



Policy Name	Shop Floor Policy
Effective Date	April 1, 2019

I. Purpose

The shop floors at the Solid Waste Management Department (SWMD) Service Centers are a high risk work environment where extreme caution and safe work practices must be exercised. The shop floor is a work site where all personnel present must be acting in a professional manner. Therefore, this policy shall limit access to the shop floor to only certain Department positions that are authorized, trained, and wearing proper Personal Protective Equipment (PPE).

II. Policy Application

This policy applies to all temporary, part-time, and full-time employees. This policy restricts access to certain vendors, certain contractors, visitors, and other Department employees. It shall be the responsibility of SWMD personnel to enforce this policy and apply it to individuals outside of the Department. This policy is in effect at all times.

III. Policy

1. Only authorized personnel listed in this policy wearing proper PPE and following the appropriate processes outlined in this policy are allowed on the shop floors without an escort. The shop floor includes all service bays and walkway areas inside the restricted area at the four truck centers located at the Northeast Service Center, the Southeast Service Center, the Southwest Service Center and the Northwest Service Center, and the heavy equipment shop, located at the Southwest Service Center.
 - a. Authorized personnel are defined as follows:
 - i. All Heavy Fleet Maintenance Division Staff, including
 1. Fleet Maintenance Technician
 2. Heavy Equipment Mechanic I, II, and III
 3. Maintenance Worker
 4. Heavy Equipment Manager, Superintendent, and Service Advisor
 5. Heavy Equipment Parts Clerk
 - ii. SWMD Executive Team
 - iii. Temporary employees assigned to the Heavy Fleet Maintenance Division
 - iv. SWMD Safety Personnel
 - v. Essential personnel approved by the Heavy Equipment Manager, such as contractors and service personnel who are at the shop performing services for or to the benefit of SWMD
2. Visitors
 - a. Visitors may be allowed on the shop floor with authorization and only when accompanied by someone from the authorized personnel list.
 - b. Visitors to the shop floor are restricted to the following rules while on the shop floor:
 - i. Visitors must stay out of the way of the mechanics or any authorized personnel that are performing their job functions.
 - ii. Visitors are to avoid bays, equipment, and machinery on the floor
 - iii. Visitors are to strictly stay within the walkways as marked on the floor
 - iv. Visitors must listen to all instructions received from authorized personnel



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3. Personnel Protective Equipment (PPE)
 - a. ALL personnel who walk the shop floor must be wearing closed toed shoes
 - b. ALL SWMD employees who walk the shop floor must be wearing a work uniform with appropriate PPE
 - c. ALL personnel who walk the shop floor must wear safety glasses
 - d. ALL personnel who walk the shop floor must have ear protection with them at all times

4. Dangers
 - a. No horseplay is allowed
 - b. Do not walk under equipment to include cranes, lifts, truck arms, tools and vehicles on the floor
 - c. Keep alert for falling items
 - d. Look out for spilled liquids to avoid slips
 - e. Look out for trip hazards (tools, parts, etc.)
 - f. Listen for alarms to include back up and fire alarms

5. Food and Drink
 - a. Food and drink must be covered and secured at all times on the shop floor

6. Electronic Devices
 - a. Personal cell phones and radio/ headsets are prohibited on the shop floor without Heavy Equipment Manager, Superintendent, or Service Advisor approval
 - b. Radios are to be played at a moderate level and no explicit language is allowed

IV. Responsibilities

All SWMD employees shall ensure that this policy is enforced.

- Signs informing employees and visitors of this policy shall be posted
- All walkways shall be clearly marked
- Doors should be closed and chains blocking entrance into the bays shall be utilized to prevent unauthorized personnel from entering the shop floor
- Authorized personnel are to report individuals not complying with this policy to the Shop Service Advisor, Superintendent or Manager
- Anyone attempting to access the shop floor or requesting assistance from Heavy Fleet Maintenance personnel should be directed to the Service Advisor, Superintendent or Manager

It is the responsibility of all SWMD fleet maintenance employees to read, understand, and follow this policy. Managers, Superintendents, and Service Advisors must ensure that this policy is administered correctly and consistently. Failure to comply with this policy may result in disciplinary action.

Approval:



 David W. Mc Cary, CPM, Director



 Date