

At Public Works, Safety is our top priority
We work every day to build a culture of safety



Cleaning Data: by Category

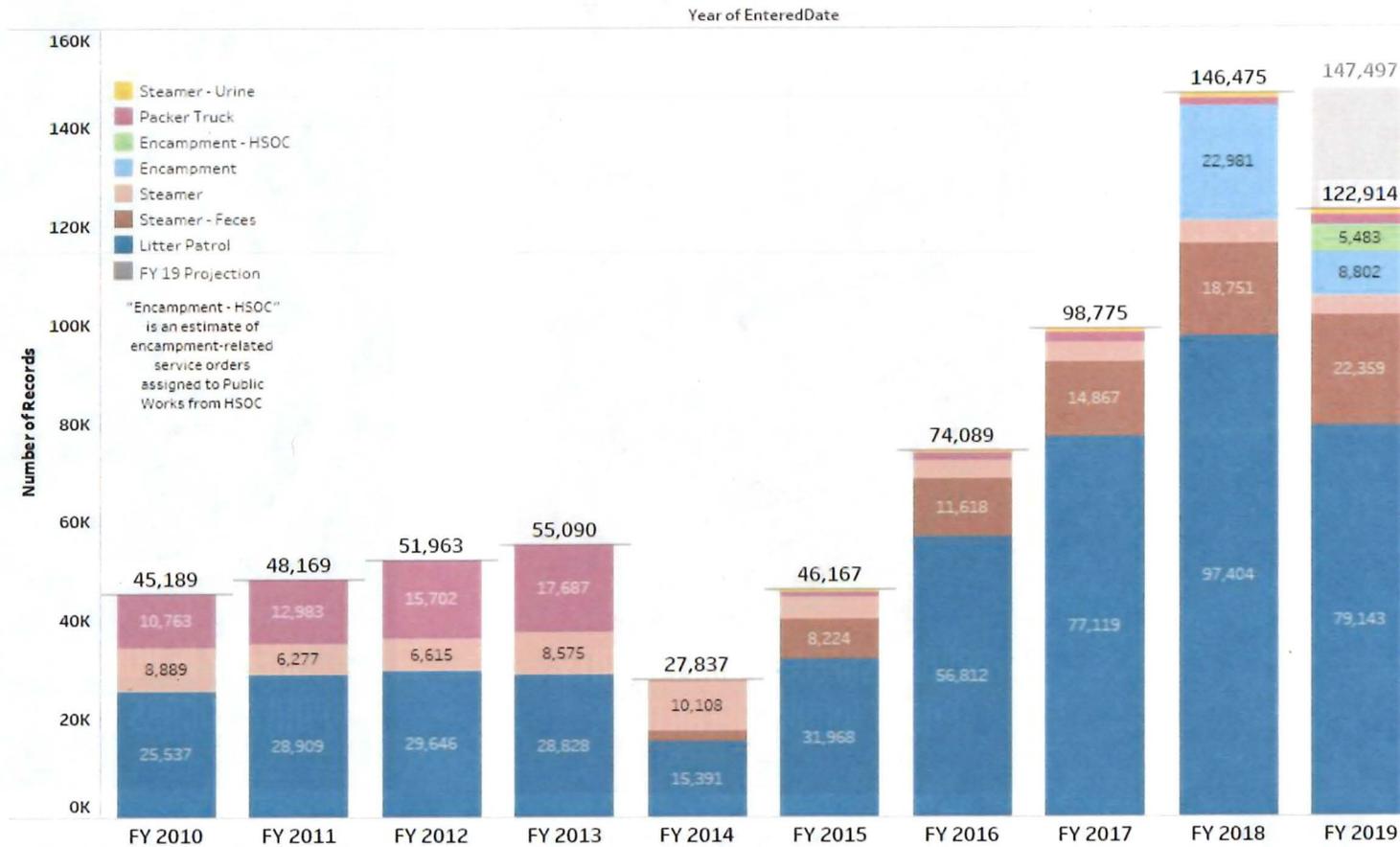
Volume increased **48%** from FY 2017 to FY 2018.

FY 2019 volume is projected to be more than **147,000**, higher than FY 2018.



All Street Cleaning Services - Volume of Service Orders from 311
Source: CMMS and 28Clean: July 2009 - April 2019

Run Date:
5/7/2019



PublicWorksStat San Francisco Public Works

Disclaimer: Public Works does not guarantee the accuracy or completeness of any information provided. Reports are subject to change. If you have any questions and/or suggestions, please contact Alexandra B-dot (415-554-4883, Alexandra.Bdot@sfpubworks.org)

