

SAFETY/LOSS PREVENTION RULES

ALL EMPLOYEES

1. Being impaired by, or under the influence of, alcohol or illegal drugs while at work, is strictly prohibited. If taking prescription drugs, please follow physician recommendation and notify management if medications made you drowsy, etc.
2. Fighting, horseplay, practical jokes or other disorderly conduct is strictly prohibited.
3. Threatening, intimidating, or using abusive language to other employees is strictly prohibited.
4. Whenever employees are driving, or a passenger in a motor vehicle, during the course and scope of employment, they must wear seat belts.
5. Employees must immediately report all injuries, no matter how minor, to their supervisor.
6. Employees shall report any safety hazards/conditions immediately to management.

Prevent Slips/Falls

1. Wear appropriate footwear on snow and ice. If necessary, bring a change of shoes for inside the building.
2. Report slippery surfaces to management immediately.
3. Clean up spills immediately. If immediate cleanup is not possible, use traffic cones or other warning signs to mark spills or slippery surfaces.
4. Do not take short cuts. Only walk on sidewalks that have been cleared of snow and ice.
5. Use handrails on stairways.
6. Use extra caution when carrying objects on ice and snow.

Lifting Procedures

1. Plan the move before lifting; ensure that you have an unobstructed pathway.
2. Test the weight of the load before lifting by pushing the load along its resting surface.
3. 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.
4. If assistance is required to perform a lift, coordinate and communicate your movements with those of your co-worker.
5. Position your feet 6 to 12 inches apart with one foot slightly in front of the other.
6. Face the load.
7. Bend at the knees, not at the back.

8. Keep your back straight.
9. Get a firm grip on the object using your hands and fingers. Use the handles when they are present.
10. Hold the object as close to your body as possible.
11. While keeping the weight of the load in your legs, stand to an erect position.
12. Perform lifting movements smoothly and gradually; do not jerk the load.
13. 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.
14. Set down objects in the same manner as you picked them up, except in reverse.
15. 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.
16. Wear protective gloves when lifting objects that have sharp corners or jagged edges.
17. Avoid trying to catch falling objects. Move out of the way to avoid being struck by the object.

Office

1. Do not work on any computer, typewriter, or other electrical office machines if your hands are wet, nor while standing on damp floors.
2. Never use carbon tetrachloride for typewriter cleaning.
3. Do not mount pencil sharpeners so that they protrude beyond the edges of desks or tables.
4. Do not stand on chairs or desks. Use an appropriate ladder or stool.
5. Do not raise the seats on swivel chairs beyond the point where your feet can touch the floor.
6. Do not compact material in the wastebasket with your hands or your feet.
7. Do not use cardboard boxes as waste receptacles.
8. Store materials in filed drawers or on shelves; do not store material on the floor, especially in a walkway.

File Cabinets

1. Do not leave file drawers open; always use the handles to close them.
2. Do not stack file cabinets on top of one another.
3. Open one file cabinet drawer at a time.
4. If possible, secure file cabinet to a wall to prevent tipping.
5. Put heavy files in the bottom drawers of file cabinets.

General

1. Eye protection must be worn whenever you are in the shop.
2. Closed toe shoes must be worn in the shop.
3. Use the correct tool for the job.

4. Tools and equipment are to be used only by employees who have been trained and authorized to use them.
5. When shop bay doors are closed, use a flexible exhaust hose to vent engine exhaust outside.
6. When handling hot automotive parts, wear leather gloves or use heat-resistant pads.
7. Dump gasoline or other liquid chemical waste into approved containers labeled "FLAMMABLE WASTE".
8. Compressed air used for cleaning purposes must not exceed 30 psi. Wear eye protection when working with compressed air.
9. When lifting batteries or other heavy objects from an engine compartment, use the following guidelines:
 - a. Press thighs against the fender to brace the body.
 - b. Grasp the object firmly with both hands.
 - c. Keep the back as erect as possible and the load as close as possible, with elbows close to the body.
 - d. Turn by pivoting feet instead of twisting at the waist.
 - e. Lower the object to the workbench or other surface by bending the legs as opposed to the back.

