



SAFETY RULES AND PRACTICES

General Safety

- **Know the job safety requirements.**
- **Know how to contact the Safety Director.**
- **If you cannot correct unsafe problems or concerns, report them to your supervisor immediately.**
- **Read thoroughly all safety material distributed to you.**
- **Be certain that all instructions are clearly understood before starting a task.**
- **Avoid horseplay, and avoid distracting others.**
- **Do not sacrifice safety for the sake of completing a task hurriedly.**
- **Always use handrails on stairs.**
- **Drive defensively, wear seat belts and obey speed limits.**
- **Report all injuries to your supervisor.**
- **Do not report to work under the influence of alcohol or drugs.**

Ergonomics and Workplace Safety

- **Learn to lift and handle material safely. Do not hesitate to ask for help in lifting heavy loads. Always push rather than pull a load.**
- **Keep walking surfaces free from tripping hazards. Keep work areas dry, clean, and orderly.**
- **Do not leave desk and file cabinet drawers open.**
- **Open one file drawer at a time. Place heavier draws at the bottom of the cabinet.**
- **The top of the computer monitor should not be higher than the user's eyes for normal vision.**
- **The screen and document holder should be the same distance from the eye and at the same level to avoid constant changes in focus and close enough together so the operator can look from one to the other without excessive movement of the neck and back.**
- **The preferred working position for most keyboard operators is with the forearms parallel to the floor and elbows at the sides.**
- **The mouse should be positioned at the operator's side with his or her arm close to the body for support, while maintaining a straight line between the hand and forearm.**

- Do not use office furniture or other objects instead of a ladder. Inspect ladders before use. Be certain they are in good repair and of the correct height.

Protective Equipment

- Use appropriate respirators when working with hazardous materials.
- Wear safety glasses, goggles, or face-shield when there is a risk of eye injury.
- Never do a task or operate equipment without the required personal protective equipment.
- Wear hard hats when there is a head hazard that exists.
- Wear substantial shoes when walking on rough or uneven surfaces. Steel-toed shoes are required when working around heavy loads that could fall on feet.
- Wear appropriate gloves to prevent cuts and protect from hazardous materials.
- Wear shoes with slip resistant soles that provide maximum surface traction.

Equipment Safety

- Operate only equipment for which you are qualified and authorized.
- DO not wear jewelry or loose clothing around machinery or equipment.
- Do not use defective or unguarded equipment. Report the condition to your supervisor.
- Ensure that machine safety guards are always in place when operating equipment.
- Maintain hand tools in good repair. Inspect them regularly.
- Top heavy equipment should be properly anchored to the floor.
- All pedestal/bench grinders should be properly adjusted tongue guards, tool rests, and peripheral spindle guards.
- Shield ventilation and exhaust fan blades with mesh (1/2 inch in diameter or smaller) when fans have been installed within seven feet of the work area floor.
- Do not use powered industrial trucks/forklifts that are defective in any manner (horn, brakes, etc.)
- Do not use powder actuated tools unless are trained and have the operator's card in you wallet at the time of equipment operation.

Hazardous Materials

- Separate compressed gas cylinders by type when storing them, and secure with valve protective caps in place. Separate oxygen cylinders from fuel gases by 20 feet.
- Post "NO SMOKING" signs near all flammable liquids.

- **Report chemical spills to appropriate personnel. All spills should be cleaned up according to the Safety Data Sheet.**
- **Store flammable liquids such as fuels and solvents (paint thinner) in approved safety cans. Store only the appropriate quantity.**
- **Make sure all chemicals are handled according to the Safety Data Sheet.**

Electrical Safety

- **Use portable electric tools should be grounded or double insulated and GFCI protected.**
- **Ground all fixed electrical equipment.**
- **Extension cords cannot be used as permanent means of wiring. All cords must be free of defect and without splices.**
- **Always put live electrical parts in proper enclosures and under no condition use exposed electrical parts.**

Refer to Occupational Safety and Health Standards for General Industry (29 CFR 1910, or for Construction Industry (29 CFR 1926) for more detailed and/or specific regulation information. <http://www.osha.gov>