

Anderson-Cottonwood Irrigation District Injury & Illness Prevention Program

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Anderson-Cottonwood Irrigation District Injury & Illness Prevention Program

It is the policy of the Anderson-Cottonwood Irrigation District (ACID) to fully comply with Labor Code Subsection 6401.7 (SB 98) and General Industry Safety Order Subsection 3202, Injury and Illness Prevention Program.

I. EMPLOYER INFORMATION

Address: Anderson-Cottonwood Irrigation District
2810 Silver Street
Anderson, California 96007

Phone: (530) 365-7329

Fax: (530) 365-7623

Purpose: Agricultural water supplier

Principle Work Activities: Maintenance and operation of irrigation pipelines, canals, and related structures.

II. PERSONS WITH AUTHORITY AND RESPONSIBILITY FOR IMPLEMENTING THE INJURY AND ILLNESS PREVENTION PROGRAM

Stan Wangberg, General Manager

Designated by the Board of Directors to manage all operations of the District, including employee safety programs.

Randy Davis, Maintenance Supervisor

Designated by the General Manager to implement the portion of the safety and training program specifically applicable to the field crew, including documentation and investigations.

Marsha Kelley, Office Manager

Designated by the General Manager to maintain all records and documentation of implementation of ACID's Injury and Illness Prevention Program (IIPP).

IIIA. ACID'S SYSTEM FOR IDENTIFYING, EVALUATING, AND PREVENTING OCCUPATIONAL SAFETY AND HEALTH HAZARDS INCLUDES THE FOLLOWING:

- Review of applicable General Industry Safety Orders and other Safety Orders that apply to District operations.
- Review of industry and general information, including Material Safety Data Sheets for chemicals used, on potential occupational safety and health hazards.
- Investigation of accidents, illness, and unusual events that have occurred.

- Periodic and scheduled inspections of general work areas and specific work stations.
- Preparation of written work hazard evaluations for significant construction projects or maintenance activities involving unusual hazards.
- Evaluation of information provided by employees.

IIIB. HAZARD EVALUATIONS HAVE BEEN CONDUCTED FOR THE FOLLOWING GENERAL AND SPECIFIC WORK STATIONS (JOB SAFETY CLASSES):

1. Work Station: Administrative Office
General Area: District office
Job Class: Managerial & Clerical
2. Work Station: Field Operations
General Area: District canals, ditches, pipelines, and dams
Job Class: Laborers and equipment operators
3. Work Station: Facilities Maintenance
General Area: District shop, canals, ditches, pipelines, and dams
Job Class: Laborers and equipment operators

IIIC. OCCUPATIONAL SAFETY AND HEALTH HAZARDS IDENTIFIED ARE DOCUMENTED AND COMMUNICATED IN THE FOLLOWING MANNER:

- Hazard evaluation forms for general and specific job safety classes which are maintained at the District office.

IIID. SAFE WORKING CONDITIONS, WORK PRACTICES, AND PROTECTIVE EQUIPMENT REQUIREMENTS ARE DOCUMENTED AND COMMUNICATED IN THE FOLLOWING MANNER:

- Codes of Safe Practices have been developed for specific job safety classes or work stations and are maintained at the District office.

IV. INSPECTIONS ARE CONDUCTED TO VERIFY COMPLIANCE WITH CODES OF SAFE PRACTICES AND OTHER SAFETY REQUIREMENTS TO IDENTIFY ANY ADDITIONAL HAZARDS AND TO INVESTIGATE ACCIDENTS, INJURY, AND ILLNESS CASES AND UNUSUAL OCCURENCES.

Frequency and Responsibility for Inspections:

1. Area/Job Class: Administrative Office
Frequency: Annually
Person Responsible: General Manager
2. Area/Job Class: Field Operations
Frequency: Quarterly

- Person Responsible: General Manager
3. Area/Job Class: Facilities Maintenance
Frequency: Quarterly
Person Responsible: General Manager

Documentation of Inspections:

- Periodic scheduled inspections are documented on Form IIPP-1 which includes methods of correction of hazards identified. These forms are maintained at the District office.