Flammable Materials and Chemicals

1. Solvents and all flammable liquids must be stored in appropriate containers and away from heat sources.
2. All containers must be labeled with information about hazardous contents.
3. Material Safety Data Sheets (MSDS) are available and will be reviewed prior to using any new chemical material.
4. The appropriate personal protective equipment must be worn (gloves, goggles, etc.).
5. MSDS sheets are kept by (*****).
6. Smoking is prohibited.
7. Always clean up and dispose of spills promptly when working with a known substance.
8. Eyewash stations must be available, in working order, and have unobstructed access.
9. Rags contaminated with oil, grease, chemicals, etc. must be stored in a metal container with a self-closing lid.

Electrical-Electricians, Custodians, Electronic Technicians

1. When using an extension cord:
 - a. Look to see what the wattage labeled on the tool, appliance, or equipment does not exceed the wattage limit labeled on the cord.
 - b. Do not run the cord through doorways, holes in ceilings, walls or floors.
 - c. Never remove, bend or modify any metal prongs on the plug of the cord.
 - d. Do not use the cord under wet conditions.

- e. Do not plug one extension cord into another.
 - f. Never drive over, drag, step on or place objects on a cord, or walk on it.
 - g. Always unplug the cord when you have finished using it.
 - h. Do not use the cord as a permanent power source.
 - i. Remove damaged cords from service.
2. When working on live circuits, use the tools that have blue rubber handgrips, and that have the UL approval label on the tool; these tools are insulated. Use one hand, keep the other away from, and off of, metal material.
 3. When doing electrical work from a ladder, do not use a metal ladder.
 4. Never connect a heating unit that has a wattage label reading in excess of 1500 watts into a utility 15 amp outlet.
 5. Use the fuse handling equipment when removing or installing fuses where fuse terminals are energized.
 6. Post the “Electrical Hazard” safety signs or symbols, or the accident prevention tags, to warn personnel of electrical hazards.
 7. Wear your protective gloves and aprons, as well as your face protection when you are working in the battery service rooms.
 8. Unplug the electrical cord before making any mechanical or electrical adjustments to the machine it is connected to.
 9. Visually inspect light poles, stadium poles, and court poles for decay before climbing them. Do not climb any poles that are decayed.
 10. Use your safety belt when climbing poles.
 11. Wear your safety glasses when you are working with the drill.
 12. When working in an area that has signs posted “High Voltage Area”, wear your insulated gloves. If the gloves have cracks or “pin pricks”, do not use the gloves.

Handling Materials – Custodial Workers, Relocation Unit, Labor and Construction Crews, Plumbers, Carpenters

1. Wipe off greasy, wet, slippery or dirty objects before trying to handle them.
2. Prior to adjusting or changing your grip, set the object down.
3. When moving materials on hand trucks or dollies, push rather than pull.
4. When carrying glass, carry it on the outside of your arm, with the palm of your hand facing outward and the other hand reaching across the body and grasping the glass on top.
5. Never carry a sheet of glass under your arm.
6. Keep your shirt sleeves buttoned around the wrists.
7. Protect your wrists by wearing the leather cuffs.

Lockout/Tagout (Basic Rules) – Service Maintenance Workers, Custodians, Food Service Personnel

1. Do not remove locks from equipment unless it is your own lock.
2. If you need to have an energy source tagged, do it yourself.
3. Use tag out/lock out when you are working alone, and out of visual contact of the controlling switch or valve.

Ladders

1. Read and follow the manufacturer's instructions label affixed to the ladder if you are unsure how to use the ladder.
2. Do not use ladders that have loose/damaged rungs, cracked or split side rails, missing rubber foot pads, or are otherwise visibly damaged.
3. Keep ladder rungs clean and free of grease. Remove buildup of material such as dirt or mud.
4. Do not use a metal ladder on roof tops or within 50 feet of electrical power lines.
5. 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 that you are blocking and post the sign "Detour".
6. Allow only one person on the ladder at a time.
7. Face the ladder when climbing up or down it.
8. 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 the ladder.
9. When performing work from a ladder, face the ladder and do not lean backward or sideways from the ladder.
10. Do not stand on the top two rungs of any ladder.
11. Do not stand on a ladder that wobbles, or that leans to the left or right.
12. When using a ladder, extend the top of the ladder at least 3 feet above the edge of the landing.
13. Secure the ladder in place by tying off or having another employee hold it.
14. Do not move a rolling ladder while someone is on it.
15. Do not place ladders on barrels, boxes, loose bricks, pails, concrete blocks or other unstable bases.
16. Do not carry items in your hands while climbing up or down a ladder.
17. Do not try to "walk" a ladder by rocking it. Climb down the ladder, and then move it.
18. Do not use a ladder as a horizontal platform.
19. Position the ladder so that reaching is not necessary.

