

**Richard A. McGee Correctional Training Center  
INJURY AND ILLNESS PREVENTION PROGRAM**

**GENERAL CODE OF SAFE PRACTICES**

**ALL WORKERS**

1. Report all unsafe conditions to your supervisor or the safety coordinator, without fear of reprisal.
2. Report all accidents, injuries, and illness to your supervisor or the safety coordinator.
3. In the event of a fire, sound alarm.
4. Familiarize yourself with posted evacuation plan and upon hearing alarm, stop work and proceed to the nearest clear exit. Gather at the appointed location.
5. Only trained and designated workers may attempt to respond to a fire or other emergency.
6. Fire extinguishers shall be kept clear at all times.
7. Means of egress shall be kept clear at all times.
8. Employees shall not store excessive combustibles (paper) in work areas.
9. When carrying loads, care should be exercised to avoid overexertion and strain.
10. Employees shall seek eye and vision care and use rest periods provided to relax eyes and body.
11. Employees must use correct office demeanor which leads to accident prevention.
12. Supervisors shall insist on employees observing and obeying every rule, regulation, and order as is necessary to the safe conduct of the work place, and shall take such action as is necessary to obtain observance.
13. All employees shall be given frequent accident prevention instructions.
14. 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 that condition.
15. Horseplay, scuffling, and other acts that tend to have an adverse influence on the safety or well-being of the employees shall be prohibited.
16. Work shall be well planned and supervised to prevent injuries in the handling of materials and in working together with equipment.
17. Employees shall not enter manholes, underground vaults, chambers, tanks, silos, or similar places that receive little ventilation unless it has been determined that it is safe to enter.
18. 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 supervisor.

19. Crowding or pushing when boarding or leaving any vehicle or other conveyance shall be prohibited.
20. All injuries shall be reported promptly to the supervisor or the Watch Commander so that arrangements can be made for medical or first-aid treatment.
21. Inappropriate footwear or shoes with thin or badly worn soles shall not be worn.
22. Materials, tools, or other objects shall not be thrown from buildings or structures until proper precautions are taken to protect others from falling objects.
23. Gasoline shall not be used for cleaning purposes.
24. Any damage to scaffolds, false work, or other supporting structures shall be immediately reported to the supervisor and repaired before use.

### **POWER TOOLS AND EQUIPMENT**

1. Do not expose power tools to water.
2. Make sure all power sources are eliminated before repair, installation, maintenance, or use of power tools.
3. Tools will function better and more safely if they are not forced beyond their capacity.
4. Do not use any tool to complete a task for which it was not intended.
5. Read and understand all maintenance and repair manuals for each piece of equipment.
6. Avoid wearing loose clothing or jewelry while operating or maintaining equipment and keep long hair contained.
7. All electrical cords, plugs, and connections will be inspected prior to use.
8. Whenever necessary, all work will be secured by a vise or clamp to avoid injury from sudden movement.
9. To assure proper footing and balance on the job, do not overreach.
10. All tools will be inspected regularly to keep them sharp, clean, and properly lubricated.
11. All adjusting keys and wrenches will be removed before turning equipment on.
12. Power tools will not be carried while they are plugged in or the operator's finger is on the switch so as to avoid accidental starting.
13. Operators of tools and equipment must stay alert. Do not operate tools while tired.
14. Portable electric tools will not be operated near flammable liquids or in gaseous or explosive atmospheres to avoid sparks from the motor igniting fumes.
15. Operators will read and familiarize themselves with all safety instructions, Material Safety Data Sheet (MSDS) and operating manuals, and sheets pertaining to all equipment.

### **USE OF TOOLS AND EQUIPMENT**

1. All tools and equipment shall be maintained in good condition.
2. Damaged tools and equipment shall be removed from service.
3. Pipe and Stilson wrenches shall not be used as a substitute for other wrenches.
4. Only appropriate tools shall be used for the job.
5. Wrenches shall not be altered by the addition of handle-extensions or “cheaters.”
6. Files shall be equipped with handles and not used to punch or pry.
7. A screwdriver shall not be used as a chisel.
8. Wheelbarrows shall not be pushed with handles in an upright position.

### **MACHINERY AND VEHICLES**

1. Only authorized persons shall operate machinery or equipment.
2. Employees shall not work under vehicles supported by jacks or chain hoists without protective blocking that will prevent injury if jacks or hoists should fail.
3. Hose lines will be bled before air hoses are disconnected at compressors.
4. Tractors, bulldozers, scrapers, and carryalls shall not operate where there is a possibility of overturning in dangerous areas like edges of deep fills, cut banks, and steep slopes.
5. When loading where there is a probability 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 when this position of the wheels or treads would cause a greater operational hazard.
3. All parked vehicles will have at least one wheel blocked.

### **ASBESTOS**

#### **DO's**

1. Inform your immediate supervisor of suspected asbestos in the area you have been assigned to work.
2. Vacate the area in question.
3. The Correctional Plant Manager II will notify the appropriate coordinator for analysis and evaluation.

#### **DON'Ts**

1. DO NOT remove or tamper with suspected material.
4. DO NOT allow inmate workers to remove or touch suspected material.
5. DO NOT resume work until cleared by your immediate supervisor.

CONTROL # \_\_\_\_\_

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Richard A. McGee Correctional Training Center  
9850 Twin Cities Road  
Galt, CA 95632

I have read and received copies of the R. A. McGee Correctional Training Center's Injury and Illness Prevention Program, General Code of Safe Practices.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_