



Purpose

This policy helps ensure that our operations are conducted in a safe and healthy manner.

Scope

This policy applies to all Seattle ACS operations.

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Duties and Responsibilities

Everyone's Responsibility

- Personal safety-** Everyone is responsible for their own safety. Know your own limitations. Do not undertake any activity for which you feel is unsafe or violates this policy
- Ask for help-** Do not hesitate to ask for help and/or advice from others.
- Safety briefings-** All personnel are required to attend and contribute to safety briefings
- Personal awareness-** Everyone is responsible for reading and understanding this safety policy and carrying out their duties in compliance with the policy guidelines
- Safety issues-** Everyone is responsible for the safety of the operation. If you see something that violates the provisions of this policy, you are obligated to call it to the attention of the Safety Officer or the Incident Commander. In the event that the IC or the Safety Officer is not available, each individual is authorized to halt operations which violate these guidelines.

Safety Officer's Responsibility

- Safety violations-** The safety officer has primary authority to shut down or suspend operations that deviate from this policy.
- Safety briefings-** The Safety Officer will conduct a safety briefing at the beginning of each operation and during each major shift change. The briefing will include a review of the relevant guidelines and an opportunity to ask and answer any questions that anyone has.
- Auditing-** The Safety Officer will monitor all activities for compliance with these guidelines and report status to the Incident Commander.
- Oversight-** The Safety Officer will specifically oversee the following areas:
 - Designation of parking and public access areas.
 - Tower and antenna raising and lowering.
 - Generator placement – noise, ventilation, weather considerations.
 - Gasoline storage and generator refueling.
 - Grounding of generator.
 - Proper AC cordage – appropriate gauge, good condition, connections protected from the weather.
 - Guy wires, stakes, AC cords and coax marked for visibility.
 - Guy wire ends, AC cords and coax coiled up to prevent tripping over.
 - Tools picked up and stowed.
 - Night time site lighting.
 - Checks for the safety of visitors to the site.
 - RF hazards.
 - Works with site Security Officer.
 - Identifies who has First Aid and CPR or more advanced medical training.
 - Has direct telephone numbers to community Public Safety Answering Point.

General Safety Checklist

- A Safety Officer is assigned to all field operations.
- A contact list including local fire, police and security is maintained by The Safety Officer.
- All field operations have a plan.
- All personnel know their job assignment and understand the plan.
- Crew is adequate for the job; no less and no more than is necessary.
- Crew with specific First Aid and CPR training is identified by Safety Officer.



Personal Safety Checklist

Personal Protective Gear

- Sturdy footwear is worn by all active duty personnel.
- Safety glasses or goggles are used when cutting wire, soldering or working around machinery.
- Respirators, dust masks or bandanas are available at fires, floods, earthquakes
- OSHA approved hard-hats are worn by all ground crew for tower erection operations. **NO EXCEPTIONS!** Climbing helmets are worn during tower climbing operations.

Vehicle preparedness

- Warm clothes in trunk
- Chains in trunk
- Full gas tank
- Sand/shovel in trunk
- Window ice scraper
- Flares, flashlight in trunk
- Antifreeze

Family emergency plan

- Familiarity with school and daycare plans
- Alternative shelter plans
- Alternative transportation arrangements
- Identified snow routes
- Bus timetables

Home preparedness

- Battery-operated radio/flashlights
- Fresh batteries
- Well-stocked provisions

Alcohol, Smoking and Firearms

Use of alcohol or drugs, smoking, and possession of firearms are prohibited by City of Seattle ordinance during any ACS function or deployment.

Site Safety Checklist

- Public access to operations is limited to designated areas. The Public Information Officer is responsible for insuring compliance with this provision.
- Vehicles are parked only in areas designated by the Safety Officer.
- Hazardous areas are marked with tape and properly illuminated.
- Tools, equipment and cables are neatly organized to minimize trip hazards.

Food, Water and Sanitation Checklist

- Food safety is the responsibility of the individual unless food is provided at the group level. Group food handling complies with local food handling regulations.
- Drinking water is supplied from bottled water only.
- Sanitation is handled consistent with local regulations and a Porta-potty is used if at all possible.



Generator Safety Checklist

The primary hazards to avoid when using a generator are carbon monoxide (CO) poisoning from the toxic engine exhaust, electric shock or electrocution, and fire. Follow the directions supplied with the generator. Every year, people die in incidents related to portable generator use.

Generator Placement

- Generators are placed in an area off limits to unauthorized persons and children.
- Generator is dry and not used in rain or wet conditions. Generator is operating on a dry surface under an open canopy-like structure, such as under a tarp held up on poles.
- Generator is operating outdoors in a well-ventilated dry area.
- Generator is operating away from air intakes to any structure.
- All operators are using dry hands before touching the generator.

Generator Grounding

- Generator is grounded using a ground rod and large gauge wire (AWG 8 or larger) to bond the generator frame to ground. OR
- Generator is properly grounded per the manufacturer's manual.

Wiring

- Generator is not connected directly to existing wiring (avoid back feeding system).
- Individual devices are connected directly to the receptacle outlet of the generator or via approved extension cord.

Extension Cords are

- Outdoor rated
- .Of sufficient gauge and length to handle electrical loads without daisy-chaining
- .Free of cuts or tears and cracked housings.
- Have three conductors and plugs have all three prongs.
- Routed to prevent tripping hazard.

Generator Capacity

- Loads are less than the output rating of the generator.

Manufacturer's Instructions

- A copy of the generator's operating manual is available at the generator site.
- Operation is consistent with all instructions in generator's owner manual.

Fuel Storage

- Fuel is stored outdoors.
- Fuel is stored in properly labeled, non-glass safety containers.
- Fully charged, approved fire extinguisher is located near the generator.

Refueling

- Generator is off and cool before refueling.

Shutdown

- All equipment is turned off before shutting down generator.



Burn Hazard

- Exposed mufflers and other hot parts are protected and labeled.

RF Safety Checklist

- Ensure that all stations comply with the FCC requirements for maximum permissible exposure to RF radiation.
- No person should be near any transmitting antenna while it is in use.
- Make certain that the RF radiation is confined to the antennas' radiating elements.
- Don't operate high-power amplifiers with the covers removed.
- With hand-held transceivers, keep the antenna away from your head and use the lowest power possible.
- Don't work on antennas that have RF power applied.
- Don't stand or sit close to a power supply when the ac power is on.
- Never look into a waveguide or directive UHF/SHF antenna when power may be applied.

Tower Safety Checklist

Personnel

- If at all possible hire a professional tower installer to do the job...especially for larger installations.
- OSHA approved hard-hats are worn by all ground crew for tower erection operations. NO EXCEPTIONS!
- Climbing helmets are worn during tower climbing operations.

Tools

- All tools and other equipment ready and handy.

Rigging

- Working load rating of rigging minimum of 3X the actual weight being lifted or supported.
- Climbing harness and ropes are in "like new" condition and undamaged.
- Only locking carabiners used.
- All climbers use a safety line or belay.
- All climbing gear approved for climbing.



Site Safety Equipment Checklist

- Contact phone numbers
- First aid kit
- Fire extinguishers
- AC testers
- Barricade tape
- Flagging tape
- Hard Hats
- Climbing harness

Planning

The Safety Officer is responsible for reviewing all plans for compliance with this policy and making appropriate suggestions and recommendations.

References

This information was developed by the ARRL, the American Red Cross with technical advice from the National Fire Protection Association (publisher of the National Electric Code®) and the U.S. Consumer Product Safety Commission.

For Further Information

For further information and to submit suggestions for improvement, contact the author, Jim Doub, K6TKU