Cleaning Data: tonnage

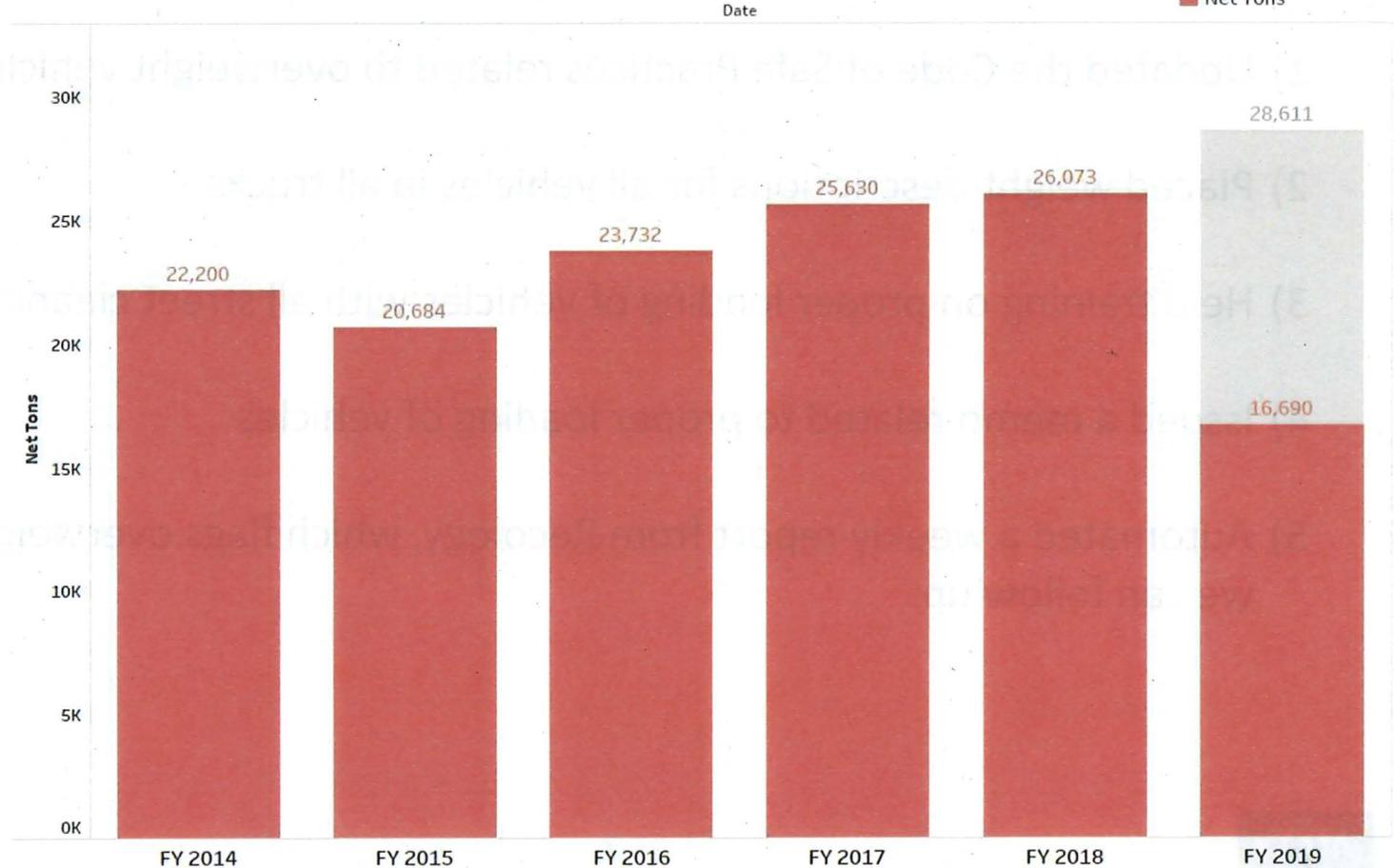


Public Works Street Cleaning Waste Collected (in Tons)

Source: Recology; July 2013 - February 9, 2019

Run Date: 5/7/2019

FY 19 Projection
Net Tons



PublicWorksStat San Francisco Public Works

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Tonnage of waste collected has increased since 2014.

FY 2019 is projected to have **28,000+ tons**, surpassing the FY 2018 total.

Tonnage includes abandoned waste/illegal dumping, street cleaning and mechanical sweeping services.



Actions Public Works has taken since receiving the citation:

- 1) Updated the Code of Safe Practices related to overweight vehicles
- 2) Placed weight descriptions for all vehicles in all trucks
- 3) Held training on proper loading of vehicles with all street cleaning staff
- 4) Issued a memo related to proper loading of vehicles
- 5) Automated a weekly report from Recology, which flags overweight vehicles so that we can follow up.



There were **29,053** dump entries over the past year. Of those, **103** were overweight

vehicles overweight breakdown

	Vehicle	Driver
47	sweepers	Teamsters
10	front end loaders	Teamsters
42	1 ton or below	Laborers
4	1 ton or below <i>(Data error - trucks would not be able to move with the load reported)</i>	

Total percentage overloaded trucks	0.0035%
Percentage of overloaded sweepers	0.0016%
Percentage of overloaded 1-ton trucks	0.0014%
Percentage of overloaded front-end loaders	0.0003%



F250 pickup



F350 crew cab pickup



flatbed truck



air sweeper



mechanical sweeper



front loader





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San Francisco Public Works Vehicles (Bureau of Street Environmental Services)

NBC Bay Area Analysis (5/3/19)

The following analysis compares Recology weight records (4/1/18 - 1/19/19) with SF Public Works internal list of maximum gross vehicle limits. That list of max GVW was provided to NBC Bay Area on 5/2/19.

Columns A-I are taken directly from Recology weight records. Column J is taken from the SF Public Works list of gross vehicle weight limits. Column K compares columns E & J.