Accident and Injury/Illness Investigation:

- Inspections or investigations are conducted as soon as possible after an accident, occupational injury or illness, or hazardous unusual occurrence is reported. These investigations are documented on Form IIPP-2 and maintained at the District office.

V. EMPLOYEE SAFETY TRAINING IS PROVIDED INITIALLY OR IN THE FOLLOWING CIRCUMSTANCES:

- Initial training for all current employees upon establishment of the District's program.
- New employees are provided initial training upon hiring prior to assignment.
- Employees are provided training when assigned to a new task for which training has not been received.
- The Maintenance Supervisor is trained on hazards and safe practices in his area of responsibility.
- Training includes general area safety and specific assignment or job safety class training, and the potential occupational safety and health hazards and the code of Safe Practices for the area.
- Documentation of training is maintained on Form IIPP-3 for individual initial training and Form IIPP-4 for group training sessions. This documentation is maintained at the District office.
- Refresher training is provided for infrequent (less than quarterly) activities prior to the initiation of the activity.

VI. EFFECTIVE COMMUNICATIONS WITH THE EMPLOYEES HAVE BEEN ESTABLISHED WHICH INCLUDE THE FOLLOWING METHODS TO MEET THE STANDARD'S REQUIREMENTS:

- Communication of safe working conditions, work practices, and required personal protection equipment is included in initial and all subsequent training.
- Other forms of employer-to-employee communications on safety topics include posters, tailgate meetings, and general safety meetings.
- Employees are advised by the Code of Safe Practices and District policy that safe work conditions, safe work practices, and required personal protective

equipment are mandatory and will be enforced by District recognition for compliance and good safety records and by disciplinary action for non-compliance.

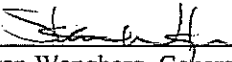
- The District's method to solicit safety-related information from employees includes direct conversations with employees, reports generated at tailgate and general safety meetings, and through the encouragement of submission of anonymous suggestions or concerns. Form IIPP-5 has been made available for this purpose.
- Employees are advised that there will be no reprisals or other job discrimination for expressing any concern, comment, or suggestion or complaint about a safety-related matter.

VII. RECORDKEEPING REQUIREMENTS OF 8 CCR SUBSECTION 3203(D) WILL BE ADHERED TO, INCLUDING:

- Maintenance of all written records for three years.
- Maintenance of training records for former employees who have worked less than one year may be terminated, if the former employee receives a copy of such record.

VIII. REVIEW AND APPROVAL:

This Injury and Illness Prevention Program is hereby approved.



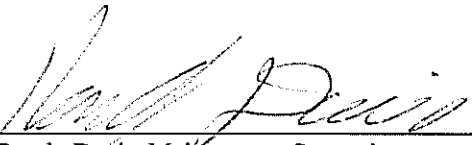
Stan Wangberg, General/Manager/Secretary to the Board

8-14-08

Date

Responsible Persons:

The following persons indicate by their signature that a copy of the program has been provided and responsibility to implement the program is understood.



Randy Davis, Maintenance Supervisor

8/14/08

Date



Marsha Kelley, Office Manager

8-06-08

Date

Periodic Scheduled Inspections & Identification of Hazards

Inspector: _____

Date: _____

Check location:

Office

Overall condition: _____ _____
Identified hazards: _____ _____
Recommended action: _____ _____
Date corrected: _____

Shop

Overall condition: _____ _____
Identified hazards: _____ _____
Recommended action: _____ _____
Date corrected: _____

Other _____

Overall condition: _____ _____
Identified hazards: _____ _____
Recommended action: _____ _____
Date corrected: _____

Accident, Injury, and Illness Investigation Form

Investigator: _____

Title: _____

Date: _____

Date of accident/injury/illness: _____

Name of affected employee(s): _____

Work Area/Job Safety Class of affected employee(s): _____

Nature of accident/illness/injury: _____

Part(s) of body affected: _____

Workplace Condition, Work Practice, or Protective Equipment that may have contributed to the incident: _____

