



Build HOPE: Investing in People and Place

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 (HACLA) 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 HACLA operation rests with our Managers/Supervisors. Management efficiency and ability will be judged by accident prevention performance as well as by other standards.

Each HACLA 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!

Housing Authority of the City of Los Angeles

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HACLA CODE OF SAFE PRACTICES AND PROCEDURES

General

1. All employees shall follow these safe practices and procedures at all time and promptly report all unsafe conditions or practices to the appropriate Managers/Supervisors.
2. Managers/Supervisors shall insist on all employees observing and obeying all rules, regulations, and practices to promote the safe conduct of work and shall take such action as is necessary to obtain compliance.
3. All industrial injuries shall be promptly reported to the Managers/Supervisors so arrangements can be made for first-aid and/or medical treatment.
4. Employees under the influence of alcohol, illegal narcotics or controlled substances shall be removed from the job while in that condition.
5. Horseplay, scuffling, and related acts that tend to have an adverse influence on the safety or well-being of fellow employees or others are prohibited.
6. Work shall be planned and supervised to prevent injuries when working with equipment and vehicles.
7. Employees are prohibited from working while their ability or alertness is so impaired by fatigue, illness, or other causes that it might unnecessarily expose them or others to injury.
8. Employees shall not handle or tamper with any equipment or machinery not within the scope of their job duties.
9. Employees shall use the appropriate face, eye, hearing, hand, leg/foot and head protective equipment as required by the type of exposure or by the Federal/State safety requirements.
10. Employees shall follow the proper lifting procedures when moving large or heavy objects.
11. Hazardous substances or materials shall be utilized and handled according to appropriate safety procedures.

Corridors, Passageways, Aisles, and Working Space

CAUTION: Never block or prop-open a fire door.

Emergency egress (main) corridors and passageways shall be maintained clear of materials and furniture. The portals to such areas shall remain closed unless equipped with magnetic devices that automatically release self-closing doors during an emergency. Emergency kits equipped with castors are permitted in Elevator Lobbies. Cardboard boxes and bulk items of 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.

Offices and Cubicles

1. Avoid loose paper buildup in offices and cubicles.
2. Office papers for long-term storage should be maintained on metal shelves, inside cabinets, or in other rigid covered containers.
3. Office papers for short-term storage should be bound or stored in suitable containers.
4. File cabinet drawers and desk drawers must be closed when not in use.
5. Aisles, passageways, and exits must be unobstructed.
6. All spilled liquids or materials must be cleaned up immediately.
7. Telephone and electrical cords must be positioned in a safe manner.
8. Arrange workstations to preclude excessive reaching, heavy lifting, or eyestrain. Follow appropriate ergonomic guidelines that may be applied or be directed by supervision. Do not overload shelves.
9. Do not store materials above the height of an office partition.

10. Proper ladders and step stools must be used when additional height is required.
11. Avoid storing food in cubicles and file cabinet drawers for extended periods.

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.
12. Certain portable electrical devices are thermostatically controlled and will cycle on-and-off. Such devices should be attended or de-energized.
13. Employees must first receive supervisory approval prior to introducing a personal electrical appliance to the workplace (coffee makers, space refrigerators, heaters, fans, etc.).
 - a. **CAUTION:** Wall partition electrical systems are not designed to handle most personal space heaters, refrigerators, and other thermostatically controlled devices.
14. Do not utilize cubicle power to operate a personal space heater.

15. Do not establish water sources within six feet of an electrical outlet, unless the outlet is equipped with a ground fault circuit interrupter (GFCI) device. A red “Reset” switch located on the face of the outlet cover in between the two outlets normally identifies a GFCI device.
16. Certain foods contain oils that may spontaneously ignite while being heated in a microwave oven. Such food preparation should be attended.

General Storage Practices

1. Store all materials in a safe manner. Do not stack boxes and other materials in such a manner that could pose a risk of injury from falling objects.
2. Do not store any materials within 36-inches of the overhead structure, or 18-inches from a fire suppression system sprinkler head, whichever is greater.
3. Store the heaviest materials on a bottom shelf or in a bottom cabinet drawer towards the rear end. Do not load file drawers in a manner that makes them top-heavy. To stack cardboard boxes, use a tier method (step increase per adjacent column or pyramid-like structure).
4. Cardboard file drawers are not normally equipped with a restraining device that limits outward travel. Take care not to pull such file drawers out quickly.
5. Maintain adequate aisle space with file drawers in the open position.
6. Do not leave file drawers in the open position, unless attended.
7. Storage space within the designated storage areas is limited. The Housing Authority encourages the use of paper source reduction techniques and storage options by:
 - 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.

Lifting Techniques

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

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

1. 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.

2. 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.

3. 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.

4. 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.
5. The load should be as close to your body as possible.
6. Your back should be locked by thrusting your buttocks outward.
7. Your head and neck should stay aligned throughout the lift.

n) Lift the Load

1. Verify your position, footing, and posture. You should feel comfortable.
2. Breathe in (inhale).
3. Lift the load vertically in one smooth, continuous motion using your legs only. Exhale throughout the lift.
4. Keep your balance. Walk with the load in the forward direction only, whenever possible. Keep the load as close to your body at all times.

NOTE: During the lift, your back should not bend forward; your arms should not curl upward; your hips should not twist to the right or left; and your head and neck should come horizontal at the same time. Avoid any jerky movements.

o) Set the Load

1. Come to full stop - maintain your erect posture and be sure of your footing.
2. Breathe in (inhale).
3. Lower the load vertically in one smooth, continuous motion using your legs only.
4. Exhale throughout setting the load.

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.

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: _____

WHERE 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: _____

___ EMAIL ME: _____

NAME (OPTIONAL) _____

SEND THIS FORM TO RISK MANAGER:
2600 WILSHIRE BLVD., SUITE 3100
LOS ANGELES, CA 90057
(213) 252-5400