not hamper or restrict freedom of movement due to improper fit.

Long pants of heavy-duty material must be worn. No shorts or sweatpants are allowed.

Do not wear loose, torn or frayed clothing, dangling ties, finger rings, dangling earrings, jewelry items, or long hair unless contained in a hair net while operating any machine that could cause entanglement.

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If required, wear NIOSH-approved respirators when applying adhesives, paint, welding, grinding, or working with chemicals. Read the MSDS to find out which type of respirators are required. Facial hair may not be permitted in certain circumstances.

Hand and Power Tools

Proper eye protection must be worn when using hand and power tools.

Know your hand and power tool applications and limitations. Always use the proper tool for the job.

Inspect cords and tools prior to use. Do not use tools that are faulty in any way. Exchange them for safe tools immediately.

Power tools must be grounded or double-insulated. All power tools are to be plugged into a grounded GFCI outlet.

Do not use power tools in damp, wet, or explosive atmospheres.

Do not lift, lower, or carry portable electrical tools by the power cord.

Keep all safety guards in place and in proper working order.

Use clamps or vises to secure workpieces.

Do not force hand power tools. Apply only enough pressure to keep the unit operating smoothly.

Return all tools and other equipment to their proper place after use.

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Unplug all power tools before changing bits and/or grinding disks.

Never leave chuck keys in the tool during operation.

Do not use a screwdriver as a chisel.

Before using sledges, axes, or hammers, be sure the handles are securely fastened with a wedge made of sound material.

Do not use a handle extension on any wrench.

Files should be equipped with handles and should not be used as a punch or pry.

Hazardous Materials and Chemicals

Read all warning labels and Material Safety Data Sheets (MSDS) before using any chemicals. MSDS contain personal protective equipment and safety information and are available from your Supervisor.

Hazardous materials shall be handled in accordance with the MSDS and label. If protective equipment is required, use it.

Eye protection must be worn when working with hazardous materials or chemicals.

Mixing of chemicals is prohibited at all times unless required by the label. Before you mix - review all MSDS.

Always wash your hands thoroughly after handling chemicals and before eating or smoking, even if you wear protective gloves.

Never use solvents for hand cleaning. Use the non-toxic hand cleaners provided.

Store all hazardous materials properly in suitable containers that are properly labeled.

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Use chemicals only in well-ventilated areas.

When using secondary containers, ensure they are labeled as to their contents and hazards.

Do not disturb any asbestos. STOP work and tell your Supervisor. If you are not sure, STOP and ask.

Do not cut or weld stainless steel or galvanized metal without respiratory protection. These items create toxic fumes.

Work with lead, asbestos, cadmium, and other toxic compounds require special precautions. Do not attempt to perform this work without special equipment and training.

Fire Prevention and Housekeeping

Always take precautions to prevent fires which may be started, particularly from oily waste, rags, gasoline, flammable liquids, acetylene torches, improperly installed electrical equipment, and trash.

Firefighting equipment is to be inspected on a regular basis. All discharged, damaged, or missing equipment is to be immediately reported to a Supervisor. Tampering with fire equipment is prohibited.

Access to fire extinguishers must be kept clear at all times. Make a note of the location of firefighting equipment in your work area.

Never use gasoline or flammable solvents for cleaning purposes.

Smoking is prohibited within 20 feet of where flammable substances are present.

In case of fire, employees shall consider the safety of themselves and other individuals before

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saving property.

Keep your work areas free of debris. Remove useless material from the work area as fast as required to help reduce tripping hazards.

Maintain awareness of potential hazards when walking about the work site.

Keep tools, materials, and equipment out of walkways and stairways at all times.]

Sharp wires or protruding nails must be kept bent.

Traffic Safety

All employees exposed to traffic hazards are required to wear orange flagging garments (shirts, vests, jackets) at all times.

When possible, company vehicles are to be placed between the employees and traffic to prevent vehicles from entering the work area and hitting members of the crew.

All traffic controls will be established in accordance with the State of California Manual of Traffic Controls for Construction and Maintenance Work Zones.

Traffic controls are to be properly maintained throughout the workday. Signs and cones must be kept upright, visible, and in their proper position at all times.

Welding and Cutting

Make sure your welding equipment is installed properly and grounded, and in good working condition.

Always wear protective clothing suitable for the welding or cutting to be done.

Always wear proper eye protection when welding, brazing, soldering, or flame cutting. Once

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you remove your welding helmet, put on safety glasses.

Keep your work area clean and free of hazards. Ensure no flammable, volatile, or explosive materials are in or near the work area.

Handle all compressed gas cylinders with extreme care. Keep caps on when not in use. Ensure all compressed gas cylinders are secured to the equipment carriage, wall, or other structural supports. When compressed gas cylinders are empty, close the valve, install the cap, and return to the correct bottle storage area.

Store compressed gas cylinders in a safe place with good ventilation. Acetylene cylinders and oxygen cylinders should be kept at least 20 feet apart.

Do not weld or cut in confined spaces without special precautions and your Supervisor's authorization.

Do not weld on containers that have held combustibles or flammable materials.

Use mechanical exhaust ventilation at the point of welding when welding lead, cadmium, chromium, manganese, brass, bronze, zinc, or galvanized metals. These metals are highly toxic, and their fumes should not be breathed.

Make sure all electrical connections are tight and insulated. Do not use cables with frayed, cracked, or bare spots in the insulation.

When the electrode holder or cutting torch is not in use, hang it on the brackets provided. Never let it touch a compressed gas cylinder.

Dispose of electrode and wire stubs in proper containers since stubs and rods on the floor are a safety hazard.

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Use weld curtains to shield others from the light rays produced by your welding.

Make sure all compressed gas connections are tight and check for leaks. Do not use hoses with frayed or cracked spots.

Keep your leads orderly and out of walkways. Suspend them whenever possible.

DO NOT WELD if leads or machines are in or near water.

Make sure a portable fire extinguisher is nearby.

Keep your work area clean and free of hazards. When flame cutting, sparks can travel 30-40 feet. Do not allow flame-cut sparks to hit hoses, regulators, or cylinders.

Use oxygen and acetylene or other fuel gases with the appropriate torches and tips only for the purpose intended.

Never use acetylene at a pressure in excess of 15 pounds per square inch. Higher pressure can cause an explosion.

Never use oil, grease, or any other material on any apparatus or thread fitting in the oxyacetylene or oxyfuel gas system. Oil and grease in contact with oxygen will cause spontaneous combustion.

Always use the correct sequence and technique for assembling and lighting the torch. Always use the correct sequence and technique for shutting off a torch.

Check valves must be used on all compressed gas cylinders to prevent backflow of the gas.

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All Employees – Code of Safe Practices Acknowledgment

I _____, have read and fully understand my responsibility to strongly adhere to all safety practices outlined in the “Code of Safe Practices.” I understand that failure to abide by these rules may result in disciplinary action and possible termination of my employment with Otis College. I also understand that I am to report any injury to my Supervisor or Manager immediately and report all safety hazards.

I have received a copy and have fully discussed this outline with my immediate Supervisor.

I further understand that I have the following rights.

- I am not required to work in any area I feel is not safe.
- I am entitled to information on any hazardous material or chemical I am exposed to while working.
- I am entitled to see a copy of the Otis College Safety Manual and Injury and Illness Prevention Program.
- I will not be discriminated against for reporting safety concerns.

Signed

Date

Supervisor _____
Signature/ Printed Name

Date _____

Copy: Employee File