Was a Code of Safe Practice violated? _____

If so, which one? _____

What corrective actions will prevent another occurrence? _____

Will an additional Code of Safe Practice be needed? _____

If so, describe: _____

Was the unsafe condition, practice, or equipment corrected immediately? _____

If no, what has been done to assure correction? _____

Until corrected, what actions have been taken to prevent recurrence in the interim? _____

**Initial Safety Training Documentation
Employee Training Sign-up Sheet**

Date: _____

Instructor: _____

Subject(s) covered: _____

Work Location/Job Safety Class(es) included: _____

Attendees:

Print name

Signature

Individual Employee Training Documentation

Initial Training

Instructor: _____

Training subject: _____

Training materials used: _____

Name of employee: _____

Date of Hire/Assignment: _____

I, _____, hereby certify that I received training as described above in the following areas:

- The potential occupational hazards in the work area and associated with my job assignment.
- The Codes of Safe Practices which indicate the safe work conditions, safe work practices, and personal protective equipment required for my work.
- The hazards of any chemicals to which I may be exposed and my right to information contained on material safety data sheets for those chemicals, and how to understand this information.
- My right to ask any questions, or provide any information to the employer on safety either directly or anonymously without any fear of reprisal.
- Disciplinary procedures the employer will use to enforce compliance with Codes of Safe Practices.

I understand this training and agree to comply with the Code of Safe Practices for my work area.

Employee signature

Date

Employee Safety Information Form

This form is for use by employees who wish to provide a safety suggestion or report an unsafe workplace condition or practice.

Description of unsafe condition or practice: _____

Causes or contributing factors: _____

Employee's suggestion for improving safety: _____

Has this matter been reported to the Area Supervisor? Yes _____ No _____

Employee name (optional): _____

Date: _____

Employees are advised that use of this form or other reports of unsafe conditions or practices are protected by law. It would be illegal for the employer to take any action against an employee in reprisal for exercising rights to participate in communications involving safety.

The employer will investigate any report or question as required by the Injury and Illness Prevention Program Standard (8 CCR §3203) and advise the employee who provided the information or the workers in the area of the employer's response.

Anderson-Cottonwood Irrigation District Hazard Communication Program

It is the policy of Anderson-Cottonwood Irrigation District (District) to fully comply with the Hazard Communication Standard (GISO 5194).

I. EMPLOYER INFORMATION

Address: Anderson-Cottonwood Irrigation District
2810 Silver Street
Anderson, California 96007

Phone: (530) 365-7329

Fax: (530) 365-7623

Purpose: Agricultural water supplier

Principle Work Activities: Maintenance and operation of irrigation pipelines, canals, and related structures.

II. PERSONS WITH AUTHORITY AND RESPONSIBILITY FOR IMPLEMENTING THE HAZARD COMMUNICATION PROGRAM

Stan Wangberg, General Manager

Designated by the Board of Directors to manage all operations of the District, including employee safety programs.

III. PERSON RESPONSIBLE FOR EMPLOYEE INFORMATION, TRAINING, LABELING PROCEDURES, AND MSDS's

Randy Davis, Maintenance Supervisor

Assigned responsibility by the General Manager.

IV. HAZARD DETERMINATION INFORMATION

- The District has chosen to rely upon the manufacturer's hazard determination as indicated in the information given in MSDS's. The MSDS's for all hazardous substances are located in the District office.
- Employees may review MSDS's and the Hazard Communication Standard during work hours by a request to the Maintenance Supervisor or General Manager.
- Proposition 65 warnings concerning chemicals that pose a concern or reproductive hazard are provided to employees as part of the hazard communication activity in the District's hazard training program.
- The MSDS file is updated with new information and the new hazards by the General Manager. Any new hazards will be reported immediately to the Maintenance Supervisor or the General Manager and to affected employees within seven days.

