

SAFETY RULES

GENERAL

Workers shall not handle or tamper with any electrical equipment, machinery, or air or water lines in a manner not within the scope of their duties, unless they have received instructions from their supervisor.

Horseplay, scuffling, and other acts which tend to have an adverse influence on the safety or well being of the employees shall be prohibited.

All injuries shall be reported promptly to the supervisor so that arrangements can be made for medical or first aid treatment.

Before leaving any job, be sure it is in a safe condition.

PROTECTIVE EQUIPMENT

Safety glasses shall be worn at all times by maintenance employees.

Safety goggles shall always be worn when using power equipment.

Safety belts shall be worn at all times by maintenance employees.

Respirators shall be provided and used whenever recommended in the MSDS, or whenever inhalable dust or particles may be released into the air by the activity.

Employees shall ensure that all guards and other protective devices on power tools are in proper places and adjusted, and shall report deficiencies promptly.

Appropriate gloves shall be worn whenever handling glass, windows, objects with sharp edges, etc., or in the case of chemicals, whenever recommended by the MSDS.

TOOLS AND EQUIPMENT

Tools and equipment shall be checked before use to ensure they are in good condition.

Damaged tools or equipment shall not be used, and shall be repaired or replaced prior to use.

Only appropriate tools shall be used to accomplish every job.

Wrenches shall not be altered by the addition of handle-extensions or "cheaters".

Files shall be equipped with handles and not used to punch or pry.

A screwdriver shall not be used as a chisel.

Do not break off ground leads on portable electric tool plugs.

Portable electric tools shall not be lifted or lowered by means of the power cord. Ropes shall be used.

Electric cords shall not be exposed to damage from vehicle traffic.

Loose or frayed clothing shall not be worn, and long hair, dangling ties, and other loose articles shall be tied back around moving machinery or other sources of entanglement.

Machinery shall not be serviced, repaired or adjusted while in operation, nor shall oiling of moving parts be attempted, except on equipment that is designed or fitted with safeguards to protect the person performing the work.

DRILL PRESS

Small pieces of metal when being drilled on a power machine must NOT be held in the operator's hands.

Pieces of metal being drilled must be held tightly by a clamp.

Before drilling, the employee must check the spindle speed and the set up. When in doubt, ask your supervisor.

Before drilling, always make sure the chuck key is removed. Never leave the chuck key in the chuck.

GRINDER/ KEY MACHINE

Electric grinders/ key machines shall be equipped with protective guards at all times.

Always use safety goggles or a face shield when grinding, whichever will afford the best protection.

Sheet metal and other small pieces of work must never be ground on a pedestal grinder.

Grinding must never be done against the side of the wheel.

Whenever possible, when grinding with a portable grinder, position the grinding wheel so that the sparks and steel go away from the person doing the work.

Always wear hearing protection when grinding with a hand grinder.

Nonferrous metal should not be ground because of the danger of exploding grinding wheels, unless the grinding wheel is designed to grind these metals.

TABLE SAW

Always feed material into blade in the direction indicated on the equipment.

Never use a table saw without a properly working blade guard.

Always feed material through the blade keeping the edge firmly in contact with the guide, while keeping the material straight and firmly in contact with the table.

Large or bulky pieces should be cut down in size as much as possible with a hand saw before cutting on a table saw.

When cutting large pieces, have another person help level and keep material straight.

SOLDERING

Hot soldering irons must not be carried around, unless done in a safe manner.

Soldering acid must be kept off skin and clothing.

Jars of soldering acid must not be carried around unless done so in a safe manner.

Always use a proper heat shield to protect flammable material such as wood studs from flame.

LADDERS

Use the proper ladder for the job you are doing.

Do not use ladders with broken or missing steps or rungs, and report any unsafe ladders to your supervisor.

Never place a ladder on boxes or other unstable bases to gain height.

Do not climb higher than the third rung from the top on straight ladders, nor the second rung from the top of stepladders.

Work shall be so arranged that employees are able to face ladder and use both hands while climbing.

HEAVY LIFTING

Safety belts shall be worn at all times.

When stocking shelves, refrain from placing heavy, bulky objects at top of shelving unit. Ask for assistance when receiving, transporting, and stocking heavy packages.

Hand carts and other mechanical stock handling equipment shall be used when moving heavy loads.

When lifting heavy objects, the large muscles of the leg instead of the smaller muscles of the back shall be used.

Refrigerators and other heavy fixtures and appliances shall always be moved by more than one person, and only strapped to a proper dolly.

OFFICE SAFETY

When using file cabinets, never open more than one drawer at a time to avoid tipping.

Desk drawers, filing, and storage cabinets must be kept closed when not in use.

Floors, work areas, and hallways shall be kept cleared of boxes, papers, electric cords, and telephone wires.

Chairs shall be kept in a safe condition (properly adjusted, wheels secured, etc.).

Do not empty smoldering ashtrays into wastebaskets.

Inspect electrical wires periodically to be sure that plugs and/or cores are in safe operating condition.

Be sure that all personal items are in safe condition, i.e., shoes are nonskid, eyeglasses have shatterproof lenses.

Proper dress code should be attained at all times to permit adequate movement of arms and legs.

Always maintain adequate lighting and ventilation.

Care should be taken to avoid cuts and scrapes from sharp edges of cards or paper. If cuts occur, administer the proper first aid and fill out a minor injury report.

Be sure that all electrical equipment is turned off at the end of the day.

Materials kept in binders shall be limited to a proper quantity that is reasonable with which to work.

Exercise care when using cutting devices.

Bookshelves and cabinets will be substantially braced to prevent them from tipping or falling.

Be sure that storage boxes are placed in out-of-the-way areas and are stored in a safe manner.

CHEMICAL HAZARDS

Consult with the MSDS if you do not know the hazards associated with a particular chemical spill.

Employees shall cleanse thoroughly after handling hazardous substances, and follow special instructions for those products.

Good housekeeping shall be maintained at all times. All spills, whether water, chemicals, grease, oil, or ink, will be quickly cleaned up.

Gasoline shall not be used for cleaning purposes, instead less flammable cleaning solvent may be used.

Flammable chemicals shall always be stored in a storage cabinet designed for such storage or in an unattached, freestanding portable building at least 30 feet from any permanent building.

When using flammable chemicals, remember absolutely no smoking in the immediate area.

Always follow safety precautions on the MSDS and Environmental regulations when using any chemicals.

Wash thoroughly before eating.

Wash and change work clothes often.