Scaffolding

1. Read and follow the manufacturer's instructions when erecting the scaffold.
2. Do not work on scaffolds outside during stormy or windy weather.
3. Do not climb on scaffolds that wobble or lean to one side.
4. Initially inspect the scaffold prior to mounting it. Do not use a scaffold if any pulley, block, hook or fitting is visibly worn, cracked, rusted or otherwise damaged.
5. Do not use a scaffold if any rope is frayed, torn or visibly damaged.
6. Do not use any scaffold tagged "Out of Service".
7. Do not use unstable objects such as barrels, boxes, loose brick or concrete blocks to support scaffolds or planks.
8. Do not work on platforms or scaffolds unless they are fully planked.

9. Do not use a scaffold unless the guardrails and all flooring are in place.
10. Level the scaffold after each move. Do not extend adjusting leg screws more than 12 inches.
11. Do not walk or work beneath a scaffold unless a wire mesh has been installed between the midrail and the toe board or planking.
12. Use your safety belts and lanyards when you are working on scaffolding at a height of 10 feet or more above ground level. Attach the lanyard to a secure member of the scaffold.
13. Do not climb the cross braces for access to the scaffold. Use a ladder.
14. Do not jump from, to, or between scaffolding.
15. Do not slide down cables, ropes or guys used for bracing.
16. Keep both feet on the decking. Do not sit or climb on the guardrails.
17. Do not lean out from the scaffold. Do not rock the scaffold.
18. Keep the scaffold free of scraps, loose tools, tangled lines and other obstructions.
19. Do not throw anything “overboard” unless a spotter is available. Use the debris chutes or lower things by hoist or by hand.
20. Do not move a mobile scaffold if anyone is on the scaffold.
21. Chock the wheels of the rolling scaffold, using the wheel blocks, and also lock the wheels by using your foot to depress the wheel-lock, before using the scaffold.

Hand Tool Safety

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. Use tied off containers to keep tools from falling off of scaffolds and other elevated work platforms.
3. Keep the blade of all cutting tools sharp.
4. Carry all sharp tools in a sheath or holster.
5. Never attempt to catch a falling, sharp tool.
6. Tag worn, damaged or defective tools “Out of Service” and do not use them.
7. Do not use a tool if its handle has splinters, burrs, cracks, splits or if the head of the tool is loose.
8. Do not use impact tools such as hammers, chisels, punches or steel stakes that have mushroomed heads.
9. When handling a tool to another person, direct sharp points and cutting edges away from yourself and the other person.
10. Do not perform “make –shift” repairs to tools.
11. Do not use “cheaters” on load binders or “boomers”.
12. Do not carry tools in your hand when you are climbing. Carry tools in tool belts or hoist the tools to the work area, using a hand line.
13. Do not throw tools from one employee to another, from scaffolds nor from other elevated platform.
14. Transport hand tools only in toolboxes or tool belts. Do not carry tools in your clothing.
15. Remove damaged hand tools from service.

Chisels

1. Chisels with “mushroomed heads” must be ground down or taken out of service.

Files/RASPS

1. Do not use a file as a pry bar, hammer, screwdriver or chisel.
2. Do not hammer on a file.

Hammers

1. Use the claw hammer for pulling nails.
2. Do not strike nails or other objects with the “cheek” of the hammer.
3. Do not strike a hardened steel surface, such as a cold chisel, with a claw hammer.
4. Do not strike one hammer against another hammer.
5. Do not use a hammer if your hands are oily, greasy or wet.
6. Do not use a hammer as a wedge, a pry bar, nor to pull large spikes.
7. Use only a sledge type hammer on a striking face wrench.

