



The Airtex Corporation

HVAC Duct Systems – Specialty Metals

Commercial / Industrial

Lic. # CSC1110262

Sic Code 3444 – Sheet Metal Work

Section VII

Safety Rules, Policies, and Procedures

The safety rules contained on these pages have been prepared to protect you in your daily work. Employees are to follow these rules, review them often and use good common sense in carrying out assigned duties.

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ALL EMPLOYEES

Housekeeping

1. Do not place material such as boxes or trash in walkways and passageways.
2. Do not block or obstruct stairwells, exits or accesses to safety and emergency equipment such as fire extinguishers or fire alarms.
3. Do not store or leave items on stairways.
4. Straighten or remove rugs and mats that do not lie flat on the floor.
5. Keep floors clear of items such as paper clips, pencils, tacks or staples.
6. Clean up spills immediately by using a paper towel, rag, or mop and bucket.
7. Clean up any broken glass using a dust pan and broom. Do not pick up broken glass with your bare hands.
8. Use caution signs/cones to barricade slippery areas such as freshly mopped floors.
9. Mop up standing water upon discovery.

Lifting Procedures

General

1. Test the weight of the load before lifting by pushing the load along its resting surface.
2. If the load is too heavy or bulky, use lifting and carrying aids such as hand trucks, dollies, pallet jacks and carts, or get assistance from a co-worker.
3. Never lift anything if your hands are greasy or wet.
4. Wear protective gloves when lifting objects with sharp corners or jagged edges.

When Lifting:

1. Face the load.
2. Position your feet 6" -12" apart with one foot slightly in front of the other.
3. Bend at the knees, not at the back.
4. Keep your back straight.
5. Get a firm grip on the object with your hands and fingers. Use handles when present.
6. Hold objects as close to your body as possible.
7. Perform lifting movements smoothly and gradually; do not jerk the load.
8. If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. Do not twist at the waist.
9. Set down objects in the same manner as you picked them up, except in reverse.
10. Do not lift an object from the floor to a level above your waist in one motion. Set the load down on a table or bench and then adjust your grip before lifting it higher.

ALL EMPLOYEES

Ladders and Step Ladders

General

1. Do not use ladders that have loose rungs, cracked or split side rails, missing rubber foot pads, or are otherwise visibly damaged.
2. Keep ladder rungs clean of grease, Remove buildup of material such as dirt or mud.
3. When performing work from a ladder, face the ladder and do not lean backward or sideways from the ladder.
5. Do not stand on the top two rungs of any ladder.
6. Do not try to “walk” a ladder by rocking it. Climb down the ladder, and then move it.

Climbing a ladder

1. Face the ladder when climbing up or down.
2. Allow only one person on the ladder at a time.
3. Do not carry items in your hands while climbing up or down a ladder.
4. Maintain a three-point contact by keeping both hands and one foot or both feet and one hand on the ladder at all times when climbing up or down.

Hazardous Materials

1. Follow the instructions on the label and in the corresponding Material Safety Data Sheet. (MSDS) for each chemical product used in your workplace.
2. Do not use chemicals from unlabeled containers and unmarked cylinders.

Personal Protective Equipment

1. Wear ear plugs or ear muffs in areas posted “Hearing Protection Required.”
2. Wear safety glasses or face shields in areas posted “Eyewear Protection Required.”
3. Wear hard hats or approved head protection in areas posted “Hard hat Protection Required.”

OFFICE PERSONNEL

Office Safety

General

1. Clean up spills or leaks immediately by using paper towel, rag, or a mop and bucket.
2. Do not kick objects out of your pathway; pick them up or push them out of the way.
3. Do not throw matches, cigarettes or other smoking materials into trash baskets.
4. Keep floors clear of items such as paper clips, pencils, tacks or staples.
5. Do not block your view by carrying large or bulky items; use a dolly or hand truck or get assistance from a fellow employee.
6. Store sharp objects, such as pens, pencils, letter openers or scissors in drawers or with the points down in a container.
7. Carry pencils, scissors and other sharp objects with the points down.
8. Use a ladder or step stool to retrieve or store items that are located above your head.
9. Do not store or leave items on stairways or walkways.
10. Do not run on stairs or take more than one step at a time.
11. Do not jump from ramps, platforms, ladders or step stools.
12. Keep doors in hallways fully open or fully closed.
13. Use handrails when ascending or descending stairs or ramps.
14. Obey all posted safety and danger signs.

Furniture Use

1. Open one file cabinet drawer at a time.
2. Close drawers and doors immediately after use.
3. Use the handle when closing doors, drawers and files.
4. Put heavy files in the bottom drawers of file cabinets.
5. Do not tilt the chair you are sitting in on its back two legs.
6. Do not stand on furniture to reach high places.

Equipment Use

1. Keep the paper cutter handle in the close/locked position when it is not in use.
2. Do not use paper cutting devices if the finger guard is missing.
3. Use a stapler remover, not your fingers, for removing staples.
4. Do not use extension or power cords that have the ground prong removed or broken off.
5. Do not use frayed, cut or cracked electrical cords.
6. Use a cord cover or tape the cord down when running electrical or other cords across aisles, between desks or across entrances/exits.
7. Do not connect multiple electrical devices into a single outlet.
8. Turn off and unplug office machines before adjusting, lubricating or cleaning them.
9. Do not use fans that have excessive vibration, frayed cords or missing guards.
10. Do not place floor type fans in walkways, aisles or doorways.

FORK LIFT and HOIST OPERATORS

General Machine Shop Safety

1. Read and obey safety warnings posted on or near any machinery.
2. Long hair must be contained under a hat or hair net, regardless of gender.

General Hand Tool Safety

1. Use tied off containers to keep tools from falling off of cranes and other elevated work areas.
2. Do not use a tool if its handle has splinters, burrs, cracks, splits or if the head of the tool is loose.
3. Do not use impact tools, such as hammers, that have mushroomed heads.
4. When handling a tool to another person, direct sharp points and cutting edges away from yourself and the other person.
5. When using knives, shears or other cutting tools, cut in a direction away from your body.
6. Do not carry sharp or pointed hand tools, such as screwdrivers, in your pocket unless the tool or pocket is sheathed.
7. Do not perform “make shift” repair to tools.
8. Do not use “cheaters” on load binders or “boomers.”
9. Do not carry tools in your hand when climbing. Carry tools in tool belts or hoist the tools to the work area with a hand line.
10. Do not throw tools from one location to another, from one employee to another, from Scaffolds or other elevated platforms.