V. HANDLING OF HAZARDOUS MATERIALS

- Containers of hazardous materials entering the District shop will be checked by the Maintenance Supervisor to assure that they are properly labeled with the chemical name of the contents, the appropriate hazard warning, and the name and address of the supplier or manufacturer.
- All container of hazardous materials will be labeled with the chemical name and hazard warning. Exceptions must be approved by the General Manager.

VI. EMPLOYEE TRAINING IN HAZARD COMMUNICATION

- Employee training is provided initially to all employees and for all new employees. This training covers the following topics:
 1. The basic requirements of the Hazard Communication Standard and employees' right to information on chemical hazards.
 2. The District's program to comply with the standard, and procedures to follow to see the standard, District program and MSDS's.
 3. How to interpret and use the labels on containers of hazardous materials.
 4. The potential physical hazards and health effects of the hazardous substances and how to use MSDS's for more information. Proposition 65 warnings about chemicals that may pose a cancer or reproductive hazard.
 5. How to handle the hazardous substances safely and other protective measures in place.
 6. What to do in an emergency, release or over-exposure to the chemicals.
 7. How the presence of hazardous chemicals can be detected in the work area.
- Training is documented by a sign-in sheet recording each employee's attendance and the training topics covered. Records are maintained at the District office.
- Training concerning new hazards (new chemicals or new information on MSDS's) will be provided within 30 days and documented.
- Periodic refresher training will be provided and documented, no less than seven days prior to the initiation of use of hazardous materials, as part of regular tailgate safety meetings. The Maintenance Supervisor will submit a list of employees participating in the refresher classes for filing in the District office.

VII. REVIEW AND APPROVAL

This Hazard Communication Program is hereby approved.



Stan Wangberg, General Manager/Secretary to the Board

8/14/08

Date

Anderson-Cottonwood Irrigation District Respirator Program

It is the policy of Anderson-Cottonwood Irrigation District (District) to fully comply with the Respirator Standard (GISO 5144).

I. EMPLOYER INFORMATION

Address: Anderson-Cottonwood Irrigation District
2810 Silver Street
Anderson, California 96007

Phone: (530) 365-7329

Fax: (530) 365-7623

Purpose: Agricultural water supplier

Principle Work Activities: Maintenance and operation of irrigation pipelines, canals, and related structures.

II. PERSONS WITH AUTHORITY AND RESPONSIBILITY FOR IMPLEMENTING THE RESPIRATOR PROGRAM

Stan Wangberg, General Manager

Designated by the Board of Directors to manage all operations of the District, including employee safety programs.

III. SELECTON AND USE OF EQUIPMENT

- The respirators to be used shall be approved by the Mine Safety and Health Administration (MSHA) and the National Institute for Occupational Safety and Health (NIOSH).
- Respirators will be used when it is impractical to remove the airborne contaminants.
- The respirator wearers must be clean shaven to the point that facial hair does not interfere with the face piece-to-face seal.

IV. TRAINING

- Users of respirators will be trained in their proper use and their limitations.
- Fit testing will be an integral part of the training to verify size, facial fit, and donning skill.
- Training will include hazards associated with the use of respirators, wearing properties, proper use of and maintenance of the respirator.

V. MEDICAL LIMITATIONS

- Employees who may be required to use respirators must be medically able to wear the respirator.
- A licensed physician shall conduct an annual physical examination of employees who may be required to use a respirator. The physician must certify that the employee is fit to safely work in respiratory protective equipment.

VI. MAINTENANCE AND SANITATION

- Respirators must be maintained in good working order. Replacement parts will be provided as need.
- Respirators must be cleaned and sanitized prior to passing on to another person for use.
- Respirators that are not in use must be properly packaged and stored in a relatively clean environment.

VII. REVIEW AND APPROVAL

This Respirator Program is hereby approved.



Stan Wangberg, General Manager/Secretary to the Board

8-14-08

Date

Anderson-Cottonwood Irrigation District Heat Illness Prevention Program

It is the policy of Anderson-Cottonwood Irrigation District (District) to fully comply with the Heat Illness Prevention Standard T8 CCR 3395.