Pliers

1. Do not use pliers as a wrench or a hammer.
2. Do not attempt to force pliers by using a hammer on them.
3. Do not slip a pipe over the handles of pliers to increase leverage.
4. When you are performing electrical work, use the pliers that have the blue rubber sleeves covering the handle; these pliers are insulated.
5. Do not use pliers that are cracked, broken or sprung.
6. When using the diagonal cutting pliers, shield the loose pieces of cut material from flying into the air by using a cloth or your gloved hand.

Screwdrivers

1. Always match the size and type of screwdriver blade to fit the head of the screw.
2. Do not hold the workpiece against your body while using a screwdriver.
3. Do not put your fingers near the blade of the screwdriver when tightening a screw.
4. Use an awl, drill or a nail to make a starting hole for screws.
5. Do not force a screwdriver by using a hammer or pliers on it.
6. Do not use a screwdriver as a punch, chisel, pry bar or nail puller.
7. When using the spiral ratchet screwdriver, push down firmly and slowly.
8. Do not carry a screwdriver in your pocket.
9. Do not use a screwdriver if your hands are wet, oily or greasy.
10. Do not use a screwdriver to test the charge of a battery.

Wrenches

1. Do not use wrenches that are bent, cracked, badly chipped or that have loose or broken handles.
2. Do not slip a pipe over a single head wrench handle for increased leverage.
3. Do not use a shim to make a wrench fit.
4. Size the adjustable wrench to fit the nut before turning the nut.
5. Use the split box wrench on flare nuts.
6. Do not use a wrench that has broken or battered points.
7. Use a hammer on striking face wrenches.
8. Discard any wrench that has spread, nicked or battered jaws or if the handle is bent.
9. Use box or socket wrenches on hexagon nuts and bolts as a first choice, and open-end wrenches as a second choice.

Handsaws

1. Keep control of saws by releasing downward pressure at the end of the stroke.
2. Do not use an adjustable blade saw such as a hacksaw, coping saw, keyhole saw or bow saw, if the blade is not taut.
3. Do not use a saw if it has a dull saw blade.
4. Oil saw blades after each use of the saw.
5. Keep hands and fingers away from the saw blade while using the saw.
6. Do not carry a saw by the blade.
7. When using a hand saw, hold the work piece firmly against the worktable.
8. The first cut of a handsaw must be made toward you.

Bow Saws

1. When inserting a blade in the bow saw frame, keep your hands and fingers “in the clear” before the tension lever snaps into or against the saw frame.
2. When removing the blade from the bow saw frame, remove the blade in the direction away from your body.

Crosscut Saws, Band Saws, Power Table Saws

1. Use the teeth guard on the blade of the saw when carrying the saw to and from work.
2. Only power saw operators may use the power saws.
3. Use the push sticks when operating power table saws.
4. Keep all guards in place.
5. Be sure to use the kickback device.

Machine/Power Tools

1. Electrical power tools must be double-insulated or grounded.

Attitude Is Everything

Having a safe attitude is more than just following the rules. It's that extra something that means you care about safety. You show you keep safety in mind when you...

Plan ahead for the job, including a review of the procedures and equipment.