tag_num	Measure Date	tag_time	Truck_Num	Gross Weight	Tare Weight	Net Weight	Net_Tons	ses_zone	New GVW	Overweight?	Model	Overage In Pounds
6946331	10/19/2018	7:11:23	43100038	68,020	33,880	34,140	17.07	Sweeper	60,000	Y	Front loader	8,020
6748134	5/23/2018	10:42:37	43100038	64,160	33,880	30,280	15.14	Sweeper	60,000	Y	Front loader	4,160
6859014	8/15/2018	7:33:23	431766	62,740	32,880	29,860	14.93	Sweeper	60,000	Y	Front loader	2,740
6850237	8/8/2018	13:03:00	431766	62,400	32,880	29,520	14.76	Sweeper	60,000	Y	Front loader	2,400
6690176	4/9/2018	12:55:23	43100038	62,080	33,880	28,200	14.1	Sweeper	60,000	Y	Front loader	2,080
6710154	4/24/2018	13:03:02	43100038	61,700	33,880	27,820	13.91	Sweeper	60,000	Y	Front loader	1,700
6870536	8/23/2018	9:41:16	43100038	60,740	33,880	26,860	13.43	Sweeper	60,000	Y	Front loader	740
6765739	6/6/2018	7:49:47	43100038	60,460	33,880	26,580	13.29	Sweeper	60,000	Y	Front loader	460
6897416	9/12/2018	12:53:55	43100038	60,320	33,880	26,440	13.22	Sweeper	60,000	Y	Front loader	320
6859715	8/15/2018	12:14:41	431766	60,280	32,880	27,400	13.7	Sweeper	60,000	Y	Front loader	280
7030229	12/26/2018	3:49:31	43100133	37,880	27,980	9,900	4.95	Sweeper	35,000	Y	Mechanical sweeper	2,880
6957559	10/28/2018	7:25:29	43100133	37,700	27,980	9,720	4.86	Sweeper	35,000	Y	Mechanical sweeper	2,700
7000586	12/1/2018	7:39:19	43100133	37,660	27,980	9,680	4.84	Sweeper	35,000	Y	Mechanical sweeper	2,660
6955432	10/26/2018	6:51:01	43100133	36,980	27,980	9,000	4.5	Sweeper	35,000	Y	Mechanical sweeper	1,980
7008179	12/7/2018	6:30:51	43100134	36,880	27,460	9,420	4.71	Sweeper	35,000	Y	Mechanical sweeper	1,880
7036607	12/31/2018	3:53:01	43100133	36,820	27,980	8,840	4.42	Sweeper	35,000	Y	Mechanical sweeper	1,820
7013947	12/12/2018	3:44:36	43100134	36,780	27,460	9,320	4.66	Sweeper	35,000	Y	Mechanical sweeper	1,780
6950680	10/23/2018	7:00:55	43100134	36,640	27,460	9,180	4.59	Sweeper	35,000	Y	Mechanical sweeper	1,640
7010284	12/9/2018	5:55:52	43100134	36,640	27,460	9,180	4.59	Sweeper	35,000	Y	Mechanical sweeper	1,640
7029082	12/24/2018	3:29:00	43100133	36,600	27,980	8,620	4.31	Sweeper	35,000	Y	Mechanical sweeper	1,600
6773164	6/12/2018	7:21:36	43100134	36,560	27,460	9,100	4.55	Sweeper	35,000	Y	Mechanical sweeper	1,560
7001255	12/2/2018	2:49:27	43100133	36,500	27,980	8,520	4.26	Sweeper	35,000	Y	Mechanical sweeper	1,500
6879862	8/30/2018	7:07:16	43100133	36,380	27,980	8,400	4.2	Sweeper	35,000	Y	Mechanical sweeper	1,380
7049130	1/10/2019	7:13:02	43100134	36,300	27,460	8,840	4.42	Sweeper	35,000	Y	Mechanical sweeper	1,300
7013881	12/12/2018	1:04:51	43100134	36,280	27,460	8,820	4.41	Sweeper	35,000	Y	Mechanical sweeper	1,280
6961306	10/31/2018	3:41:37	43100134	36,240	27,460	8,780	4.39	Sweeper	35,000	Y	Mechanical sweeper	1,240
6878130	8/29/2018	5:55:54	43100133	36,220	27,980	8,240	4.12	Sweeper	35,000	Y	Mechanical sweeper	1,220
6876506	8/28/2018	6:56:06	43100133	36,160	27,980	8,180	4.09	Sweeper	35,000	Y	Mechanical sweeper	1,160
7012283	12/11/2018	3:44:33	43100134	36,160	27,460	8,700	4.35	Sweeper	35,000	Y	Mechanical sweeper	1,160
7030158	12/26/2018	3:52:08	43100133	36,140	27,980	8,160	4.08	Sweeper	35,000	Y	Mechanical sweeper	1,140
6964557	11/2/2018	6:19:10	43100134	36,120	27,460	8,660	4.33	Sweeper	35,000	Y	Mechanical sweeper	1,120
6953829	10/25/2018	6:56:03	43100134	36,080	27,460	8,620	4.31	Sweeper	35,000	Y	Mechanical sweeper	1,080
6987120	11/20/2018	6:52:25	43100134	36,040	27,460	8,580	4.29	Sweeper	35,000	Y	Mechanical sweeper	1,040
7012440	12/11/2018	6:56:24	43100134	35,980	27,460	8,520	4.26	Sweeper	35,000	Y	Mechanical sweeper	980
6959747	10/30/2018	6:26:16	43100133	35,920	27,980	7,940	3.97	Sweeper	35,000	Y	Mechanical sweeper	920
7045745	1/8/2019	0:00:00	43100134	35,900	27,460	8,440	4.22	Sweeper	35,000	Y	Mechanical sweeper	900
6874972	8/27/2018	6:28:42	43100133	35,860	27,980	7,880	3.94	Sweeper	35,000	Y	Mechanical sweeper	860
6904220	9/18/2018	6:47:00	43100134	35,840	27,460	8,380	4.19	Sweeper	35,000	Y	Mechanical sweeper	840
6955267	10/26/2018	3:46:18	43100133	35,820	27,980	7,840	3.92	Sweeper	35,000	Y	Mechanical sweeper	820
6967413	11/5/2018	6:20:38	43100134	35,780	27,460	8,320	4.16	Sweeper	35,000	Y	Mechanical sweeper	780