I. EMPLOYER INFORMATION

Address: Anderson-Cottonwood Irrigation District
2810 Silver Street
Anderson, California 96007

Phone: (530) 365-7329

Fax: (530) 365-7623

Purpose: Agricultural water supplier

Principle Work Activities: Maintenance and operation of irrigation pipelines, canals, and related structures.

II. PERSONS WITH AUTHORITY AND RESPONSIBILITY FOR IMPLEMENTING THE HEAT ILLNESS PREVENTION PROGRAM

Stan Wangberg, General Manager

Designated by the Board of Directors to manage all operations of the District, including employee safety programs.

Randy Davis, Maintenance Supervisor

Designated by the General Manager to implement the portion of the safety and training program specifically applicable to the field crew, including documentation and investigations.

III. ACID'S SYSTEM FOR IDENTIFYING, EVALUATING, AND PREVENTING HEAT ILLNESS

A. Written Procedures

To reduce the risk of heat-related illness and respond to possible symptoms of heat-related illness, the following steps will be taken:

- All employees will be trained prior to working outdoors.
- Working hours will be modified to work during the cooler hours of the day, when possible.
- When a modified or shorter work-shift is not possible, more water and rest breaks will be provided.
- Supervisors will continuously check all employees, and stay alert to the presence of heat-related symptoms.

- Co-workers will use a “buddy system” to watch each other closely for discomfort or symptoms of heat illness.
- Supervisors and co-workers are encouraged never to discount any signs or symptoms they are experiencing, and will immediately report them.
- Supervisors will carry cell phones or other means of communication, to ensure that emergency services can be called, and check that these are functional at the worksite prior to each shift.
- Every morning, workers will be reminded about address and directions to the worksite and emergency procedures.

To ensure that emergency medical services are provided without delay, the following steps will be taken:

- Any employee exhibiting symptoms of heat illness, or reporting symptoms of heat illness, will be immediately moved to a cooled or shaded area, preferably to the nearest air-conditioned vehicle.
- The Maintenance Supervisor or a co-worker shall immediately call 911 to report the employee’s condition and determine the appropriate level of emergency medical response.
- If it is determined that emergency medical response is necessary, the employee shall be transported to the nearest medical facility by vehicle. If that is not possible or if emergency services recommend specialized transportation, the exact location of the employee shall be provided to emergency services *or* the employee shall be transported by vehicle to a mutually agreed-upon point for transport by emergency services.

B. Training

Training is critical to help reduce the risk of heat related illnesses and to assist with obtaining emergency assistance without delay.

3395 (e) (1) Employee training: training in the following topics shall be provided to all supervisory and non-supervisory employees:

1. The environmental and personal risk factors for heat illness.
2. The employer’s procedures for complying with the requirements of this standard.
3. The importance of frequent consumption of small quantities of water, up to 4 cups per hour, when the work environment is hot and employees are likely to be sweating more than usual in the performance of their duties.
4. The importance of acclimatization.
5. The different types of heat illness and the common signs and symptoms of heat illness.
6. The importance to employees of immediately reporting to the employer, directly or through the employee’s supervisor, symptoms or signs of heat illness in themselves, or in co-workers.
7. The employer’s procedures for responding to symptoms of possible heat illness, including how emergency medical services will be provided should they become necessary.

8. The employer's procedures for contacting emergency medical services, and if necessary, for transporting employees to a point where they can be reached by an emergency medical service provider.
9. The employer's procedures for ensuring that, in the event of an emergency, clear and precise directions to the work site can and will be provided as needed to emergency responders.

3395 (e) (2) Supervisor training: prior to assignment to supervision of employees working in the heat, training on the following topics shall be provided:

1. The information required to be provided by section (e) (1) above.
2. The procedures the supervisor is to follow to implement the applicable provisions in this section.
3. The procedures the supervisor is to follow when an employee exhibits symptoms consistent with possible heat illness, including emergency response procedures.