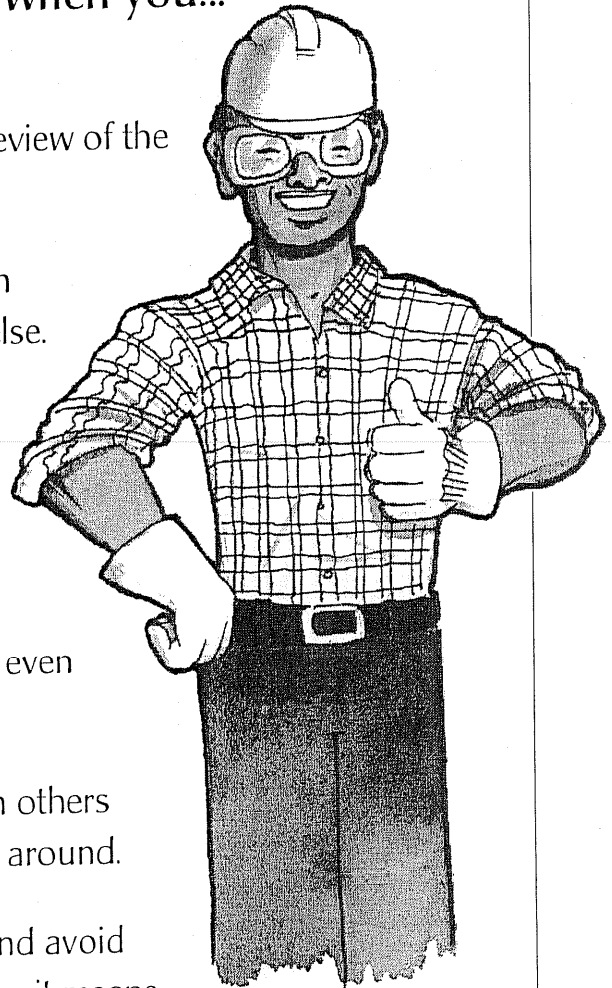
Focus on the job you're doing, even when you'd rather be doing something else.

Take time to do the job right the first time, even if it means getting out extra safety equipment and going over procedures.

Take responsibility for safety, even when it's "not my job."

Do the right thing, even when others want you to take shortcuts or fool around.

Know the risks of unsafe tasks, and avoid them whenever you can, even when it means taking more time to get the job done safely.



ATTITUDE & AWARENESS

The Mechanics of Lifting

How Your Back Works

The elements of your back...

- moveable bones (vertebrae)
- shock absorbers (discs) between the vertebrae
- ligaments and muscles that keep the back aligned in three balanced curves

Unsafe lifting... is any lifting that upsets your back's alignment, such as:

- bending at the waist to pick up or put down an object.
- twisting as you lift or put down an object.

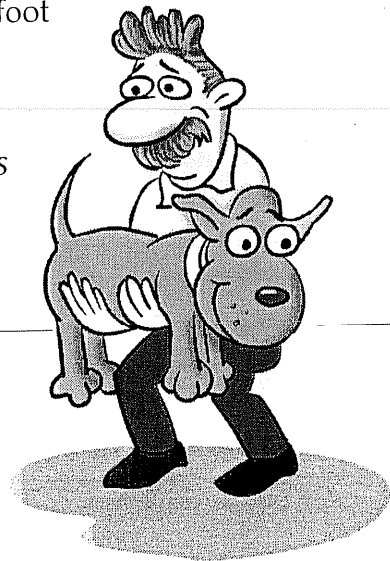
When you lift unsafely, your back is forced to work too hard.



Safe lifting... keeps your back in alignment. You do this by:

- bending your knees instead of your back.
- holding the load close to you.
- lifting straight up, then turning the whole body by moving one foot at a time.

When you lift safely, your legs do the work, not your back.



Remember...

Back injuries are the most common industrial accident.

Before you lift, ask yourself:

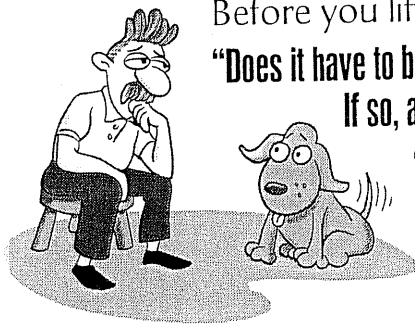
“Does it have to be lifted?”

“If so, are there mechanical aids available?”

“Can I lift it alone?”

“Is it too big or awkward?”

“Do I have a clear path and good footing?”