Forklifts

Pre-Use Inspection

Do not use forklift if any of the following conditions exist:

1. The mast has broken or cracked weld-points.
2. The roller tracks are not greased or the chains are not free to travel.
3. Forks are unequally spaced or cracks exist along the blade or at the heels.
4. Hydraulic fluid levels are low.
5. Hydraulic line and fitting have excessive wear or are crimped.
6. Fluid is leaking from the lift or the tilt cylinders.
7. The hardware on the cylinders is loose.
8. Tires are excessively worn, split or having missing tire material.
9. Air filled tires are not filled to the operating pressure indicated on the tire.
10. Batteries have cracks or holes, uncapped cells, frayed cables, broken cable insulation, loose connections or clogged vent caps.

FORK LIFT and HOIST OPERATIONS

Forklifts (Continued)

Starting the Forklift

- Apply the foot brake and shift gears to neutral before turning the key.

Picking Up a Load

1. Square up on the center of the load and approach it straight on with the forks in the travel position.
2. Stop when the tips of your forks are about a foot from the load.
3. Level the forks and slowly drive forward until the load is resting against the backrest of the mast.
4. Lift the load high enough to clear whatever is under it.
5. Back up about one foot, then slowly and evenly tilt the mast backward to stabilize the load.

Putting a Load Down

1. Square up and stop about one foot from desired location.
2. Level the forks and drive to the loading spot.
3. Slowly lower the load to the floor.
4. Tilt the forks slightly forward so that you do not hook the load.
5. When the path behind you is clear of obstructions, back straight out until the forks have cleared the pallet.

Stacking One Load on Top of Another

1. Stop about one foot away from the loading area and lift the mast high enough to clear the top of the stack.
2. Slowly move forward until the load is squarely over the top of the stack.
3. Level the forks and lower the mast until the load is no longer supported by the forks.
4. Look over both shoulders for obstructions and back straight out if the path is clear.

Forklift Safety Rules

1. Do not exceed the lift capacity of the forklift. Read the lift capacity plate on the forklift if you are unsure.
2. Follow the manufacturer's guidelines concerning changes in the lift capacity before adding an attachment to a forklift.
3. Lift the load an inch or two to test for stability; If the rear wheels are not in firm contact with the floor, take a lighter load or use a forklift with a higher lift capacity.
4. Do not raise or lower a load while you are in route. Wait until you are in the loading area and have stopped before raising or lowering the load.
5. After picking up a load, adjust the forks so that the load is tilted slightly backward for added stability.
6. Drive with the load at a ground clearance height of 4-6 inches at the tips and 2 inches at the heels in order to clear most uneven surfaces and debris.

FORK LIFT and HOIST OPERATIONS

Forklifts (Continued)

7. Drive at a walking pace and apply brakes slowly to stop when driving on slippery surfaces such as icy or wet floors.
8. Do not drive over objects in your pathway.
9. Do not drive into an area with a ceiling height that is lower than the height of the mast or overhead guard.
10. Steer wide when making turns.
11. Do not drive up to anyone standing or working in front of a fixed object such as a wall.
12. Do not drive along the edge of an unguarded elevated surface such as a loading dock or staging platform.
13. Obey all traffic rules and signs.
14. Sound horn when approaching blind corners, doorways or aisles to alert other operators and pedestrians.
15. Stay a minimum distance of three truck lengths from other operating mobile equipment.
16. Drive in reverse and use a signal person when your vision is blocked by the load.
17. Look in the direction that you are driving; proceed when you have a clear path.
18. Do not use bare forks as a man-lift platform.
19. Do not drive the forklift while people are on the attached man-lift platform.
20. Drive loaded forklifts forward up ramps.
21. Raise the forks an additional two inches to avoid hitting or scraping the ramp surface as you approach the ramp.
22. Drive loaded forklifts in reverse when driving down a ramp.
23. Drive unloaded forklifts in reverse when going up a ramp and forward when going down a ramp.
24. Do not attempt to turn around on a ramp.
25. Do not use “Reverse” to brake.
26. Lower the mast completely, turn off the engine and set the parking brake before leaving your forklift.

Loading Docks

1. Keep the forklift clear of the dock edge while vehicles are backing up to the dock.
2. Do not begin loading or unloading until the supply truck has come to a complete stop, the engine has been turned off, the dock lock has been engaged and the wheels have been chocked.
3. Attach the bridge or dock plate before driving the forklift into the truck.
4. Do not drive the forklift into a truck bed that has soft or loose decking or other unstable flooring.
5. Drive straight across the bridge plates when entering or exiting the trailer.
6. Use dock lights or headlights when working in a dark trailer.

FORK LIFT and HOIST OPERATIONS

Cranes and Hoists

1. Do not use load hooks or chains that are cracked, bent, elongated or broken.
2. Do not use cranes that do not have their rated load capacity indicated on each side of the crane or on its load block.
3. Passengers are not permitted to ride inside the operator's cap of a truck crane.
4. Keep crane windows clean. Do not use a crane if its windows are broken.
5. Do not exceed posted weight limits on hoists.
6. Do not operate a crane on soft ground without cribbing and mats.
7. Fully extend outriggers before attempting a lift.
8. Stay outside the barricades of the posted swing radius.
9. Do not perform any crane retrofits or modifications without the manufacturer's approval.
10. Do not leave the crane unattended with a hoisted load.
11. Do not hoist loads over people.
12. Do not drive on the road shoulders.
13. Wear high visibility vest.
14. Wear the prescribed personal protective equipment such as hard hats, goggles, gloves, dust masks and hearing protection when operating a hoist.

Signalman

1. Wear high visibility vests before working as a signalman.
2. Only follow the signals of the person designated to give you signals when operating a crane.
3. Replace the belts, gears or rotating shaft guards after servicing a crane; do not use the crane if guards are missing from these areas.
4. Wear the prescribed personal protective equipment such as hard hats, goggles, dust masks and hearing protection when operating a hoist.