7048972	1/10/2019	3:54:07	43100134	35,740	27,460	8,280	4.14 Sweeper	35,000 Y	Mechanical sweeper	740
7010757	12/10/2018	1:00:18	43100134	35,620	27,460	8,160	4.08 Sweeper	35,000 Y	Mechanical sweeper	620
7036739	12/31/2018	6:43:48	43100133	35,600	27,980	7,620	3.81 Sweeper	35,000 Y	Mechanical sweeper	600
6797666	6/29/2018	18:04:32	43100085	35,580	22,320	13,260	6.63 Sweeper	35,000 Y	TYMCO Air sweeper	580
6848567	8/7/2018	12:54:13	43100133	35,560	27,980	7,580	3.79 Sweeper	35,000 Y	Mechanical sweeper	560
6981107	11/15/2018	7:31:44	43100134	35,560	27,460	8,100	4.05 Sweeper	35,000 Y	Mechanical sweeper	560
6871944	8/24/2018	7:30:38	43100133	35,520	27,980	7,540	3.77 Sweeper	35,000 Y	Mechanical sweeper	520
6961458	10/31/2018	6:40:51	43100134	35,500	27,460	8,040	4.02 Sweeper	35,000 Y	Mechanical sweeper	500
7015641	12/13/2018	7:05:24	43100134	35,480	27,460	8,020	4.01 Sweeper	35,000 Y	Mechanical sweeper	480
7028018	12/22/2018	5:35:35	43100133	35,420	27,980	7,440	3.72 Sweeper	35,000 Y	Mechanical sweeper	420
7001274	12/2/2018	6:08:11	43100133	35,400	27,980	7,420	3.71 Sweeper	35,000 Y	Mechanical sweeper	400
6965951	11/3/2018	7:32:29	43100134	35,380	27,460	7,920	3.96 Sweeper	35,000 Y	Mechanical sweeper	380
6962985	11/1/2018	5:50:36	43100134	35,360	27,460	7,900	3.95 Sweeper	35,000 Y	Mechanical sweeper	360
6717013	4/30/2018	5:02:28	43100134	35,340	27,460	7,880	3.94 Sweeper	35,000 Y	Mechanical sweeper	340
7007975	12/7/2018	1:46:04	43100134	35,300	27,460	7,840	3.92 Sweeper	35,000 Y	Mechanical sweeper	300
7030354	12/26/2018	7:01:40	43100133	35,200	27,460	7,220	3.61 Sweeper	35,000 Y	Mechanical sweeper	200
6994328	11/27/2018	4:23:23	43100134	35,140	27,460	7,680	3.84 Sweeper	35,000 Y	Mechanical sweeper	140
7053611	1/14/2019	6:56:35	43100134	35,080	27,460	7,620	3.81 Sweeper	35,000 Y	Mechanical sweeper	80
6815571	7/13/2018	13:28:15	431424	24,920	5,980	18,940	9.47 Dispatch	8,800 Y	F-250	Error
6835073	7/28/2018	7:16:31	431491	23,860	6,280	17,580	8.79 Special Projects	8,800 Y	F-250	Error
6999103	11/30/2018	5:34:03	43100141	19,320	6,760	12,560	6.28 Nights	10,500 Y	F-350	Error
7013386	12/11/2018	13:29:15	431446	18,180	6,000	12,180	6.09 Zone A	8,800 Y	F-250	Error
6846956	8/6/2018	13:39:05	4316634	15,000	7,180	7,820	3.91 Zone F	10,800 Y	F-350	Error
6722337	5/3/2018	10:41:06	4316652	13,640	10,520	3,120	1.56 Hot Spot	13,000 Y	F-350	640
6684228	4/4/2018	10:38:13	4316652	13,480	10,520	2,960	1.48 Hot Spot	13,000 Y	F-350	480
6690256	4/9/2018	13:33:28	4316652	13,120	10,520	2,600	1.3 Hot Spot	13,000 Y	F-350	120
6793819	6/27/2018	11:40:04	4316652	13,100	10,520	2,580	1.29 Hot Spot	13,000 Y	F-350	100
6688895	4/8/2018	8:43:13	4316652	13,080	10,520	2,560	1.28 Hot Spot	13,000 Y	F-350	80
6948794	10/21/2018	16:25:49	43100156	12,780	8,200	4,580	2.29 Special Projects	11,500 Y	F-350	1,280
6997375	11/28/2018	21:32:07	43100118	12,600	7,600	5,000	2.5 Shared between	11,000 Y	F-350	1,600
6681184	4/2/2018	11:55:52	4316635	12,340	7,060	5,280	2.64 Zone D	10,800 Y	F-350	1,540
7018913	12/15/2018	11:23:28	4316664	11,940	6,600	5,340	2.67 Zone B	9,700 Y	F-350	2,240
6910051	9/21/2018	13:35:10	43100120	11,900	7,580	4,320	2.16 Shared between	11,000 Y	F-350	900
6705896	4/20/2018	14:06:49	43100121	11,800	7,780	4,020	2.01 Shared between	11,000 Y	F-350	800
6848271	8/7/2018	10:56:45	4316613	11,700	6,820	4,880	2.44 Corridors	9,700 Y	F-350	2,000
7027152	12/21/2018	13:29:42	43100137	11,660	7,640	4,020	2.01 Special Projects	11,000 Y	F-350	660
6748481	5/23/2018	13:13:45	4316667	11,340	6,660	4,680	2.34 Zone E	9,700 Y	F-350	1,640
6886448	9/4/2018	13:59:22	4316613	11,320	6,820	4,500	2.25 Corridors	9,700 Y	F-350	1,620
6937334	10/12/2018	8:55:46	4316667	11,300	6,660	4,640	2.32 Zone E	9,700 Y	F-350	1,600
6823119	7/19/2018	12:30:31	4316663	11,280	6,720	4,560	2.28 Zone F	9,700 Y	F-350	1,580
6858267	8/14/2018	13:57:08	43100120	11,100	7,580	3,520	1.76 Shared between	11,000 Y	F-350	100
6905183	9/18/2018	13:45:05	4316888	11,100	6,860	4,240	2.12 Shared between	9,700 Y	F-350	1,400
6959054	10/29/2018	13:32:33	4316777	10,820	6,740	4,080	2.04 Zone A	9,700 Y	F-350	1,120
6820083	7/17/2018	13:10:29	431435	10,600	5,800	4,800	2.4 Dispatch	8,800 Y	F-250	1,800
6784873	6/20/2018	13:20:01	43100144	10,560	6,900	3,660	1.83 Dispatch	10,500 Y	F-350	60
6817448	7/16/2018	0:00:00	431492	10,520	6,280	4,240	2.12 Shared between	8,800 Y	F-250	1,720