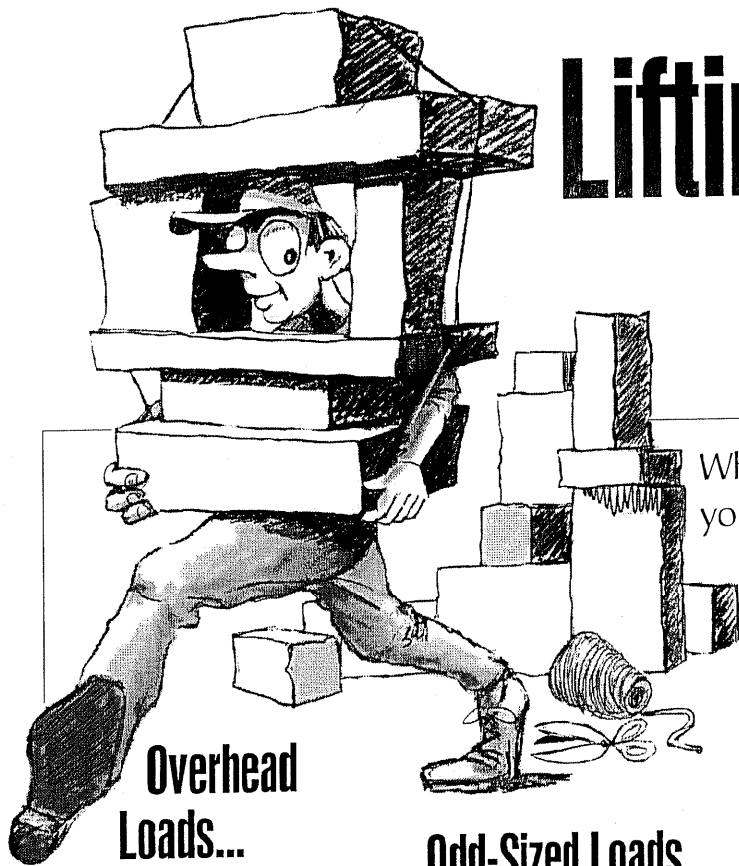


LIFTING & MOVING MATERIAL

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Lifting Awkward Loads



When the standard safe lift—bending your knees, hugging the load, letting your legs do the work—can't be used, follow these guidelines.

Overhead Loads...

- ◆ Use a stool or ladder to avoid over-reaching.
- ◆ Test the weight, then slide the object toward you and hug it close as you descend.
- ◆ Try to keep at least one hand on the ladder.
- ◆ Use leveraging as much as possible.
- ◆ If possible, hand it to a coworker before descending the ladder or stool.

Odd-Sized Loads...

- ◆ Carry long, light objects such as pipes or lumber on your shoulder, with the front end higher than the rear.
- ◆ Get a helper for long, heavy loads. Each of you should shoulder it on the same side and walk in step.
- ◆ For large loads that block your vision, get mechanical help, or ask a coworker for help, even if the load is light.

Reaching Into a Bin

(or other storage area)...

- ◆ Stand with feet at shoulder distance apart.
- ◆ Slightly bend your knees.
- ◆ Start to squat, bending your hips and knees, not your waist.
- ◆ Slide the load as close to your body as you can.
- ◆ Tighten your abdominal muscles.
- ◆ Raise yourself using your leg and hip muscles.
- ◆ If possible, brace your knees against the side of the container for additional support.
- ◆ Get help if the load is more than moderately heavy.

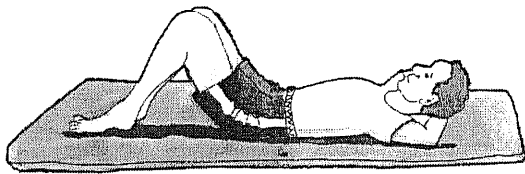
Don't take chances with your back. When in doubt, get help.

LIFTING & MOVING MATERIAL

Back Exercises

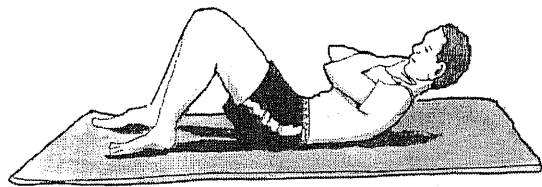
**Making
Your
Back
Work
for You**

Back exercises strengthen the back and help protect you from accidental injury. Do these exercises daily and you'll be doing your back a favor.