Lifting Equipment (Chains, Cables, Ropes, Slings, etc.)

1. Do not use chain slings if links are cracked, twisted, stretched or bent.
2. Fabricate all wire in wire rope slings by using thimbles; do not form eyes by using wire clips or knots.
3. Do not shorten slings by using make-shift devices such as knots or bolts.
4. Do not use a kinked chain.
5. Protect slings from the sharp edges of their loads by placing pads over the sharp edges of the items that have been loaded.
6. Do not place your hands between the sling and its load when the sling is being tightened around the load.
7. Wear work gloves when handling rough, sharp-edged or abrasive material such as chains, cables ropes or slings.
8. Do not alter or remove the safety latch on hooks. Do not use a hook that does not have a safety latch, or if the safety latch is bent.
9. Lift the load from the center of hooks, not from the point.

MACHINE OPERATORS/ASSEMBLY PERSONNEL

Housekeeping

1. Do not use gasoline for cleaning purposes.
2. Do not throw matches, cigarettes or other smoking material into trash baskets.
3. Keep floors clear of items such as metal chips, bolts, oily rags, metal shavings or metal dust.
4. Store rags that have been oil cutting fluids on them in closed metal containers labeled “oily rags.”
5. Close the lids of containers of cutting fluids and solvents tightly after each use or when not being used.
6. Use brushes or vacuum machinery to remove metal clips, shavings and other debris from the drill table. Do not use bare hands.
7. Sweep up shavings from around equipment such as drill presses, lathes or planers by using a broom and a dust pan.

Machine/Equipment Safety

1. Replace the guards before starting machines, after making adjustments or repairs.
2. Do not remove, alter or bypass any safety guards or devices when operating mechanical equipment such as mechanical power presses, metal working lathes, cutting, notching, riveting or bending and forming machinery.
3. Do not wear loose clothing or jewelry in the machine shop.
4. Long hair must be contained under a hat or hair net, regardless of gender.
5. Read and obey safety warnings posted on or near any machinery.
6. Do not try to stop a work piece as it goes through any machines. If the machine becomes jammed, disconnect the power before clearing the jam.

Grinders

1. Do not use grinding wheels that have chips, cracks or grooves.
2. Do not use the grinding wheel if it wobbles. Tag it “Out of Service.”
3. Adjust the tongue guard so that it is no more than ¼ inch from the grinding wheel.
4. Do not try to stop the wheel with your hand, even if you are wearing gloves.

Drills

1. Do not use dull, cracked or bent drill bits.

Hydraulic/Pneumatic Tools

1. Do not point a compressed air hose at bystanders or use it to clean your clothing.
2. Tag defective or damaged tools “Out of Service” to prevent usage of the tool.
3. Do not use tools that have handles with burrs or cracks.
4. Do not use compressors if their belt guards are missing. Replace belt guards before use.
5. Turn the tool “off” and let it come to a complete stop before leaving it unattended.
6. Disconnect the tool from the air line before making any adjustments or repairs to the tool.

MACHINE OPERATORS/ASSEMBLY PERSONNEL

General hand Tool Safety

1. Tag worn, damaged or defective tools “Out of Service” and do not use them.
2. Do not use a tool if its handle has splinters, burrs, cracks, splits or if the head of the tool is loose.
3. Do not use impact tools such as hammers, chisels, punches or steel stakes that have mushroomed heads.
4. When handing a tool to another person, direct sharp points and cutting edges away from yourself and the other person.
5. When using knives, shears or other cutting tools, cut in a direction away from your body.
6. Do not carry sharp or pointed hand tools such as screwdrivers, scribes, snips, scrapers, chisels or files in your pocket unless the tool or pocket is sheathed.
7. Do not perform “make shift” repairs to tools.
8. Do not throw tools from one location to another or from one employee to another.
9. Transport hand tools only in tool boxes or tool belts. Do not carry tools in your clothing.

Powder Actuated Tools

1. Wear impact resistant safety goggles or face shields when operating any powder actuated tools.
2. When using powder actuated tools, do not drive fasteners into structural steel without first looking to see if the steel is backed by a steel plate or barricade, and to see if all personnel are away from the direct line of fire.
3. Do not attempt to fasten through a pre-drilled hole unless the powder actuated tool has a hole locator.
4. Keep your head and body behind the powder actuated tool when firing it.
5. Do not fasten steel beams at a distance closer than ½ inch from the edge of the steel.
6. Before using powder actuated tools do not alter, bypass, or remove the shield or guard at the muzzle end of the powder actuated tool.
7. Do not load a powder actuated tool until you are ready to fire it.

MACHINE OPERATORS/ASSEMBLY PERSONNEL

Riveting and Bolting

1. Do not use your hands to guide a bit into place when riveting or bolting steel.
2. Disconnect the snap and plunger from an air hammer when it is not in use.
3. Do not pass air powered riveting and bolting tools by the hose from one worker to another.
4. Do not throw material from one person to another. Use tag lines and a basket to hoist bolts, washers, drift pins and tools.
5. Use a receptacle or a net to catch rivets or bolts that are knocked off or backed out from your work area.
6. Do not carry nuts, bolts, rivets or drift pins in your hands or pockets; use the carrying/storing container provided for this purpose.

Lifting Equipment (Chains, Cables, Ropes, Slings, etc.)

1. Do not use chain slings of links are cracked, twisted, stretched or bent.
2. Fabricate all wire in wire rope slings by using thimbles; do not form eyes by using wire clips or knots.
3. Do not shorten slings by using make-shift devices such as knots or bolts.
4. Do not use a kinked chain.
5. Protect slings from the sharp edges of their loads by placing pads over the sharp edges of the items that have been loaded.
6. Do not place your hands between the sling and it load when the sling is being tightened around the load.
7. Wear work gloves when handling rough, sharp-edged or abrasive material such as chains, cables ropes or slings.
8. Do not alter or remove the safety latch on hooks. Do not use a hook that does not have a safety latch, or if the safety latch is bent.
9. Lift the load from the center of hooks, not from the point.

