

**HOUSING AUTHORITY OF THE CITY OF LOS ANGELES**  
AN EQUAL EMPLOYMENT OPPORTUNITY-AFFIRMATIVE ACTION EMPLOYMENT  
2600 Wilshire Boulevard · Los Angeles, California 90057 · (213)-252-5327

**SAFETY AND HEALTH POLICY STATEMENT**

Safety will be considered by management and employees to be a vital part of the successful performance of every job. To accomplish this, the Housing Authority of the City of Los Angeles will maintain a safe and healthful work environment, provide safe working equipment, and comply with all Federal, State and local rules and regulations concerning accident prevention.

Safety is a part of good operating practice and, therefore, a management function that will be given priority at all times.

Direct responsibility for the safety of any Authority operation rests with our Managers/Supervisors. Management efficiency and ability will be judged by accident prevention performance as well as by other standards.

Each Housing Authority employee is personally responsible for performing his/her duties with continuous and primary concern for his/her safety, the safety of our tenants, the safety of fellow employees, and of the Authority property and equipment entrusted to his/her care.

Management at all levels will provide the means for prompt Corrective action in the elimination of unsafe acts, practices and conditions.

**REMEMBER: PRACTICE SAFETY AT ALL TIMES!**

surplus property or trash may be placed in elevator lobbies at the end of normal business hours for custodial pickup.

1. Maintain emergency egress (main) corridors and passageways at least 44-inches wide.
2. Internal aisles shall be maintained at least 24-inches wide, excluding a doorway swing, a fully extended cabinet drawer, or a chair pushed away from a workstation.
3. Internal aisles shall be maintained at least 36-inches wide, where needed to enable wheelchair or scooter access and egress.
4. Restroom doors open up into the main corridor. Open restroom doors slowly to prevent injuring a person passing by.
5. Maintain adequate access and working space to all building equipment, portable fire extinguishers, and all fixed fire suppression systems; at least 36-inch clearance.
6. Where file cabinets or other stored materials may obstruct egress from main corridors during an emergency, the file cabinets or other stored materials shall be positively secured against tipping.
7. The local Fire Marshal's approval is required to store any Authority materials in an Equipment Room, Machine Room, or other room that is dedicated to building physical plant components.

### **Preventing Slips, Trips, and Fall Accidents**

1. Employees should utilize handrails when climbing or descending stairs. Avoid carrying heavy objects while in stairwells, unless supported by a second person that is capable of lending assistance.
2. Clean up liquid spills as soon as possible. If a large spill has occurred, notify Security and post or barricade the spill area.
3. Maintain all corridors, passageways, and aisles clear of obstructions.
4. Take care when handling or transporting materials around corners or in blind spots.
5. Open doors carefully, always being aware that someone may be on the other side in the pathway of the door swing.
6. Store all materials in such a manner to prevent them from tipping over.
7. Load shelves and cabinets properly; the heavy items should be placed low to the floor and to the back/rear end of cabinets.
8. Report any tears in the carpet or other uneven floor areas to the Facilities Manager.
9. Secure temporary cables and wires so as not to create a trip hazard.

- a. Utilizing the "2-sided copy" feature on copying machines, whenever possible;
  - b. Converting hardcopy records and other documents into electronic equivalents, with the approval of the responsible Administrator;
  - c. Obtaining approval for the destruction of records, as specified in the MPP;
  - d. Offering reusable office equipment and furniture to other departments and to the work sites prior to purchasing new equipment; and
  - e. Planning for the disposal of surplus property in consultation with the Finance Department.
8. Certain areas of the storage area(s) may be striped or otherwise posted and/or demarcated to prohibit storage. Employees must keep such areas clear at all times, with the exception of routine passage.