6838534	7/31/2018	8:48:57	431432	10,520	6,020	4,500	2.25 Zone D	8,800 Y	F-250	1,720
6760455	6/1/2018	13:47:01	431432	10,440	6,020	4,420	2.21 Zone D	8,800 Y	F-250	1,640
6769686	6/8/2018	14:02:23	431458	10,400	6,040	4,360	2.18 Zone E	8,800 Y	F-250	1,600
7034049	12/28/2018	10:42:22	431433	10,340	5,700	4,640	2.32 Corridors	8,800 Y	F-250	1,540
6691942	4/10/2018	13:50:37	431466	10,260	6,040	4,220	2.11 Corridors	8,800 Y	F-250	1,460
6745188	5/21/2018	13:01:40	431429	10,240	6,260	3,980	1.99 Zone D	8,800 Y	F-250	1,440
6705779	4/20/2018	13:24:51	431441	10,160	6,060	4,100	2.05 Zone C	8,800 Y	F-250	1,360
6686389	4/5/2018	14:07:26	431424	10,100	5,980	4,120	2.06 Dispatch	8,800 Y	F-250	1,300
6709776	4/24/2018	10:28:18	431689	10,040	6,780	3,260	1.63 Zone F	9,700 Y	F-350	340
6853639	8/10/2018	13:49:41	431456	10,000	6,400	3,600	1.8 Zone C	8,800 Y	F-250	1,200
6727552	5/8/2018	3:18:55	431450	9,960	5,940	4,020	2.01 Shared between	8,800 Y	F-250	1,160
6941066	10/15/2018	18:01:38	431698	9,880	6,660	3,220	1.61 Corridors	9,700 Y	F-350	180
6967765	11/5/2018	10:14:04	431685	9,840	6,840	3,000	1.5 Zone D	9,700 Y	F-350	140
6710283	4/24/2018	13:47:13	431689	9,760	6,780	2,980	1.49 Zone F	9,700 Y	F-350	60
6808884	7/9/2018	12:53:31	431441	9,640	6,060	3,580	1.79 Zone C	8,800 Y	F-250	840
6817449	7/16/2018	1:00:38	431452	9,400	6,000	3,400	1.7 Shared between	8,800 Y	F-250	600
6901764	9/15/2018	13:27:52	431453	8,840	5,840	3,000	1.5 Zone C	8,800 Y	F-250	40
6861419	8/16/2018	13:01:15	431428	6,800	4,060	2,740	1.37 Graffiti	4,900 Y	Ranger	1,900
7035407	12/29/2018	10:07:35	431405	4,660	3,960	700	0.35 Dispatch	4,600 Y	Ranger	60

Average GVWR Load Chart

It is the Driver's Responsibility to check the Gross Vehicle Weight Rating (GVWR) on the truck you drive.

The Gross Vehicle Weight Rating (GVWR) tag is located on the driver's side door jam.

Payload includes passengers, fuel and equipment.

Truck Size & Type	GVWR	Payload
Ford Ranger	4900	800
Ford F-150 Reg Cab	6,600	1,000
Ford F-250 Reg Cab	8,500	1,500
Ford F-250 Extended Cab	8,500	1,500
Ford F-250 Crew Cab	8,500	1,500
Ford F-350 Reg Cab	10,000	2,000
Ford F-350 Crew Cab	10,500	2,000
Ford F-350 DRW Flat Bed	13,300	3,000
Ford F-350 Reg Cab DRW Mini Dump	13,300	3,000
Ford F-450 Reg Cab DRW Mini Dump	16,000	4,000

(GVWR) - Gross Vehicle Weight Rating

(DRW) - Dual Rear Wheels

(Payload) - Total Passengers, Fuel and Cargo Weight Combined

SAN FRANCISCO PUBLIC WORKS
BUREAU OF URBAN FORESTRY- CEMENT SHOP

CODE OF SAFE PRACTICES

CREW CAB AND FLATBED TRUCKS

Tasks: Operate pickup trucks such as crew cab and flatbed trucks

Hazards: Slips, noise, moving equipment. Backing, mounting and dismounting. Catching, pinching, crushing body parts while securing loads. Unsecured loads. Inclement weather. Poor driving habits of other drivers.

Personal Protective Equipment:

- Safety Vest
- Safety Glasses (*Outside of Truck*)
- Safety Boots
- Hard Hat (*Outside of Truck*)

Safe Practices

1. Read and understand all safety precautions, including warning labels prior to operating a flatbed truck. Significant damage/injury can occur if used improperly. A review of the operator's manual is required.
2. Drivers must conduct a pre-trip inspection of their vehicle and pre-operational check of equipment.
3. If inspection reveals any damage or deficiency – ***do not use an unsafe vehicle*** – and place the vehicle or equipment out of service and report it to your supervisor so it can be repaired promptly.
4. Wear personal protective equipment, including seatbelts for drivers and passengers at all times
5. Keep windshield, wipers, side windows, mirrors and cab clean and clutter free at all times.
6. Use steps and handholds when mounting or dismounting. Do not jump from the vehicle.
7. Plan ahead to minimize the need for reversing, especially in confined areas. Check the rear before backing and use a spotter when available. Make sure back up alarms are working properly.
8. Choose the safest location to park equipment. Avoid parking in other equipment's blind spots.
9. Know where fire extinguishers are kept on your equipment and ensure they are properly charged.
10. Be aware of employees on foot in work zones at all times and make eye contact with operators.
Verify that any ground crew gives you the "all clear" before moving truck.
11. Make sure cargo is properly loaded and secured. Use appropriate truck for the load. Make sure load does not exceed the vehicle's Gross Vehicle Weight Rating (GVWR).
12. Adjust truck speed according to load being transported and current road and weather conditions.
13. Use appropriate tie downs to secure load.
14. Shut off engine and set parking brakes when equipment is not in use. Do not leave equipment unattended with the engine running. Insert wheel chocks when parking on slope or hill.
15. Report all injuries to your supervisor, no matter how minor, as soon as possible or by end of the shift. In case of emergency, fire, serious or physical injury, call 9-1-1 immediately and contact your supervisor.

