

SOP #1

Salem Public Works Department
Standard Operating Procedures

ACCESS TO SAFETY SENSITIVE WORK AREAS

EFFECTIVE DATE:

September 11, 2000

REVISION DATE:

March 1, 2004

In an effort to promote safety in the workplace at all designated safety sensitive work areas at Public Works, Canobie Water Treatment Plant and all field operations, personnel not assigned to one of these areas/sites will no longer have general access to these areas/sites. These areas are restricted to ONLY personnel involved with the work being performed.

Examples of safety sensitive work areas are as follows:

- Chemical storage areas (CTP)
- Mechanic's work areas (Public Works)
- Off site road excavations (water, drainage excavations, etc.)

These are some examples and are not all-inclusive.

Access to any area/site for which an employee is not assigned requires permission from the supervisor (Working Foreman, Operations Manager, or Public Works Director) responsible for the area/site in order to access it. Any person found in any of these areas/sites without permission may be disciplined.

Procedure to Access the Following Areas/Sites:

- **Trench Excavation** - requires permission from the site supervisor. All employees are required to wear all safety clothing and gear and to abide by all safety requirements on site.
- **Chemical Areas at CTP** - requires permission from the Utility Manager or Supervisor. Employees are required to wear all safety clothing and gear and abide by all safety requirements while in this area.
- **Mechanic Areas at Public Works** – personnel will continue to have access to these areas for picking up parts in order perform minor repairs and fluids for preventive maintenance such as oil, washer fluids, etc.

Any vehicle/equipment safety-related issues addressed at the mechanic's work areas to be handled in the following format:

1. Notify Chief Mechanic immediately
2. Immediately after notifying Chief Mechanic, the driver/operator is to make out a repair slip for any repair to take more than 15 minutes to remedy in the opinion of the Chief Mechanic.
3. If as a result of the Chief Mechanic's evaluation, the repair will take more than 15 minutes, you must immediately notify your immediate supervisor.