### Electrical Safety

1. High-voltage areas shall be locked and posted.
2. The Facilities Manager and or Building Engineer or Maintenance Supervisor shall control access to all high-voltage areas.
3. No portable tools or other materials may be stored in high-voltage areas.
4. Low-voltage distribution and telecommunications rooms shall be locked.
5. Only authorized personnel are permitted access to such rooms.
6. Portable tools and other approved materials may be stored in designated areas of such rooms.
7. All fixed and portable electrical appliances and tools shall be operated in accordance with the manufacturer's instructions.
8. Do not modify extension cords equipped with a 3-prong plug to fit into a 2-prong electrical outlet.
9. Do not remove an electrical outlet cover, except for maintenance.
10. Do not overload electrical power strips.
  - a. The sum of the rated current of each individual component shall not exceed 15-amperes.
  - b. Refrigerators, coffee pots, and portable heaters should not share a common power strip.
11. Do not allow excessive dust to accumulate in areas of electrical components.

## Lifting Techniques

**NOTE:** A professional service company may be required to move bulk materials or heavy objects.

### Communication

- a) Make sure you understand the particular task or assigned work. Good communications can save time and prevent needless frustration that could result in personnel injury.
- b) **Clarify** your supervisor's instructions by repeating or summarizing the activity and desired outcome.
- c) Your supervisor will then confirm your understanding as being correct or will make adjustment, as necessary.

### Tools and Equipment

- d) Know what **tools or special equipment** are available to you in order to lift and move the object(s) as short a distance as possible.
- e) **Consider the use** of ramps, elevators, lifts, hoists, dollies, hand trucks, etc.
- f) Consider **protective (*leather*) gloves or back support devices** where assignments are given that may involve repetitive lifting and when available.

### Traffic Route

- g) Establish a **safe route** to move any heavy object.
- h) Verify the **route is free of slip and trip hazards**.
- i) Verify there is **adequate aisle or passage width** for you and the load. Consider your visibility during the move and securing other pedestrian or vehicular traffic, if necessary.

**CAUTION:** Never attempt a lift that approaches the limits of your present physical abilities.

### How to Lift

- j) **Size Up the Load**
  - 1. Check for any sharp objects.
  - 2. Consider the presence of dust or debris that may distract you or blur your vision. Clean up the object or remove any loose debris, as necessary.
  - 3. Consider the weight of the object.
- k) Do you need help? If so, **STOP!** Get help.
- l) Are you experiencing any muscle aches or cramps? If so, **STOP!** Get help.
- m) **Take Position Over the Load**
  - 1. Stand over the load with feet spread approximately shoulder width.
  - 2. Be sure of your footing.
  - 3. Bend at the knees and take hold of the load.
  - 4. Your arms and hands should be fully extended.

EMPLOYEE HAZARD COMMUNICATION FORM  
CONFIDENTIAL

Notice: Any workplace hazards which are communicated to Management or to the Risk Manager are confidential. Under no Circumstances will employee be reprimanded or shall there be reprisal against employee who makes the Housing Authority aware of hazards.

OFFICE/DEVELOPMENT \_\_\_\_\_

HAVE YOU EXPOSED OR INJURED AS A RESULT OF THIS HAZARD?  
\_\_\_\_\_  
\_\_\_\_\_

SPECIFIC LOCATION OF HAZARD \_\_\_\_\_

PLEASE IDENTIFY THE HAZARD \_\_\_\_\_

HOW WAS THIS HAZARD CREATED ( IF KNOWN ) ?  
\_\_\_\_\_  
\_\_\_\_\_

HOW CAN THIS HAZARD BE REMEDIED ( OPTIONAL ) ?  
\_\_\_\_\_  
\_\_\_\_\_

IF YOU WOULD LIKE A RESPONSE FROM THIS RISK MANAGEMENT DEPARTMENT, CHOOSE ONE METHOD BELOW:

CALL ME AT \_\_\_\_\_

POST ON BULLENTIN BOARD

NAME ( OPTIONAL ) \_\_\_\_\_

SEND THIS FORM TO THE RISK MANAGER

2600 WILSHIRE BOULEVARD SUITE 5100  
LOS ANGELES, CA 90057  
(213)-252-5400