Training will be conducted pursuant to the following procedures:

- All employees will receive heat illness prevention training prior to working outdoors.
- On hot days, and during a heat wave, supervisors will hold short tailgate meetings to review this important information with all workers.
- All workers will be assigned a "buddy" or experienced coworker to ensure that they understand the training and follow the company procedures.
- Supervisors will be trained prior to being assigned to supervise outdoor workers.
- Provide acclimatization to our employees and train them on its importance: Acclimatization – means temporary adaptation of the body to work in the heat that occurs gradually when a person is exposed to it. Acclimatization peaks in most people within four to fourteen days of regular work for at least two hours per day in the heat.
- Real-time communication; we readily communicate with our workers in the field by way of supervisorial visits, two-way radio, and cell phone. Stay alert to the weather by monitoring weather conditions throughout the work shift at your specific work locations. Based on current weather information and worker input from the field, make the proper adjustments to your work practices, or summon emergency response personnel if necessary.
- To accomplish this we have a supervisor or "designated person(s)" at the worksite with the authority to communicate and implement any measures necessary to address heat illness.
- Using our two-way communication system allows workers to report to supervisors, co-workers or other designated persons how they are feeling on a real-time basis.
- We will account for the whereabouts of our crews at appropriate intervals throughout the work shift and at the end of the work shift.
- Stay alert to the weather – make sure to monitor the weather and the specific locations where work activities are occurring. Continue to stay updated throughout the work shift on the changing air temperatures and other

environmental factors. Use current weather information to make the appropriate adjustments in work activities throughout the workday.

- Workers who were previously fully acclimatized are at risk for heat illness during a heat wave because during a heat wave, the body does not have enough time to adjust to a sudden, abnormally high temperature or other extreme conditions.
- Extra vigilance – real-time communication and the “buddy system” – account for the whereabouts of employees at more frequent intervals throughout the work shift and at the end of the work shift.
- Additional water consumption – encourage employees to drink small quantities of water more frequently and have effective replenishment measures in place for the provision of extra drinking water to ensure that supplies are reliable.
- Additional cooling measures – alternative cooling measures, in addition to shade, may be utilized (e.g. allowing employees to spend time in air conditioned places or having them spray themselves with water).
- Changing work scheduling and assignments – the Maintenance Supervisor is authorized to implement the following measures if deemed necessary:
 - a. Start the work shift earlier in the day or later in the evening.
 - b. Reduce the severity of work by scheduling slower paced, less physically demanding work during the hot parts of the day and the heaviest work activities during the cooler parts of the day (early morning or evening).

To ensure employees are trained, the following steps will be taken:

- Employees shall be trained in accordance with the measures listed above in regularly scheduled and documented safety meetings, and provided refresher training at tailgate meetings.

To ensure supervisors are provided training, the following steps will be taken:

- Supervisors shall be trained in accordance with the measures listed above in regularly-scheduled and documented safety meetings.

C. Provision of Water

Water is a key preventive measure to minimize the risk of heat related illnesses.

3395 (c): Employees shall have access to potable drinking water meeting the requirements of Sections 1524, 3363, and 3457, as applicable. Where the supply of water is not plumbed or otherwise continuously supplied, water shall be provided in sufficient quantity at the beginning of the work shift to provide one quart per employee per hour for drinking for the entire shift. Employers may begin the shift with smaller quantities of water if they have effective procedures for replenishment during the shift as needed to allow employees to drink one quart or more per hour. The frequent drinking of water, as described in (e), shall be encouraged.

When conditions are such that heat illness may occur, the following procedures will be in effect:

- Each employee shall bring at least two quarts of water at the start of the shift.
- Employees are encouraged to report to the Maintenance Supervisor when there is inadequate access to potable water during the work shift.

- Maintenance Supervisor will provide frequent reminders to employees to drink frequently, and water breaks as needed.
- Every morning there will be a short tailgate meeting to remind workers about the importance of frequent consumption of water throughout the shift.
- Employees will be provided the opportunity to replenish their water supply as necessary.