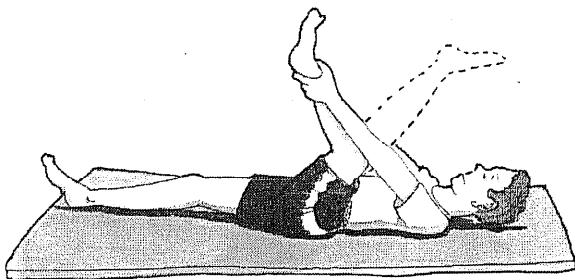
Pelvic Tilt

- Lie on your back with knees bent and feet flat on the floor.
- Slowly tighten your stomach and buttocks as you press your lower back onto the floor.
- Hold for 10 seconds and relax.
- Repeat the sequence five to 10 times.



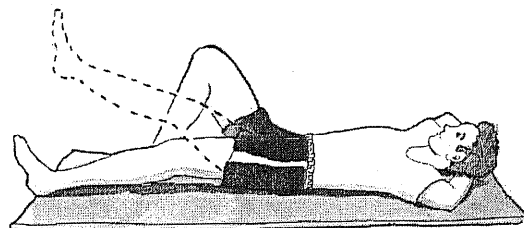
Bent-Knee Sit-Ups

- Lie on your back with knees bent, feet flat and your lower back pressed into the floor (pelvic tilt).
- Cross your arms across your chest (or lace your fingers behind your head).
- Tighten your stomach muscles and slowly raise your shoulders off the floor. Do not curl your head forward.
- Hold for 10 seconds, then return to your starting position.
- Repeat five to 10 times.



Hamstring Stretch

- Lie on your back with one leg straight in front of you and the other bent.
- Press your lower back into the floor.
- Pull the knee of the bent leg as far into your chest as you can.
- Holding the ankle of the bent leg, slowly try to straighten the leg.
- Hold for 10 seconds and relax.
- Repeat five to 10 times.
- Repeat the sequence with the other leg.



Leg Lift

- Lie on your back with one leg straight in front of you and the other bent.
- Press your lower back into the floor.
- Slowly raise the straight leg as far as you can.
- Hold for 10 seconds and relax.
- Repeat five to 10 times.
- Repeat the sequence with the other leg.

See your doctor before starting any exercise program.

LIFTING & MOVING MATERIAL

Slips, Trips and Falls

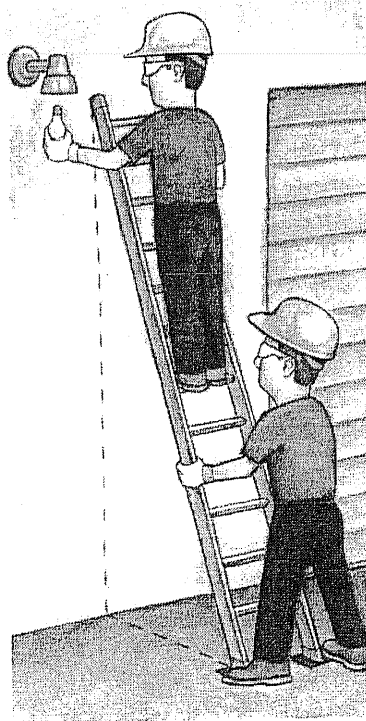
Avoid slips and trips...



- ⌚ Make sure walkways and stairs are well lit.
- ⌚ Look before you walk—make sure your pathway is clear.
- ⌚ Wear slip-resistant, well-fitted footwear.
- ⌚ Clean up debris after each job and report accidental spills immediately.
- ⌚ Secure wires, cords and cables away from walkways.
- ⌚ Use safety cages and fall restraint devices whenever you are more than 6 feet up.
- ⌚ Walk, don't run!

Use ladders safely...

- ⌚ Use the 4-to-1 ladder rule—set the base of the ladder 1 foot away from the wall for every 4 feet of ladder height.
- ⌚ Tie off the ladder or have someone support the base.



- ⌚ Never use the top two rungs of a ladder.
- ⌚ Never over-reach, especially while on a ladder.

SAFETY HAZARDS

Preventing Musculoskeletal Disorders

If you do the same hand movements over and over on the job, you may suffer musculoskeletal disorders such as carpal tunnel syndrome. You may experience:

- aching wrists
- numbness in fingers
- hand weakness
- pain extending up the arm

Musculoskeletal disorders are a problem for...