Personal Protective Equipment

1. Wear safety glasses such as burning goggles or grinding goggles or face shields when operating grinders, forges, lathes or sanders.
2. Wear face shields over goggles or safety glasses during open furnace, hot dipping, metal plating or gas cutting operations.
3. Wear chemical goggles when using, applying or handling chemical liquids or powders from containers labeled “CAUSTIC” or “CORROSIVE.”
4. Do not continue to work if your safety glasses become fogged. Stop work and clean the glasses until the lenses are clear and defogged.
5. When welding, wear a welding helmet with filter plates and lenses, welding gloves, a long sleeve shirt, long pants, and an apron.
6. Insulated work gloves are required for all welders when using welding equipment.
7. Wear ear plugs or ear muffs in areas posted “Hearing Protection Required.”
8. Do not wear contact lenses when welding.

Hazardous Materials

1. Do not store chemical containers labeled “Oxidizer” with containers labeled “Corrosive” or “Caustic.”
2. Use personal protective clothing or equipment such as neoprene gloves, rubber boots, shoe covers, rubber aprons, and protective eyewear, when using chemicals labeled
3. Do not use protective clothing or equipment that has split seams, pin holes, cuts, tears or other signs of visible damage.
4. Each time you use your gloves, wash your gloves before removing them using cold tap water and normal hand washing motion. Always wash your hands after removing the the gloves.

WELDING PERSONNEL

Welding/Cutting/Brazing

1. Obey all signs posted in the welding area.
2. Do not leave oily rags, paper, such as blueprints, or other combustible materials in the welding, cutting or brazing area.
3. Do not perform “hot work”, such as welding, metal grinding or other spark producing operations, within 50 feet of containers labeled “Flammable” or Combustible.”
4. Use the red hose for gas fuel and the green hose for oxygen.
5. Do not use worn, burned or cracked hoses.
6. Do not use oil, grease or other lubricants on the regulator.
7. “Blow Out” hoses before attaching the torch.
8. Ignite torches with friction lighters only. Do not use a cigarette lighter.
9. Do not change electrodes with bare hands; use dry rubber gloves.
10. Bleed oxygen and fuel lines at the end of the work shift.
11. Do not wear contact lenses when welding.
12. When welding, wear a welding helmet with fiber plates and lenses, welding gloves, a long sleeve shirt, long pants, and an apron.

Compressed Gas Cylinders

Storage and Handling

1. Do not handle oxygen cylinders if your gloves are greasy or oily.
2. Store all cylinders in the upright position.
3. Do not lift cylinders by the valve protective cap.
4. Place valve protective caps on gas cylinders that are in storage or not in use.
5. Do not store compressed gas cylinders in areas where they can come in contact with chemicals labeled “Corrosive.”
6. Place cylinders on a cradle, slingboard, pallet or cylinder basket to hoist them.
7. Do not hoist or transport cylinders by means of magnets or choker slings.
8. Do not transport cylinders without first removing regulators and replacing the valve protective caps.
9. Do not place cylinders against electrical panels or live electrical cords where the cylinder can become part of the circuit.
10. Do not store oxygen cylinders near fuel gas cylinders such as propane or acetylene, or Near combustible material such as oil or grease.

Use of Cylinders

1. Do not use dented, cracked or other visually damaged cylinders.
2. Use only an open ended or adjustable wrench when connecting or disconnecting regulators and fittings.
3. Close the cylinder valve when work is finished, when the cylinder is empty or at any time the cylinder is moved.

WELDING PERSONNEL

Compressed Gas Cylinders (Continued)

4. Stand to the side of the regulator when opening the valve.
5. If a cylinder is leaking around a valve or a fuse plug, move it to an outside area away from where work is performed and tag it to indicate the defect.
6. Do not use compressed gas to clean the work area, equipment or yourself.
7. Do not remove the valve wrench from acetylene cylinders while the cylinder is in use.
8. Open compressed gas cylinder valves slowly. Open fully when in use to eliminate
9. Purge oxygen valves, regulators and lines before use.

Portable Welding Equipment

1. Do not use personal or employee-owned power tools and portable appliance while at work.
2. Do not perform welding tasks while wearing wet cotton gloves or wet leather gloves.
3. Do not use welding apparatus if power plug is cut, frayed, split or otherwise visibly damaged or modified.
4. When replacing power plugs and cords of welding apparatus, always check to ensure that the ground wire is connected and the notches on the power plug prongs are not worn off, allowing the plug to be inserted backward.

General Hand Tool Safety

1. Use tied off containers to keep tools from falling off of elevated work platforms.
2. Tag worn, damaged or defective tools “Out of Service” and do not use them.
3. Do not use a tool if its handle has splinters, burrs, cracks, splits or if the head of the tool is loose.
4. Do not use impact tools such as hammers or chisels that have mushroomed heads.
5. When handling a tool to another person, direct sharp points and cutting edges away from yourself and the other person.
6. Do not carry sharp or pointed hand tools such as screwdrivers, scribes, aviation snips, scrapers, chisels or files in your pocket unless the tool or pocket is sheathed.
7. Do not perform “make-shift” repairs to tools.
8. Do not carry tools in your hand when climbing. Carry tools in tool belts or hoist the tools to the work area with a hand line.
9. Do not throw tools from one location to another, from one employee to another, from scaffolds or other elevated platforms.
10. Transport hand tools only in tool boxes or tool belts. Do not carry tools in your clothing.

WELDING PERSONNEL

General Hand Tool Safety (Continued)

Vises

1. Position the workpiece in the vise so that the entire face of the jaw supports the work piece.
2. Do not use a vise that has worn or broken jaw inserts, or has cracks or fractures in the body of the vise.
3. Do not slip a pipe over the handle of a vise to gain extra leverage.

Personal Protective Equipment

1. Do not continue to work if your safety glasses become fogged. Stop work and clean the glasses until the lenses are clear and defogged.
2. When welding, wear a welding helmet with filter plates and lenses, welding gloves, a long sleeve shirt, long pants, and an apron.
3. Insulated work gloves are required for all welders when using welding equipment.
4. Wear ear plugs or ear muffs in areas posted “Hearing Protection Required.”
5. Do not wear contact lenses when welding.