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BUREAU OF URBAN FORESTRY- CEMENT SHOP

CODE OF SAFE PRACTICES

MINI DUMP TRUCK

Tasks: Operating Mini Dump Truck

Hazards: Exposure to falls, lifting, slips, noise, moving equipment. Backing, mounting and dismounting. Catching body parts in tailgate. Unsecured loads. Inclement weather. Poor driving habits of other drivers.

Personal Protective Equipment:

- Safety Vest
- Hard Hat (*Outside of Truck*)
- Safety Boots
- Safety Glasses (*Outside of Truck*)
- Gloves (*Outside of Truck*)

Safe Practices

1. Drivers perform pre-operational check of equipment. Be familiar with operator's manual. Report needed repairs promptly. Do not use damaged or defective equipment.
2. Inspect bed hinge pins and bushings. Keep hinge pins well lubricated.
3. Inspect the rear tailgate release handle for damage, and ensure that the release handle ring is not bent, damaged, or distorted.
4. Operators and passengers must wear seat belts at all times.
5. Use three-point contact when mounting and dismounting equipment (e.g. use steps and handholds provided). Do not jump from the vehicle.
6. Keep mirrors, windshield, wipers, side windows and cab clean.
7. Use caution when exiting or entering the cab when the dumping release handle is unlocked (lowered position), as clothing can get caught on the handle and cause a loss of balance.
8. Wipe boots clean before operating vehicle. Keep throttle and brake pedal clean of dirt and debris.
9. Do not ride anywhere except in the seated position inside the cab.
10. Plan ahead to minimize backing - only back-up when necessary. Always check in the rear and overhead before backing. Always use a spotter to guide you. Make sure the back-up alarm works properly.
11. Check your surroundings before dumping. Make sure you are clear of overhead hazards (e.g. tree branches, overhead cables, etc.). Maintain at least 10 feet from power lines.
12. Choose the safest location possible to park equipment. Avoid parking in other vehicle's or equipment's blind spots.
13. Be aware of crushing and pinching hazards when installing, adjusting or removing tailgates. Get someone to help or use machinery or equipment if necessary.
14. Make sure the cargo is properly loaded and secured. Use the appropriate truck for the load. Make sure the load does not exceed the vehicle's Gross Vehicle Weight Rating (GVWR).
15. Use appropriate tie downs to secure load.
16. Adjust truck speed according to load being transported and road or weather conditions.
17. Do not drive truck with P.T.O. (Power Take Off) engaged.
18. Never work under bed when it is raised.
19. Make sure tailgate is unlatched prior to raising bed for dumping and avoid dumping on hillside terrain. Make sure no one is standing behind the tailgate.
20. Never disengage rear tailgate when opening the patch door.
21. Always return the hoist control knob to its center position after raising and lowering gates.

SAN FRANCISCO PUBLIC WORKS
BUREAU OF URBAN FORESTRY – LANDSCAPING
CODE OF SAFE PRACTICES

MINI DUMP TRUCK

Tasks: Operating Mini Dump Truck

Hazards: Exposure to falls, lifting, slips, noise, moving equipment. Backing, mounting and dismounting. Catching body parts in tailgate. Unsecured loads. Inclement weather. Poor driving habits of other drivers.

Personal Protective Equipment:

- Safety Vest
- Hard Hat (*Outside of Truck*)
- Safety Boots
- Safety Glasses (*Outside of Truck*)
- Gloves (*Outside of Truck*)

Safe Practices

1. Drivers perform pre-operational check of equipment. Be familiar with operator's manual. Report needed repairs promptly. Do not use damaged or defective equipment.
2. Inspect bed hinge pins and bushings. Keep hinge pins well lubricated.
3. Inspect the rear tailgate release handle for damage, and ensure that the release handle ring is not bent, damaged, or distorted.
4. Operators and passengers must wear seat belts at all times.
5. Use three-point contact when mounting and dismounting equipment (e.g. use steps and handholds provided). Do not jump from the vehicle.
6. Keep mirrors, windshield, wipers, side windows and cab clean.
7. Use caution when exiting or entering the cab when the dumping release handle is unlocked (lowered position), as clothing can get caught on the handle and cause a loss of balance.
8. Wipe boots clean before operating vehicle. Keep throttle and brake pedal clean of dirt and debris.
9. Do not ride anywhere except in the seated position inside the cab.
10. Plan ahead to minimize backing - only back-up when necessary. Always check in the rear and overhead before backing. Always use a spotter to guide you. Make sure the back-up alarm works properly.
11. Check your surroundings before dumping. Make sure you are clear of overhead hazards (e.g. tree branches, overhead cables, etc.). Maintain at least 10 feet from power lines.
12. Choose the safest location possible to park equipment. Avoid parking in other vehicle's or equipment's blind spots.
13. Be aware of crushing and pinching hazards when installing, adjusting or removing tailgates. Get someone to help or use machinery or equipment if necessary.
14. Make sure the cargo is properly loaded and secured. Use the appropriate truck for the load. Make sure the load does not exceed the vehicle's Gross Vehicle Weight Rating (GVWR).
15. Use appropriate tie downs to secure load.
16. Adjust truck speed according to load being transported and road or weather conditions.
17. Do not drive truck with P.T.O. (Power Take Off) engaged.
18. Never work under bed when it is raised.
19. Make sure tailgate is unlatched prior to raising bed for dumping and avoid dumping on hillside terrain. Make sure no one is standing behind the tailgate.
20. Never disengage rear tailgate when opening the patch door.
21. Always return the hoist control knob to its center position after raising and lowering gates.

SAN FRANCISCO PUBLIC WORKS
BUREAU OF STREET ENVIRONMENTAL SERVICES
CODE OF SAFE PRACTICES

PICKUP TRUCKS (CREW CABS, FLATBED)

Tasks: Operate pickup trucks such as crew cab and flatbed trucks.

