

Safety & Health Policy

Overview

Introduction The Golden State Water Company (GSWC) has established this policy, and related safety and health programs, in compliance with the requirements of the California Occupational Safety and Health Administration (Cal/OSHA) Regulations.

Purpose This policy provides general safety and health information for GSWC employees to protect them from workplace hazards. Additional and specific information can be found in each of the associated safety and health programs.

Policy GSWC establishes and maintains a safe and healthful work environment for all employees and is committed to eliminating or minimizing employee exposure to hazards to prevent accidents and injuries in the workplace.

Affected personnel All employees and contract workers (under the direct supervision of GSWC personnel) must follow the requirements of this policy, all GSWC safety and health programs (including practices, procedures, requirements, and rules) applicable to their job duties, and referenced Cal/OSHA regulations.

Management responsibilities Management, including officers and managers, has specific responsibilities regarding program implementation, allocation of resources and enforcement that are outlined in each of the associated safety and health programs.

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Programs and their governing regulations

This policy serves as an umbrella for all safety and health programs including:

- Asbestos Cement Pipe (Cal/OSHA, Title 8, California Code of Regulations (CCR), Construction Safety Order (CSO) §1529 and Approval of Courses and Course Providers, §341.17)
- Backhoe Safety (Cal/OSHA, Title 8, CCR, CSO §1590-96 and General Industry Safety Order (GISO) §3649-3666)
- Confined Space (Cal/OSHA, Title 8, CCR, GISO §5156-58)
- Control of Hazardous Energy (Cal/OSHA, Title 8, CCR, GISO §3314, §6003-04, and Electrical Safety Order (ESO) §2320.2/.4/.5/.6, §2530.43, §2530.86)
- Ergonomics (Cal/OSHA, Title 8, CCR, GISO §5110)
- Fall Protection (Cal/OSHA, Title 8, CCR, CSO §1670)
- Forklift Safety (Cal/OSHA, Title 8, CCR, GISO §3649-64)
- Hazard Communication (Cal/OSHA, Title 8, CCR, GISO §5194)
- Hazardous Material Program (Cal/OSHA, Title 8, CCR, GISO §5192, §5189, §5194, §5164, §5162, et al)
- Hearing Conservation (Cal/OSHA, Title 8, CCR §5095-5100)
- Heat Illness Prevention (Cal/OSHA, Title 8, CCR, GISO 3395)
- Injury and Illness Prevention (Cal/OSHA, Title 8, CCR, GISO §3203)
- Personal Protective Equipment & Apparel (Cal/OSHA, Title 8, CCR, GISO §3380)
- Respiratory Protection (Cal/OSHA, Title 8, CCR, GISO §5144)
- Trenching & Shoring (Cal/OSHA, Title 8, CCR, CSO §1540)

Safety Forms Inventory

Many of these safety and health programs have required forms and checklists that should be completed. A list of these forms and checklists can be found in the *Mandatory Safety Forms List* in the Appendix and in this [List](#).

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Disciplinary action

Any employee who engages in an unsafe act or behavior that creates, or has the potential to create, a serious work-related injury or illness to oneself and/or others is subject to disciplinary action per *Standards of Conduct* Policy. Examples of safety infractions include:

- Failure to perform assigned duties
- Insubordination
- Negligence in the performance of duties likely to cause or actually causing personal injury or property damage
- Failing to cooperate in work-related investigations conducted by the Company
- Defacing or removing safety notices or signs, in any form from bulletin boards or on Company property without specific authority of the designated Company representative.
- Failure to comply with safety rules.

Employees in violation of this policy are subject to disciplinary action. Depending on the circumstances surrounding a given situation, GSWC maintains the right to carry out whatever disciplinary action is deemed appropriate. Such corrective action includes, without limitation, disciplinary action up to and including GSWC's right to terminate the employment relationship with or without cause and with or without notice.

Submission of programs and procedures

Revisions or additions of associated safety programs or procedures should be submitted through management for review and to the appropriate senior vice-president(s), or their designee(s), for final approval.

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BVES Operations and Planning Department Policy and Procedure 3: Hazard Inspection Program

Purpose: This procedure provides instructions on supervisory jobsite and work area inspections to identify hazards in the work area.

Background: The Company's Injury and Illness Prevention Program (IIPP) provides hazard identification procedures that include type of inspection and frequency of inspections. The IIPP also provides inspection forms to facilitate the process.

Applicability: The Hazard Inspection Program procedure is applicable to all employees assigned to the Operations and Planning Department (OPD).

OPD Supervisors have the responsibility and authority to carry out the activities described in this procedure and to provide the necessary training to all affected employees.

OPD employees have the responsibility to follow the requirements and guidelines as defined in the general practices and procedure portion of this procedure.

