

SAFETY MEMO



To: DCRSD Employees

From: Mark Chandler
Operations Manager

Date: November 27, 2013

Re: Use of ear plugs, ear buds or headphones

During the last Joint Health and Safety Committee Meeting the topic of the use of ear plugs, ear buds and headphones in the Sewer District was brought forth. After gathering information on this topic, for the safety of all employees, I am hereby establishing the following work rule regarding the use of ear plugs, ear buds and headphones during work hours within the Regional Sewer District.

The use of ear plugs by DCRSD employees shall be **PROHIBITED** while:

- Operating a motor vehicle on or off County property.

The use of ear buds and headphones by DCRSD employees shall be **PROHIBITED** while:

- Using ear plugs for noise reduction;
- Making routine rounds and inspections within the Water Reclamation Facilities;
- Performing mechanical repairs or servicing equipment within the Regional Sewer District;
- Driving County vehicles on or off County property;
- Operating heavy equipment and tools that require hearing protection.

The use of ear buds and headphones by DCRSD employees shall be **PERMITTED** while:

- Completing office work including using computers, filing and janitorial work;
- Landscaping, including mulching or mowing grass;

Employees shall coordinate with supervisors with any questions and before using ear buds or headphones while completing work that is not specifically listed above.