Hazards: Slips, noise, moving equipment. Backing, mounting and dismounting. Catching, pinching, crushing body parts while securing loads. Unsecured loads. Inclement weather. Poor driving habits of other drivers.

Personal Protective Equipment:

- Gloves
- Safety Vest
- Safety Boots
- Safety Glasses (*Outside of Truck*)

Safe Practices

1. Read and understand all safety precautions, including warning labels prior to operating a flatbed truck. Significant damage/injury can occur if used improperly. A review of the operator's manual is required.
2. Drivers must conduct a pre-trip inspection of their vehicle and pre-operational check of equipment.
3. If inspection reveals any damage or deficiency – **do not use an unsafe vehicle** – and place the vehicle or equipment out of service and report it to your supervisor so it can be repaired promptly.
4. Wear personal protective equipment, including seatbelts for drivers and passengers at all times
5. Keep windshield, wipers, side windows, mirrors and cab clean and clutter free at all times.
6. Use steps and handholds when mounting or dismounting. Do not jump from the vehicle.
7. Plan ahead to minimize the need for reversing, especially in confined areas. Check the rear before backing and use a spotter when available. Make sure back up alarms are working properly.
8. Choose the safest location to park equipment. Avoid parking in other equipment's blind spots.
9. Know where fire extinguishers are kept on your equipment and ensure they are properly charged.
10. Be aware of employees on foot in work zones at all times and make eye contact with operators.
Verify that any ground crew gives you the "all clear" before moving truck.
11. Make sure cargo is properly loaded and secured. Do not load items above the height of the cab. Use appropriate truck for the load. Make sure load does not exceed the vehicle's Gross Vehicle Weight Rating (GVWR).
12. Adjust truck speed according to load being transported and current road and weather conditions.
13. Use appropriate tie downs to secure load.
14. Shut off engine and set parking brakes when equipment is not in use. Do not leave equipment unattended with the engine running. Insert wheel chocks when parking on slope or hill.
15. Report all injuries to your supervisor, no matter how minor, as soon as possible or by end of the shift. In case of emergency, fire, serious or physical injury, call 9-1-1 immediately and contact your supervisor.

SAN FRANCISCO PUBLIC WORKS
BUREAU OF STREET AND SEWER REPAIR
CODE OF SAFE PRACTICES

CREW CAB AND FLATBED TRUCKS

Tasks: Operate pickup trucks such as crew cab and flatbed trucks

Hazards: Slips, noise, moving equipment. Backing, mounting and dismounting. Catching, pinching, crushing body parts while securing loads. Unsecured loads. Inclement weather. Poor driving habits of other drivers.

Personal Protective Equipment:

- Safety Vest
- Safety Glasses (*Outside of Truck*)
- Safety Boots
- Hard Hat (*Outside of Truck*)

Safe Practices

1. Read and understand all safety precautions, including warning labels prior to operating a flatbed truck. Significant damage/injury can occur if used improperly. A review of the operator's manual is required.
2. Drivers must conduct a pre-trip inspection of their vehicle and pre-operational check of equipment.
3. If inspection reveals any damage or deficiency – ***do not use an unsafe vehicle*** – and place the vehicle or equipment out of service and report it to your supervisor so it can be repaired promptly.
4. Wear personal protective equipment, including seatbelts for drivers and passengers at all times
5. Keep windshield, wipers, side windows, mirrors and cab clean and clutter free at all times.
6. Use steps and handholds when mounting or dismounting. Do not jump from the vehicle.
7. Plan ahead to minimize the need for reversing, especially in confined areas. Check the rear before backing and use a spotter when available. Make sure back up alarms are working properly.
8. Choose the safest location to park equipment. Avoid parking in other equipment's blind spots.
9. Know where fire extinguishers are kept on your equipment and ensure they are properly charged.
10. Be aware of employees on foot in work zones at all times and make eye contact with operators.
Verify that any ground crew gives you the "all clear" before moving truck.
11. Make sure cargo is properly loaded and secured. Use appropriate truck for the load. Make sure load does not exceed the vehicle's Gross Vehicle Weight Rating (GVWR).
12. Adjust truck speed according to load being transported and current road and weather conditions.
13. Use appropriate tie downs to secure load.
14. Shut off engine and set parking brakes when equipment is not in use. Do not leave equipment unattended with the engine running. Insert wheel chocks when parking on slope or hill.
15. Report all injuries to your supervisor, no matter how minor, as soon as possible or by end of the shift. In case of emergency, fire, serious or physical injury, call 9-1-1 immediately and contact your supervisor.

**SAN FRANCISCO PUBLIC WORKS
BUREAU OF STREET AND SEWER REPAIR
CODE OF SAFE PRACTICES**

TRUCK TRACTOR AND TRAILER

Tasks: Operate truck tractor and trailer.

Hazards: Backing, unsecured loads, hooking and unhooking, debris on truck bed., mounting/dismounting, pinching/crushing.

Personal Protective Equipment:

- Safety Vest
- Safety Boots
- Hard Hat (*Outside of Truck*)
- Safety Glasses (*Outside of Truck*)
- Hearing Protection
- Gloves

Safe Practices

1. Operators perform pre-operational check of equipment. Be familiar with operator's manual. Report repairs promptly. Do not use unsafe equipment.
 2. Wear seat belts and shoulder harnesses.
 3. Keep windshield, wipers, side windows, cab and mirrors clean.
 4. Use handholds and steps when mounting and dismounting. Do not jump from the vehicle. Maintain a three-point contact.
 5. Plan ahead to minimize the need for backing. Check to the rear before backing and use a spotter when available. Make sure back-up alarms are working properly.
 6. Choose the safest location possible to park equipment. Avoid parking in other equipment's blind spots.
 7. Be aware of crushing and pinching hazards when installing, adjusting or removing tie down devices used to secure loads.
 8. Make sure cargo is properly loaded and secured. Make sure load does not exceed the vehicle's Gross Vehicle Weight Rating (GVWR).
 9. Use appropriate tie down to secure load.
 10. Be aware of load height.
 11. Hook/unhook, load/unload on stable ground with trailer secure.
 12. Do not leave equipment unattended with the engine running. Shut off engine and set the parking brake when equipment is not in use.
- Adjust truck speed for load and weather and road conditions

**SAN FRANCISCO PUBLIC WORKS
BUREAU OF STREET AND SEWER REPAIR
CODE OF SAFE PRACTICES**

MINI DUMP TRUCK

Tasks: Operating Mini Dump Truck

Hazards: Exposure to falls, lifting, slips, noise, moving equipment. Backing, mounting and dismounting. Catching body parts in tailgate. Unsecured loads. Inclement weather. Poor driving habits of other drivers.