- painters
- textile workers
- word processors
- cashiers
- electronics assemblers
- others who work with their hands

What can you do about repetitive motion injuries?

Position your hands correctly...

- Adjust your work so you can keep your wrists and elbows straight.
- Use hand tools that are the right width, size and shape for you.

Give your hands a break...

- Pause and shake out your hands. Let them dangle.
- Do hand exercises.
- Wear a hand and wrist brace.

Hand Exercises

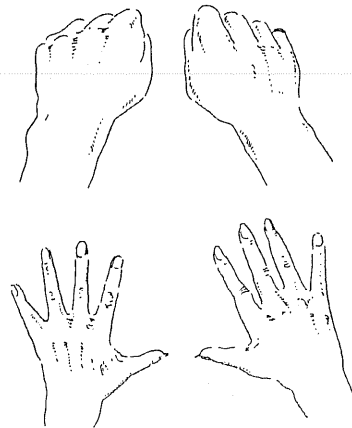
Wrist Rotation

Make a fist and rotate your entire hand from the wrist in one direction. Repeat 15 times. Change directions and repeat 15 times. Do these same rotations again with your fingers extended.



Hand Stretch

Make a fist, then extend your fingers as far apart as possible. Hold for 10 seconds. Relax. Repeat five to 10 times until hands feel relaxed.

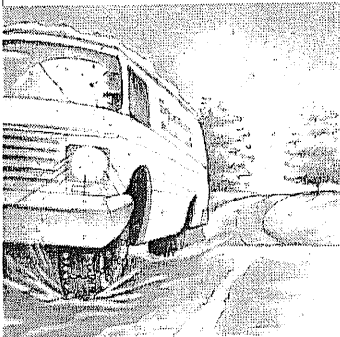


Protect your hands from musculoskeletal disorders. The best time to start is before symptoms begin.

SAFETY HAZARDS

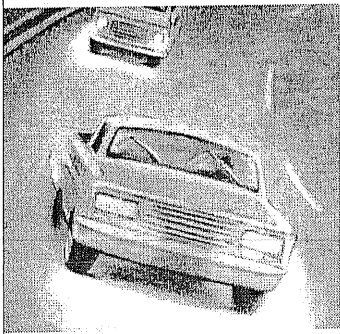
Driving in Bad Weather

Here's how to handle the common hazards of driving in rain, fog, snow and ice...



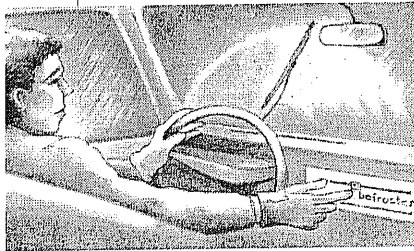
Slippery roads (wet or icy)...

- Stay below posted speed limits.
- To avoid hydroplaning on wet roads, try to drive in the tracks of the car in front of you.
- Avoid braking heavily on wet or icy roads.
- Watch for icy patches on bridges and in the shade.
- If you skid, take your foot off the gas and turn in the direction you want the car to go. Don't use the brake.



Poor visibility...

- Reduce your speed so you can stop in whatever distance you can see ahead. Use your flashers if you're going really slowly. Pull over if it's dangerous to drive. Make sure you pull well off the road, turn off your lights and move away from your car.
- Remember to use your wipers.
- Use low beams when visibility is a problem, both day and night.
- Wear sunglasses when there's glare from snow.
- If snow or ice builds up on your windshield, pull off the road, stop and clean it off.



Rain hazards...

- Stay out of puddles. They can hide potholes and flood your brakes. If your brakes do get flooded, dry them by driving with the brake pedal down until they start working again.
- If spray from an oncoming vehicle blinds you, grip the wheel firmly, stay off the brake and be ready to brake when the view clears.

Before you start...

- Check the weather forecast and postpone your trip if necessary.
- Make sure your car is well maintained: wipers in good condition, fluid levels full, tires properly inflated and worn tires replaced.
- Don't drive when you're tired.
- Make any necessary phone calls before departing, to avoid the temptation of using your cell phone while driving.

SAFETY HAZARDS