Caltrans Code of Safe Surveying Practices

Distribution
All Surveys employees shall have ready access to this code.

Philosophy
No survey project is important or urgent enough to warrant compromising safe surveying practices.

Responsibilities
Individuals:
All field personnel shall have a practical working knowledge of this Code, the Caltrans Safety Manual, and this section of the Surveys Manual.

Employees are responsible to:
Do everything reasonably necessary to protect life, safety, and the health of themselves, other employees, and the public.
Comply with all occupational safety and health policies, procedures, laws, rules, and regulations.
Promptly report injuries, illness, accidents, and unsafe conditions, tools, and equipment to their supervisor or leadworker “in charge.”
Report to work mentally and physically capable of performing all their assigned duties without jeopardizing the safety and health of themselves, other employees, or the public. This means employees must be free from the effects of medication, controlled substances, alcohol, or the complications arising from illness or injury which might impair judgment or the ability to perform their work.

Supervisors or leadworkers “in charge” are responsible for:
Monitoring safety conditions and employee performance.
Instructing employees about safety policies and practices affecting them.
Prohibiting employees from working when they appear to be unable to perform their duties and there is concern about the safety of the employee or others.
Designating a responsible person-in-charge when they are away.

Planning for Safety
Safety shall be given top priority in the planning of all surveys.
Factors considered when planning a survey shall include:

1. The safest time of the day that the survey can be accomplished.
2. Safety shall be given top priority in the planning of all surveys.
3. Planning for Safety

Safety Meetings
Tailgate meetings shall be held by each survey party at least once every ten working days. Meetings shall be held as required to prepare for imminent and especially potent hazards. Such hazards shall include, but not be limited to, power lines, poisonous plants, snakes, insects, animal hazards, mountainous terrain, high-fire-hazard areas, traffic, heavy equipment, water exposure, and high temperature.

Safety Training
Employees shall be provided all mandatory safety training. Speciality training, such as chain saw operation, shall be provided as required.

Vehicular Traffic
Work, no matter how short the duration, must not be performed on or adjacent to the traveled way without proper protection. This includes proper warning garments, signs, flaggers, “lookouts,” and/or lane closures, as required to work safely.

Tools and Equipment
Use only the proper tool, in the proper condition, for each job. Do not operate equipment unless you have received training in its use.

First Aid Requirements
Each member of a field survey party or working group shall receive first aid training at least once every two years. Each survey party vehicle shall be equipped with an approved 16-unit, or larger, first aid kit, First Aid Manual, and fire extinguisher.

Vehicle Operation
All operators of State-owned vehicles must be trained in defensive driver training once every four years. Each operator must drive defensively and observe all applicable traffic laws.

Operational Precautions
Do not enter ditches, trenches, conduits, or confined spaces until you are certain it is safe to do so.
Suspend operations when unsafe conditions or uncontrollable hazards develop. Resume work only when safe conditions have been restored.
When working in an unfamiliar environment, check with others about safe procedures.
Be especially careful when working at night, on steep slopes, or near power lines.

Figure 2-1