Personal Protective Equipment:

- Safety Vest
- Hard Hat (*Outside of Truck*)
- Safety Boots
- Safety Glasses (*Outside of Truck*)
- Gloves (*Outside of Truck*)

Safe Practices

1. Drivers perform pre-operational check of equipment. Be familiar with operator's manual. Report needed repairs promptly. Do not use damaged or defective equipment.
2. Inspect bed hinge pins and bushings. Keep hinge pins well lubricated.
3. Inspect the rear tailgate release handle for damage, and ensure that the release handle ring is not bent, damaged, or distorted.
4. Operators and passengers must wear seat belts at all times.
5. Use three-point contact when mounting and dismounting equipment (e.g. use steps and handholds provided). Do not jump from the vehicle.
6. Keep mirrors, windshield, wipers, side windows and cab clean.
7. Use caution when exiting or entering the cab when the dumping release handle is unlocked (lowered position), as clothing can get caught on the handle and cause a loss of balance.
8. Wipe boots clean before operating vehicle. Keep throttle and brake pedal clean of dirt and debris.
9. Do not ride anywhere except in the seated position inside the cab.
10. Plan ahead to minimize backing - only back-up when necessary. Always check in the rear and overhead before backing. Always use a spotter to guide you. Make sure the back-up alarm works properly.
11. Check your surroundings before dumping. Make sure you are clear of overhead hazards (e.g. tree branches, overhead cables, etc.). Maintain at least 10 feet from power lines.
12. Choose the safest location possible to park equipment. Avoid parking in other vehicle's or equipment's blind spots.
13. Be aware of crushing and pinching hazards when installing, adjusting or removing tailgates. Get someone to help or use machinery or equipment if necessary.
14. Make sure the cargo is properly loaded and secured. Use the appropriate truck for the load. Make sure the load does not exceed the vehicle's Gross Vehicle Weight Rating (GVWR).
15. Use appropriate tie downs to secure load.
16. Adjust truck speed according to load being transported and road or weather conditions.
17. Do not drive truck with P.T.O. (Power Take Off) engaged.
18. Never work under bed when it is raised.
19. Make sure tailgate is unlatched prior to raising bed for dumping and avoid dumping on hillside terrain. Make sure no one is standing behind the tailgate.
20. Never disengage rear tailgate when opening the patch door.
21. Always return the hoist control knob to its center position after raising and lowering gates.

SAN FRANCISCO PUBLIC WORKS
BUREAU OF STREET AND SEWER REPAIR
CODE OF SAFE PRACTICES

DUMP TRUCK

Tasks: Operate Dump Trucks

Hazards: Exposure to high work/falls, lifting, slips, noise, overhead lines, moving equipment, backing, mounting and dismounting, catching body parts in tailgate, unsecured loads, inclement weather, poor driving habits of other drivers.

Personal Protective Equipment:

- Safety Vest
- Hard Hat (*Outside of Truck*)
- Safety Glasses (*Outside of Truck*)
- Safety Boots
- Hearing Protection
- Gloves

Safe Practices

1. Drivers perform pre-operational check of equipment. Be familiar with operator's manual. Report needed repairs promptly. Do not use unsafe equipment.
2. Operators and passengers wear seat belts.
3. When mounting/dismounting equipment, use steps and handholds provided. Do not jump from the vehicle.
4. Keep mirrors, windshield, wipers, side windows and cab clean.
5. Keep throttle and brake pedal clean of asphalt build-up.
6. Be extra careful when using cleaning solutions inside dump truck bed. Cleaning solutions can be very slippery on steel beds.
7. Do not ride anywhere except in the cab.
8. Use extreme care when working near power lines (10' OSHA rule).
9. Have two spotters watching both sides of an elevated bed. Only one person shall signal and assist the driver. Be alert; watch out for pedestrians and other vehicles.
10. Plan ahead to minimize backing. Always check to the rear before backing and use someone to guide you. Make sure back up alarms work properly.
11. Choose the safest location possible to park equipment. Avoid parking in other equipment's blind spots.
12. Be aware of crushing and pinching hazards when installing, adjusting or removing tailgates. Get help or use machinery as necessary.
13. Make sure the cargo is properly loaded and secured. Make sure load does not exceed the vehicle's Gross Vehicle Weight Rating (GVWR).
14. Adjust speed according to load being transported and current road and weather conditions.
15. Use appropriate tie downs to secure load.
16. Do not drive truck with Power Take-Off (PTO) engaged.
17. Never work under bed when raised without proper bracing in place.
18. Make sure tailgate is unlatched prior to raising bed for dumping and avoid dumping on unlevel side hill terrain. Make sure no one is standing behind the tailgate.
19. Remove items in cab area or secure in tool boxes. Because temperature inside the cab can become elevated, items such as aerosol cans or items with contents under pressure should not be carried in the cab

**SAN FRANCISCO PUBLIC WORKS
BUREAU OF STREET AND SEWER REPAIR
CODE OF SAFE PRACTICES**

DUMP TRUCK (continued)

20. Use gloves when rolling tarp over load.
21. Drain truck air tanks at the end of the day to avoid problems with the brakes.
22. While engaged with the Paving Machine Spreader, remain in the vehicle at all times.
23. When vacating the truck, turn off the engine, leave it in gear and set the parking brake.