Hazardous Materials

1. Follow the instructions on the label and in the corresponding Material Safety Data Sheet (MSDS) for polishes and finishes used in your workplace.
2. Do not drag gas cylinders or containers labeled “Flammable”
3. Do not use chemicals from unlabeled containers and unmarked cylinders.

GRINDING, BUFFING and SURFACE FINISHING PERSONNEL

Housekeeping

1. Do not place material such as paint containers or trash in walkways and passageways.
2. Do not use gasoline for cleaning purposes.
3. Do not throw matches, cigarettes or other smoking material into trash baskets.
4. Store rags that have oil or paint on them in closed metal containers labeled “oily rags.”
5. Close the lids of containers of paint and thinner tightly after each use or when not being used.
6. Sweep up shavings from around equipment such as grinders, buffers or sanders by using a broom and a dust pan.

Machine/Equipment Safety

General

1. Read and obey safety warnings posted on or near any machine or piece of equipment.
2. Do not remove, alter or bypass any safety guards or devices when operating any piece of equipment or machinery.
3. Replace the guards before starting machines such as polishers, buffers or grinders or after making adjustments or repairs.
4. Long hair must be contained under a hat or hair net, regardless of gender.

Grinders

1. Do not use grinding wheels that have chips, cracks or grooves.
2. Do not use the grinding wheel if it wobbles. Tag it “Out of Service.”
3. Adjust the tongue guard so that it is no more than $\frac{1}{4}$ inch from the grinding wheel.
4. Do not try to stop the wheel with your hand, even if you are wearing gloves.
5. Do not perform metal grinding within 50 feet of containers labeled “Flammable” or “Combustible.”

Buffers

1. Wear your face shield or safety goggles when operating the buffer. Do not wear gloves.
2. Before changing the buffing pad, turn the power switch of the buffer to “Off” and unplug it from the power source.
3. Keep your hands away from the rotating buffing pads.

Lock/Tagout

1. Do not remove a lock from equipment unless you placed it there.
2. Attach your own lock or tag when you need to isolate an energy source.

GRINDING, BUFFING and SURFACE FINISHING PERSONNEL

Electrical Powered Tools

1. Do not use power equipment or tools on which you have not been trained.
2. Keep power cords away from path of grinders and buffers.
3. Do not use cords that have splices, exposed wires or cracked or grayed ends.
4. Do not carry plugged in equipment or tools with your fingers on the switch.
5. Turn the tool off before plugging or unplugging it.
6. Do not leave tools that are “On” unattended.
7. Do not handle or operate electrical tools when your hands are wet or when you are standing on wet floors.
8. Do not operate spark inducing tools such as grinders near containers labeled “Flammable” or in an explosive atmosphere such as a paint spray booth.
9. Do not use extension cords or other grounded three pronged power cords that have the Ground plug removed or broken off.
10. Do not use an adapter that eliminates the ground such as a cheater plug.
11. Do not connect multiple electrical tools into a single outlet.
12. Do not use a power hand tool while wearing wet cotton gloves or wet leather gloves.
13. Do not operate power hand tools or portable appliances that have a frayed, worn, cut, improperly spliced or damaged power cord.
14. Do not operate power hand tools or portable appliances if the ground pin from the three pronged power plug is missing or has been removed.
15. Do not operate power hand tools or portable appliances with a two-pronged adapter or a two conductor extension cord.
16. Do not operate power hand tools or portable appliances while holding a part of the metal casing or holding the extension cord in your hand. Hold all portable power tools by the plastic hand grip or other nonconductive areas designed for gripping purposes.

Hydraulic/Pneumatic Tools

General

1. Do not use tools that have handles with burrs or cracks
2. Do not use compressors if their belt guards are missing. Replace belt guards before use.
3. Turn the tool “off” and let it come to a complete stop before leaving it unattended.
4. Disconnect the tool from the air line before making any adjustments or repairs to the tool.
5. Do not point a compressed air hose at bystanders or use it to clean your clothing.

Pneumatic Sanding Equipment

1. Wear gloves, aprons, dust masks, goggles and hearing protection.
2. When using a disk sander, sand on the downward side of the disk.
3. Do not use your hands to hold the part to be sanded. Use clamps or fixtures.

GRINDING, BUFFING and SURFACE FINISHING PERSONNEL

Hydraulic/Pneumatic Tools (Continued)

4. Do not eat, drink, or use tobacco products while using sanders.
5. After leaving the sanding area wash hands and exposed skin surfaces of arms.

Blasting Equipment

1. Only blasters may use blasting equipment.
2. Visually inspect hoses or fittings on blasting equipment for wear and tear prior to use. Do not use if the hose or fitting is cracked or otherwise damaged.
3. Do not use compressed air to clean equipment or yourself.

Compressed Gas Cylinders

Storage and Handling

1. Do not handle oxygen cylinders if your gloves are greasy or oily.
2. Store all cylinders in the upright position.
3. Do not lift cylinders by the valve protection cap.
4. Place valve protection cap on gas cylinders that are in storage or not in use.
5. Do not store compressed gas cylinders in areas where they can come in contact with chemicals labeled “Corrosive.”
6. Place cylinders on a cradle, sling board, pallet or cylinder basket or hoist them.
7. Do not place cylinders against electrical panels or live electrical cords where the cylinder can become part of the circuit.

Use of Cylinders

1. Do not use dented, cracked or other visually damaged cylinders.
2. Use only an open ended or adjustable wrench when connecting or disconnecting regulators and fittings.
3. Do not transport cylinders without first removing regulators and replacing the valve protection caps.
4. Close the cylinder valve when work is finished, when the cylinder is empty or at any time the cylinder is moved.
5. Do not store oxygen cylinders near fuel gas cylinders such as propane or acetylene, or near combustible material such as oil or grease.
6. Stand to the side of the regulator when opening the valve.
7. If a cylinder is leaking around a valve or a fuse plug, move it to an outside area away from where work is performed and tag it to indicate the defect.
8. Do not hoist or transport cylinders by means of magnets or chocker clings.
9. Do not remove the valve wrench from acetylene cylinders while the cylinders is in use.

GRINDING, BUFFING and SURFACE FINISHING PERSONNEL

Compressed Gas Cylinders (Continued)

10. Open compressed gas cylinder valves slowly. Open fully when in use to eliminate possible leakage around the cylinder valve stem.
11. Purge oxygen valves, regulators and lines before use.