To ensure access to sufficient quantities of potable drinking water, the following steps will be taken:

- A filtered ice machine with a storage capacity of 100 lbs. has been installed in the maintenance crew break room, accessible throughout the work shift to all employees.
- Employees shall be provided the opportunity to begin each shift with at least two quarts of cooled potable water, and the opportunity to replenish their supply as necessary.

To encourage frequent drinking of potable water, the following steps will be taken:

- Daily tailgate meetings shall be held to remind employees to drink frequently.
- Employees will be provided ample ice for cooled water and the opportunity to replenish their water as necessary.

D. Access to Shade

Access to rest and shade or other cooling measures are important preventive steps to minimize the risk of heat related illnesses.

3395 (d): Employees suffering from heat illness or believing a preventative recovery period is needed shall be provided access to an area with shade that is either open to the air or provided with ventilation or cooling for a period of no less than five minutes. Such access to shade shall be permitted at all times. Except for employers in the agriculture industry, cooling measures other than shade may be provided in lieu of shade if the employer can demonstrate that these measures are at least as effective as shade in allowing employees to cool.

When conditions are such that heat illness may occur, the following procedures will be in effect:

- Employees have access to a building or vehicle(s) with air conditioning.
- Every morning there will be a short tailgate meeting to remind workers about the importance of rest breaks and the location of shade.
- Whenever possible, provide areas for employees to take their breaks which are:
 1. Readily accessible.
 2. In the shade and open to the air, and ventilated or cooled.
 3. Near sufficient supplies of drinking water.

To ensure access to shade at all time, the following steps will be taken:

- Employees shall not be left in the field without reasonable access to shade or a building or vehicle equipped with air conditioning.

To ensure that employees have access to a preventative recovery period, the following steps will be taken:

- Employees will be instructed to access a shaded or cooled area to recover from symptoms of overheating or heat illness.
- Employees will be encouraged to access a preventative recovery period to prevent overheating, or to recover from the symptoms of overheating.

IV. REVIEW AND APPROVAL

This Heat Illness Prevention Program is hereby approved.



Stan Wangberg, General Manager/Secretary to the Board

8-14-08

Date

Anderson-Cottonwood Irrigation District

Code of Safe Practices

Job Safety Class: Managerial & Clerical

Date prepared: June 15, 1992 (updated August 1, 2008)

General

1. All persons shall follow these safe practices rules, render every possible aid to safe operations, and report all unsafe conditions or practices to the General Manager.
2. The General Manager shall insist on employees observing and obeying every rule, regulation, and order as is necessary to the safe conduct of the work, and shall take such action as is necessary to obtain observance.
3. All employees shall be given frequent accident prevention instructions. Instructions shall be given at least quarterly.
4. Anyone known to be under the influence of drugs or intoxicating substances that impair the employee's ability to safely perform the assigned duties shall not be allowed on the job while in such condition.
5. No one shall 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 expose the employee or others to injury.
6. Workers shall not handle or tamper with any electrical equipment, machinery, or air or water lines in a manner not within the scope of their duties, unless they have received appropriate instructions.
7. All injuries shall be reported promptly to the Office Manager or the General Manager so that arrangements can be made for medical or first aid treatment.
8. When lifting heavy objects, the large muscles of the leg instead of the smaller muscles of the back shall be used.

Workplace Safety Conditions

1. Employees must advise the General Manager if background lighting causes glare or a reduced clarity of vision on their display monitors.
2. Means of egress shall be kept unblocked, well-lighted, and unlocked at all times.
3. Chairs should be adjustable.
4. Keyboards and monitors should be adjustable.
5. Workplaces should be kept free of debris, floor storage, and electrical cords.

6. Adequate aisle space shall be maintained.
7. File cabinet drawers shall be opened one at a time and closed when work is finished.
8. Employees shall use rest periods provided to relax eyes and body.
9. Bookcases over six feet in height shall be secured to prevent falling.