Process:

1. Per the Company's IIPP, office spaces are to be inspected annually for hazards using the Office Safety Inspection Form (Attachment A) as a guide. At BVES, this inspection will be conducted by the Engineering Planning Supervisor (EPS). Records of the inspection will be maintained for 3 years in the Safety Inspection Binder by the OPD Office Assistant. Results of the inspection will be routed to the Operations and Planning Manager (OPM) and to the Director, BVES. The EPS will track any required corrective action to completion and provide progress reports of outstanding corrective action at the BVES monthly safety meetings.
2. Per the Company's IIPP, job sites are to be inspected weekly for hazards using the Weekly Job Site Inspection Checklist and Correction Form (Attachment B) as a guide. At BVES this will be performed as follows:
 - a. Power Plant: The Field Operations Supervisor will ensure the power plant is inspected weekly by the OPM, Field Operations Supervisor (FOS), or EPS. The Power Plant Supervisor will be provided a copy and will be responsible for ensuring any discrepancies are corrected. Records of the inspection will be maintained for 3 years in the Safety Inspection Binder by the OPD Office Assistant. Results of the inspection will be routed to the OPM. The FOS will track any required corrective action to completion and provide progress reports of outstanding corrective action at the BVES monthly safety meetings.
 - b. Warehouse, Truck Barn and Yard: The FOS will ensure the warehouse, truck barn and yard are inspected weekly. The following personnel are authorized to perform this inspection: OPM, FOS, EPS and Crew Foreman. The FOS will be responsible for ensuring any discrepancies are corrected. Records of the inspection will be maintained for 3 years in the Safety Inspection Binder by the OPD Office Assistant. Results of the inspection will be routed to the OPM. The FOS will track any required corrective action

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BVES Operations and Planning Department Policy and Procedure 3: Hazard Inspection Program

to completion and provide progress reports of outstanding corrective action at the BVES monthly safety meetings.

- c. Field Work: The FOS will ensure field work activities are inspected weekly. The following personnel are authorized to perform this inspection: OPM, FOS, EPS and Crew Foreman. The FOS will be responsible for ensuring any discrepancies are corrected. Records of the inspection will be maintained for 3 years in the Safety Inspection Binder by the OPD Office Assistant. Results of the inspection will be routed to the OPM. The FOS will track any required corrective action to completion and provide progress reports of outstanding corrective action at the BVES monthly safety meetings.
3. The OPD Office Assistant will maintain a record of the inspections for 3 years organized in a file or binder as follows:
 - a. Annual Office Safety Inspection
 - b. Weekly Power Plant Inspection
 - c. Weekly Warehouse, Truck Barn and Yard Inspection
 - d. Weekly Field Work Inspection
 4. The OPD Office Assistant will ensure inspection records are available at the BVES monthly safety meeting. Inspection reports since the previous meeting as well as inspection reports with pending corrective action will be discussed at the meeting.

Implementing Instructions:

1. This Operations and Planning Department Policy and Procedure is effective immediately upon approval of the OPM.
2. Supervisors (including Crew Foremen) will review this procedure and sign a sheet acknowledging their review of this policy and procedure. This sheet shall be retained by the Office Administrator during the period of the employee's employment.
3. The FOS and EPS will brief their employees on the weekly inspection process of this procedure.

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BVES Operations and Planning Department Policy and Procedure 3: Hazard Inspection Program Attachment A Office Safety Inspection Form

Instructions: Check each item as OK, N/A (Non-Applicable) or Priority 1(High), 2(Med), 3(Low), depending on the hazard. Next to the prioritized hazard, write the corrective action. Send this completed form to OPD Office Administrator.

Inspector's Name _____ Date: _____

Location: _____ District/DSA: _____

	Yes	N/A	Priority			Corrective Action
			1	2	3	
Slips, Trips and Falls						
1. Spills immediately cleaned up.						
2. Signs used in wet floor areas.						
3. Electrical/telephone cords not in walkway.						
4. Step stools/ladders used to reach objects.						
5. Floors in good condition (i.e., carpet, tiles).						
6. Floors free from clutter and objects.						
Work Areas						
1. Lights in offices/cubicles/hallways adequate.						
2. Foot heaters not near paper/plastic materials.						
3. Office/cubicle/work room areas are orderly.						
4. Lunchroom clean/food disposed of properly.						
5. Heavy/glass objects not on cabinet tops.						
6. Copier rooms and store rooms orderly.						
7. Ventilation adequate.						
Computer Equipment						
1. Monitor set at correct/comfortable height.						
2. Keyboard (and mouse) at correct height.						
3. Chair has good support and proper height.						
4. Glare screens/footrests available, if needed.						
Cal-OSHA Information						
1. Evacuation route map updated and posted.						
2. Cal-OSHA "Safety & Health" Poster posted.						
3. Cal-OSHA 200 Injury Log posted (Feb.only).						
Egress & Fire Extinguishers						
1. Aisle ways/hallways clear and unobstructed.						
2. Exit doors marked "Exit" and unlocked.						
3. Exit signs illuminated and easily visible.						
4. Fire extinguishers available and accessible.						

Notes/Comments: _____

Supervisor's Signature	Date	Hazards Corrected? <input type="checkbox"/> Yes <input type="checkbox"/> No
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**BVES Operations and Planning Department Policy and Procedure 3:
Hazard Inspection Program
Attachment B
Weekly Job Site Inspection Checklist and Correction Form**

Location: _____ District/DSA: _____

Inspector's Name _____ Date: _____

Describe Work Being Performed: _____

	Yes	N/A	No	Corrective Action
USA DIG ALERT notified - Utilities located				
Traffic controls in place				
Flagger directing traffic and pedestrians				
Personal protective equipment worn				
Proper evacuation protection				
Lighting is adequate				
Proper equipment placement				
Proper storage of materials				
Proper material handling used				
Tools and equipment in good condition				
Work performed to company standards				
Fire extinguishers accessible				
Work area orderly and cleaned up at finish				
First aid kit available and accessible				
Company vehicle parked in safe location				
Electrical equipment information identified				
Lock-out-Tag-out procedures followed				
Safety signs and posters in place				
Adequate personnel to perform task				
Proper safety devices/guards in place				

Notes/Comments: _____

Supervisor's Signature	Date	Hazards Corrected? <input type="checkbox"/> Yes <input type="checkbox"/> No
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