Knives/Sharp Instruments

1. When handling snips, blades and other cutting tools, direct sharp points and edges away from you.
2. Cut in the direction away from your body when using knives.
3. Store knives in knife blocks or in sheaths after use.
4. Do not use knives with dull blades.
5. Do not use knives with broken or loose handles.
6. Do not use knives as screwdrivers or pry bars.
7. Do not carry knives, scissors or other sharp tools in pockets or aprons unless they are first placed in their sheath or holder.

General Hand Tool Safety

1. Use tied off containers to keep tools from falling off of elevated work platforms.
2. Tag worn, damaged or defective tools “Out of Service” and do not use them.
3. Do not use a tool if its handle has splinters, burrs, cracks, splits or if the head of the tool is loose.
4. Do not use impact tools such as hammers or chisels that have mushroomed heads.
5. When handing a tool to another person, direct sharp points and cutting edges away from yourself and the other person.
6. Do not carry sharp or pointed hand tools such as screwdrivers, scribes, aviation snips, scrapers, chisels or files in your pocket unless the tool or pocket is sheathed.
7. Do not perform “make-shift” repairs to tools.
8. Do not carry tools in your hand when climbing. Carry tools in tool belts or hoist the tools to the work area with a hand line.
9. Do not throw tools from one location to another, from one employee to another, from scaffolds or other elevated platforms.
10. Transport hand tools only in tool boxes or tool belts. Do not carry tools in your clothing.

Files/Rasps

1. When using a file or a rasp, grasp the handle in one hand and the toe of the file in the other.
2. Clean the grooves of a file with a wire brush.
3. Do not hammer on a file.

GRINDING, BUFFING and SURFACE FINISHING PERSONNEL

General Hand Tool Safety (Continued)

Chisels

1. Keep the cutting edge of the chisel sharp.
2. Hold chisel with a tool holder if possible.
3. Clamp a small work piece in a vise and chip towards the stationary jaw when working with a chisel.

Hammers

1. Do not strike nails or other objects with the cheek of the hammer.
2. Do not strike a hardened steel surface, such as a cold chisel, with a claw hammer.
3. Do not use a hammer if your hands are oily, greasy or wet.

Painting Safety

1. Spray paint operations must use respirators provided by their supervisor for their assigned duties.
2. Wear goggles, gloves, face shields, long sleeve shirts, and long pants when spray painting is being performed.
3. Press the pressure relief valve on painting canisters and painting guns prior to disconnecting them.
4. Do not store or eat where spray painting is being performed.
5. Close the lids of containers of paint and thinner tightly after each use or when not being used.

Hazardous Materials

1. Follow the instructions on the label and in the corresponding Material Safety Data Sheet (MSDS) for polishes and finishes used in your workplace.
2. Use personal Protective clothing or equipment such as neoprene gloves, rubber boots, shoe covers, rubber aprons, and protective eyewear, when using chemicals labeled “Flammable,” “Corrosive,” “Caustic” or “Poisonous.”
3. Do not use chemicals from unlabeled containers and unmarked cylinders.
4. Do not store chemical containers labeled “Oxidizer” with containers labeled “Corrosive” or “Caustic.”
5. Only dispense a liquid labeled “Flammable” from its bulk container located in areas Posted “Flammable Liquid Storage.”
6. Each time you use your gloves, wash your gloves before removing them using cold tap water and normal hand washing motion. Always wash your hands after removing the gloves.

GRINDING, BUFFING and SURFACE FINISHING PERSONNEL

Personal Protective Equipment

1. Wear safety glasses such as burning goggles or grinding or face shield when operating grinders or sanders.
2. Wear face shields over goggles or safety glasses during spray painting and metal plating operations.
3. Wear chemical goggles when using, applying or handling chemical liquids or powders from containers labeled “CAUSTIC” or “CORROSIVE.”
4. Do not continue to work if your safety glasses become fogged. Stop work and clean the glasses until the lenses are clear and defogged.
5. Wear ear plugs or ear muffs in areas posted “Hearing Protection Required.”

Respirators

1. Shave daily to prevent facial hair from interfering with the face seal of the respirator.
2. Return respirators to their carrying cases or cartons and store them in your locker or in the storage area when the work is completed.
3. Only use the respirator that has been issued to you.

MAINTENANCE PERSONNEL

Housekeeping

1. Do not use gasoline for cleaning purposes.
2. Do not throw matches, cigarettes or other smoking materials into trash baskets.
3. Keep floors clear of items such as service tools, metal chips, oily rags, metal shavings or metal dust.
4. Store rags that have oil or grease on them in closed metal containers labeled “oily rags.”
5. Do not store food or eat where repair work is being performed.
6. Close the lids of containers of paint and thinner tightly after each use or when not being used.
7. Use brushes or vacuum machinery to remove metal chips, shavings and other debris from the equipment being serviced. Do not use your bare hands.

Ladders and Step Ladders

1. When using a ladder, extend the top of the ladder at least 3 feet above the edge of the landing.
2. Do not use a ladder as a horizontal platform.
3. Do not place ladders on barrels, boxes, loose bricks, pails, concrete blocks or other unstable bases.
4. Do not carry items in your hands while climbing up or down a ladder.
5. Do not try to “walk” a ladder by rocking it. Climb down the ladder, and then move it.
6. Do not place ladders in a passageway or doorway without posting warning signs or cones that detour pedestrian traffic away from the ladder. Lock the doorway which you are blocking and post the sign “Detour”

Machine/Equipment

General

1. Replace the guards before starting machines, after making adjustments or repairs.
2. Do not wear loose clothing or jewelry when repairing machinery.
3. Long hair must be contained under a hat or hair net, regardless of gender.
4. Read and obey safety warnings posted on or near any machinery.
5. Do not try to stop a work piece as it goes through any machine. If the machine becomes jammed, disconnect the power before clearing the jam.

MAINTENANCE PERSONNEL

Hand Tool Safety

1. Wear safety glasses or safety goggles when using snips to cut materials.
2. Wear work gloves when cutting materials with snips.

