

# LDWA PERSONNEL POLICIES AND PROCEDURES

## SECTION XIX: SAFETY

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1. **GENERAL POLICY.** The following general safety rules will apply in all work places. Each work unit may prepare separate safety rules applicable to the specific nature of work in their area but not in conflict with these rules.
  - A. Proper licensing and extreme caution are required by all employees operating any type of power equipment.
  - B. Employees will use safety equipment appropriate to the job, such as safety glasses, gloves, toe guards, back supports, and hard hats, if required or appropriate to the work performed.
  - C. Employees will avoid wearing loose clothing and jewelry while working on or near equipment and machines. Long hair will be properly secured.
  - D. All accidents, regardless of severity, personal or vehicular, shall be reported immediately to the LDWA Board and applicable forms and documents submitted.
  - E. Defective equipment will be reported immediately to the LDWA Board.
  - D. Employees will not operate equipment or use tools for which licensing and training has not been received.
  - E. In all work situations, safeguards required by State and Federal Safety Orders will be provided and utilized.
  - F. Due to the potential risk of serious injury or death, employees are prohibited from entertaining, or caring for, guests or family members in or around inherently dangerous work areas. These areas include, but are not limited to:
    - (1) Road repair areas.
    - (2) Construction areas.
    - (3) Vehicle maintenance areas.
    - (4) Water well(s).

**2. PROPER USE OF LDWA EQUIPMENT, VEHICLE(S) AND TOOLS.**

- A. The use of LDWA equipment, vehicle(s), and tools for private purposes is strictly prohibited.
- B. Reasonable use of tools and equipment to preserve life and protect property will be authorized by the LDA Board.
- C. Employees shall be required to attend training provided by LDWA; including an explanation of job hazards, safety procedures and training on all equipment, tools, etc., necessary for the accomplishment of the employee's job description. Employees may attend additional training as approved by LDWA
- D. A commercial driver's license (CDL) is required for operators of commercial motor vehicles. No individual shall be allowed to operate such vehicles unless they have a current commercial driver's license in their possession. This license is required pursuant to the Commercial Motor Vehicle Safety Act, signed into law on October 27, 1986. Employees must renew their commercial driver's license at four (4) year intervals.
- E. Operators and passengers in a business-use vehicle equipped with seat belts must wear them when the vehicle is in operation, and all employees operating vehicles shall observe all local traffic laws.
- F. Employees shall keep all LDWA-owned vehicles and equipment that are used by them clean, presentable, and serviceable. Employees receiving car allowances shall also keep their vehicles clean, presentable, and serviceable.