Anderson-Cottonwood Irrigation District Code of Safe Practices

Job Safety Class: Field Operations & Facilities Maintenance

Date prepared: June 15, 1992 (updated August 1, 2008)

General

1. All persons shall follow these safe practices rules, render every possible aid to safe operations, and report all unsafe conditions or practices to the General Manager.
2. The General Manager shall insist on employees observing and obeying every rule, regulation, and order as is necessary to the safe conduct of the work, and shall take such action as is necessary to obtain observance.
3. All employees shall be given frequent accident prevention instructions. Instructions shall be given at least quarterly.
4. Anyone known to be under the influence of drugs or intoxicating substances that impair the employee's ability to safely perform the assigned duties shall not be allowed on the job while in such condition.
5. No one shall 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 expose the employee or others to injury.
6. Workers shall not handle or tamper with any electrical equipment, machinery, or air or water lines in a manner not within the scope of their duties, unless they have received appropriate instructions.
7. All injuries shall be reported promptly to the Office Manager or the General Manager so that arrangements can be made for medical or first aid treatment.
8. When lifting heavy objects, the large muscles of the leg instead of the smaller muscles of the back shall be used.
9. Gasoline shall not be used for cleaning purposes.
10. Horseplay, scuffling, and other acts that tend to have an adverse influence on the safety or well being of the employees is prohibited.
11. Work shall be well planned and well supervised to prevent injuries in the handling of materials and in working together with equipment.
12. Employees shall not enter manholes, underground vaults, chambers, tanks, silos, pipes, or similar places that receive little ventilation, unless it has been determined that it is safe to enter. All safety standards regarding confined spaces shall be understood, observed, and met with compliance.

13. Appropriate footwear in good condition shall be worn at all times.
14. Employees shall be instructed to ensure that all guards and other protective devices are in proper places and adjusted, and shall report deficiencies promptly to the Maintenance Supervisor.
15. Materials, tools, or other objects shall not be thrown from buildings or structures until proper precautions are taken to protect others from the falling objects.
16. Employees shall cleanse thoroughly after handling hazardous substances, and follow special instructions from authorized sources.
17. Work involving ladders shall be arranged so that employees are able to face the ladder and use both hands while climbing. All employees shall be provided ladder safety training.
18. 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 Maintenance Supervisor.
19. Any damage to scaffolds, falsework, or other supporting structures shall be immediately reported to the Maintenance Supervisor and repaired before use.

Safe Work Practices

1. All tools and equipment shall be maintained in good condition.
2. Damaged tools or equipment shall be removed from service and tagged "Defective;" or, if non-repairable shall be discarded.
3. Only appropriate tools shall be used for the job.
4. Files shall be equipped with handles and not used to pry or punch.
5. Portable electric tools shall not be lifted or lowered by the power cord.
6. Electric power cords shall not be exposed to damage from vehicles.
7. Only authorized persons shall operate machinery or equipment.
8. Machinery shall not be serviced, repaired, or adjusted while in operation, nor shall oiling of moving parts be attempted, except on equipment that is designed or fitted with safeguards to protect the person performing the work.
9. Where appropriate, lock-out procedures shall be used.

10. Employees shall not work under vehicles supported by jacks or chain hoists. Static supports shall be used at all times that will prevent injury if jacks or hoists should fail.
11. All excavations shall be visually inspected before backfilling, to ensure that it is safe to backfill.
12. Excavating equipment shall not be operated near tops of cuts, banks, and cliffs if employees are working below.
13. Heavy equipment shall not operate where there is a possibility of overturning in dangerous areas such as deep fills, cut banks, and steep slopes.
14. All tools and equipment shall be equipped with standard protective safety devices.
15. Hearing protection devices shall be worn as required when operating noisy equipment.
16. Pesticide applicators must wear required safety equipment (gloves, respirators, protective clothing, as required).
17. Employees shall exercise care in lifting, torquing, and similar strenuous work consistent with training. Back injury prevention training is required for maintenance employees.
18. Safety belts, lanyards, and flotation devices shall be used during the installation and removal of the main dam and shall be of an approved type.
19. A written hazard evaluation investigation report shall be prepared by the Maintenance Supervisor and approved by the General Manager prior to the start of a significant construction project.