Tool Boxes/Chest/Cabinet

1. Tape over or file off sharp edges on tool boxes, chests or cabinets.
2. Do not stand on tool boxes, chest or cabinets to gain extra height.
3. Lock the wheels on large tool boxes, chests or cabinets to prevent them from rolling.
4. Push large chests, cabinets and tool boxes; do not pull
5. Do not use a tool box or chest as a workbench.
6. Do not move a tool box, chest or cabinet if it has loose tools or parts on the top.

Electrical Powered Tools

1. Do not use power equipment or tools on which you have not been trained.
2. Keep power cords away from path of drills, saws, grinders, ovens and mills.
3. Do not use cords that have splices, exposed wires or cracked or frayed ends.
4. Do not carry plugged in equipment or tools with your finger on the switch.
5. Turn the tool off before plugged or unplugged it.
6. Do not leave tools that are “On” unattended.
7. Do not handle or operate electrical tools when your hands are wet or when you are standing on wet floors.
8. Do not operate spark inducing tools such as grinders, drills or saws near containers Labeled “Flammable” or in an explosive atmosphere such as a paint spray booth.
9. Turn off electrical tools and disconnect the power source from the outlet before attempting repairs or service work. Tag the tool “Out of Service.”
10. Do not use extension cords or other grounded three pronged power cords that have the ground prong removed or broken off.
11. Do not use an adapter that eliminates the ground such as a cheater plug.
12. Do not connect multiple electrical tools into a single outlet.
13. Do not use a power hand tool to cut wet or water soaked building materials or to repair pipe leaks.
14. Do not use a power hand tool while wearing wet cotton gloves or wet leather gloves.
15. Do not operate power hand tools or portable appliances that have a frayed, worn, cut, improperly spliced or damaged power cord.
16. Do not operate power hand tools or portable appliances if the ground pin from the three pronged power plug is missing or has been removed.
17. Do not operate power hand tools or portable appliances with a two-pronged adapter or a two conductor extension cord.
18. Do not operate power hand tools or portable appliances while holding a part of the metal casing or holding the extension cord in your hand. Hold all portable power tools by the plastic hand grip or other nonconductive areas designed for gripping purposes.

MAINTENANCE PERSONNEL

Welding/Cutting/Brazing

1. Obey all signs posted in the welding area.
2. Do not leave oily rags, such as blueprints or other combustible materials in the welding, cutting or brazing area.
3. Do not perform “hot work” such as welding, metal grinding or other spark producing Operations, within 50 feet of containers labeled “Flammable” or “Combustible.”
4. Use the red hose for gas fuel and the green hose for oxygen.
5. Do not use worn, burned or cracked hoses.
6. Do not use oil, grease or other lubricants on the regulator.
7. “Blow Out” hoses before attaching the torch.
8. Ignite torches with friction lighters only. Do not use a cigarette lighter.
9. Do not change electrodes with bare hands; use dry rubber gloves.
10. Bleed oxygen and fuel lines at the end of the work shift.
11. Do not wear contact lenses when welding.
12. When welding, wear a welding helmet with filter plates and lenses, welding gloves, a long sleeve shirt, long pants, and an apron.
13. Wear clothing made of cotton, wool, or non-synthetic fibers. Wear long sleeve shirt long pants, boots, and gloves.
14. Use the welding screen to shield other employees from flying slag and intense light.
15. Before welding place the floor fan behind you to keep welding fumes away from your face.
16. Do not use a torch on any container that is labeled “Flammable” or “Combustible.”

Compressed Gas Cylinders

1. Do not handle oxygen cylinders if your gloves are greasy or oily.
2. Store all cylinders in the upright position.
3. Place valve protection caps on gas cylinders that are in storage or not in use.
4. Do not lift cylinders by the valve protection cap.
5. Do not store compressed gas cylinders in areas where they can come in contact with chemicals labeled “Corrosive.”
6. Do not place cylinders against electrical panels or live electrical cords where the cylinder can become part of the circuit.
7. Do not store oxygen cylinders near fuel gas cylinders such as propane or acetylene, or near combustible material such as oil or grease.
8. If a cylinder is leaking around a valve or a fuse plug, move it to an outside area away from where work is performed and tag it to indicate the defect.

MAINTENANCE PERSONNEL

Hazardous Materials

1. Use personal protective clothing or equipment such as neoprene gloves, rubber boots, shoe covers, rubber aprons, and protective eyewear, when using chemicals labeled “Flammable,” “Corrosive,” “Caustic” or “Poisonous.”
2. Always wash your hands with soap and water after using solvents or other chemicals.
3. Each time you use your gloves, wash your gloves before removing them using cold tap water and normal hand washing motion. Always wash your hands after removing the gloves.
4. Only dispense a liquid labeled “Flammable” from its bulk container located in areas posted “Flammable Liquid Storage.”
5. Do not use Chemicals from unlabeled containers and unmarked cylinders.
6. Do not store chemical containers labeled “Oxidizer” with containers labeled “Corrosive” or “Caustic.”
7. Always use chemical goggles and a face shield before handling chemicals labeled “Corrosive” or “Caustic.”

Dip Tank Operation

1. Slowly pour liquid solvents into the dip tank to avoid splashing.
2. Slowly dip pieces into the dip tank to prevent splashing.
3. Wear Neoprene gloves, aprons and goggles when dipping work pieces into the dip tank.

WAREHOUSE PERSONNEL (Storeroom/Stockroom, Shipping and Receiving)

General Rules

1. Obey all safety and danger signs posted in the workplace.
2. When annually stocking shelves, position the materials to be shelved slightly in front of you , so you do not have to twist when lifting and stacking materials.
3. Visually inspect for sharp objects or other hazards before putting hands, legs or other body parts into containers such as garbage cans, boxes, bags or sinks.
4. Do not lift slippery or wet objects; use a hand truck.
5. Do not let items overhang from shelves into walkways.
6. Move slowly when approaching blind corners.
7. Place heavier loads on the lower or middle shelves.
8. Remove one object at a time from shelves.
9. Place items on shelves so that they lie flat and do not lean against each other.

