



## San Francisco Sheriff's Department

### Sheriff's Work Alternative Program (SWAP) Safety Points

Sheriff's Department SWAP workers are detailed to numerous city agencies in many varied tasks. Each agency has its own unique work conditions and safety practices. The following points should be followed regardless of which agency you are assigned to.

- Wear proper shoes. Open toed shoes or shoes with a heel taller than one inch are not allowed.
- Be aware of how to bend and lift objects. Get help with heavy or awkward objects.
- When using any tool, make sure it is in proper working condition. Do not leave tools any place where someone may trip on them.
- Plan accordingly for the variable temperatures and sunlight levels that can occur because participants may work outside.
- Be careful when walking on uneven ground. Be aware of slip, trip or fall hazards.
- Gloves should be worn whenever you think you will come into contact with hazardous materials.
- Never reach into an area or put your hands where you cannot see (in bags, under news racks, around curbs).
- Never pick up needles unless you have been trained to do this and have the proper safety equipment.
- Do not touch dead animals.
- Notify whoever is supervising you of any suspicious or hazardous spills.
- Whenever there is a question about a task, ask the person supervising you for guidance.
- If injured, immediately notify the person supervising you.
- If you are asked to clean feces or other human debris you will be provided proper personal protection equipment per state and federal regulations.

I understand and agree to all these safety practices.

Date: \_\_\_\_\_

Participant Name (print): \_\_\_\_\_

Participant Signature: \_\_\_\_\_