Hand Truck Operations

1. Tip the load slightly forward so that the tongue of the hand truck goes under the load.
2. Push the tongue of the hand truck all the way under the load to be moved.
3. Keep the center of gravity of the load as low as possible by placing heavier objects below the lighter objects.
4. When loading hand trucks, keep your feet clear of the wheels.
5. Push the load so that the weight will be carried by the axle and not the handles. The operator should only balance and push.
6. Place the load so that it will not slip, shift or fall. Use straps, if provided, to secure the load.
7. If your view is obstructed, use a spotter to assist in guiding the load.
8. For extremely bulky or pressurized items such as gas cylinders, strap or chain the items to the hand truck.
9. Do not walk backward with the hand truck, unless going up stairs or ramps.
10. When going down an incline, keep the hand truck in front of you so that it can be controlled at all times.
11. Move hand trucks at a walking pace.
12. Store hand trucks with the tongue under a pallet, shelf, or table.
13. Do not exceed the manufacturer's load rated capacity. Read the capacity plate on the hand truck if you are unsure.

Carts

1. Do not exceed the rated load capacity noted on the manufacturer's label on the cart.
2. Use a spotter to help guide carts around corners and through narrow aisles.
3. Do not stand on a cart or float or use it as a work platform.

WAREHOUSE PERSONNEL (Storeroom/Stockroom, Shipping and Receiving)

Pallet Jack Use

1. Only pallet jack operators may operate pallet jacks.
2. Do not exceed the manufacturer's load rated capacity. Read the lift capacity plate on the pallet jack if you are unsure.
3. Do not leave pallet jack unattended with the load suspended.
4. Do not ride on pallet jack.
5. Start and stop gradually to prevent the load suspended.
6. Pull manual pallet jacks; push when going down an incline or passing close to walls or obstacles.
7. If your view is obstructed, use a spotter to assist in guiding the load.
8. Stop the pallet jack if anyone gets in your way.
9. Do not place your feet under the pallet jack when it is moving.
10. Keep your feet and other body parts clear of pallet before releasing the load.
11. Do not use pallets that are cracked or split or have other visible damage.

Order Picker

1. Only employer authorized personnel may operate orderpickers.
2. Do not operate an orderpicker without the operator's safety belt or lanyard in place.
3. Do not remove the safety belt or lanyard when the orderpicker is in the raised position.
4. Do not allow personnel to stand under the orderpicker while it is in the raised position.
5. Drive the orderpicker at a walking pace.
6. Do not drive with the orderpicker in the raised position.

Conveyor Operations

1. Do not climb over floor conveyor equipment.
2. Do not ride on any conveyors.

Handling Drums

1. Roll drums by pushing against the middle of the drum with both hands.
2. Use a cradle-type drum tilter when tilting drums.
3. Do not try to up-end a full drum by yourself.
4. Do not roll a full drum up a skid by yourself.
5. Chock both sides of a drum when storing the drum in a horizontal position.

WAREHOUSE PERSONNEL (Storeroom/Stockroom, Shipping and Receiving)

Handling Chemicals

1. Follow the safe handling instructions on the container or listed on the corresponding Material Safety Data Sheet when handling each chemical stored in the stockroom.
2. Do not smoke while handling chemicals labeled “Flammable”
3. Do not store chemicals labeled “Flammable” near sources of ignition such as space heaters and sparking tools.
4. Do not handle or load any containers of chemicals if their containers are cracked or leaking.
5. Always use chemical goggles and face shield before handling chemicals labeled.
6. Do not drag containers labeled “Flammable.”
7. Do not store chemical containers labeled “Oxidizer” with containers labeled “Corrosive” or “Caustic.”
8. Only dispense a liquid labeled “Flammable” from its bulk container located in areas Posted “Flammable Liquid Storage.”

Compressed Gas Cylinders

Storage and Handling

1. Do not handle oxygen cylinders if your gloves are greasy or oily.
2. Store all cylinders in the upright position.
3. Place valve protection caps on gas cylinders that are in storage or not in use.
4. Do not lift cylinders by the valve protection cap.
5. Do not store compressed gas cylinders in areas where they can come in contact with chemicals labeled “Corrosive.”
6. Place cylinders on a cradle, slingboard, pallet or cylinder basket to hoist them.
7. Do not place cylinders against electrical panels or live electrical cords where the cylinder can become part of the circuit.
8. Do not store oxygen cylinders near fuel gas cylinders such as propane or acetylene, or near combustible material such as oil or grease.
9. If a cylinder is leaking around a valve or a fuse plug, move it to an outside area away from where work is performed and tag it to indicate the defect.

Knives/Sharp Instruments

1. When handling knife blades and other cutting tools, direct sharp points and edges away from you.
2. Cut in the direction away from your body when using knives.
3. Store knives in knife blocks or in sheaths after use.
4. Do not use knives with dull blades.

WAREHOUSE PERSONNEL (Storeroom/Stockroom, Shipping and Receiving)

Knives/Sharp Instruments (Continued)

5. Carry knives with their tips pointed towards the floor.
6. Do not attempt to catch a falling knife.
7. When opening cartons use safety box cutters. Do not cut the blade extended beyond the guard.
8. Do not use knives with broken or loose handles.
9. Do not use knives as screwdrivers, pry bars, or can openers.
10. Do not leave knives in sinks full of water.
11. Do not pick up knives by the blades.
12. Do not carry knives, scissors or other sharp tools in pockets or aprons unless they are first placed in their sheath or holder.
13. Follow this procedure before picking up any bags that have sharp objects protruding from them: Grab the top of the bag above the tie-off with two hands and hold the bag away from your body.

Packing/Unpacking

1. Wear protective gloves when building boxes for packaging.
2. When using tape dispenser, direct the cutting edge away from your body.
3. Slide all containerized packages or use hand trucks, pallet jack or other lifting aids.

Pneumatic Stapler

1. Do not discharge stapler unless it is touching the cardboard of the box being built.
2. Keep your hand from behind the box flap being stapled.
3. If something or someone distracts you from your work, discontinue the stapling operation until it is safe to resume.

Driving/Vehicle Safety

Fueling Vehicles

1. Turn the vehicle off before fueling.
2. Do not smoke while fueling a vehicle.
3. Wash hands with soap and water if you spill gasoline on your hands.

Driving Rules

1. Shut all doors and fasten your seat belt before moving the vehicle.
2. Obey all traffic patterns and signs at all times.