O2 Employment Services

CODE OF SAFE PRACTICES

Abuse and Domestic Violence Reporting

Policy

Abuse has many forms and many victims, so those who work in the healthcare, law enforcement, or education fields must be properly prepared to watch for signs of abuse in all patients, clients, or students.

Safe Work Practices

All healthcare workers, educators, law enforcement officers, and child care workers are mandated reporters when it comes to abuse. If you suspect abuse you must either call local child protective services or social services. When reporting, you should have as much information as possible on hand, including:

- A description of all injuries and dates you noticed them.
- The identities of any suspected abuser(s).
- As many details of physical evidence as possible.
- The current condition and location of the victim.
- A statement from the victim, if possible.

Acetone Safety

Policy

Acetone is a very common chemical that acts as a solvent for plastics and some synthetic fibers. It can be used for thinning polyester resin, cleaning tools, and dissolving two-part epoxies before they harden. Unfortunately, it is also very volatile and can be dangerous when handled improperly so employees who handle it must understand the risks and take great care to follow all of the safe work practices.

Safe Work Practices

Before working with acetone, employees must know where the nearest fire extinguisher, eye wash, and shower station are located. Employees should be authorized and trained in the following safety guidelines:

- There is no smoking permitted when working with acetone.
- All heat and ignition sources should be eliminated from areas where acetone is used or stored.
- Local exhaust ventilation should be used when handling acetone.
- If large amounts of acetone are being used at the facility, non-sparking ventilation systems, explosion-proof equipment and safe electrical systems must be used.
- Store in an area that is cool, well-ventilated, and out of direct sunlight.
- Storage containers must be electrically bonded and grounded.

Air Compressors

Policy

Compressed air is one of the most popular sources of energy in today's work environments. It powers a wide variety of tools and equipment as well as large machines and process lines. Benefits of compressed air include low maintenance costs, a low weight to power ratio and the ability to operate for long periods without overheating. The dangers of using compressed air are compared to the use of electricity. Just like electricity, compressed air can be deadly if not treated with respect and used properly.

Safe Work Practices

- Before using compressed air equipment, always inspect it and make sure everything is in good working order.
- Hoses should be checked carefully for any sign of damage. Air hoses with cracks or other damage should be removed from service.
- Air fittings and couplings should also be inspected. They should fit tightly into the hose and be clamped securely with an approved machine clamp. If couplings require locking pins, make sure they are in place before use.
- NEVER use homemade air nozzles.
- Keep tools that are used with the compressed air in good working condition.
- If a tool is dropped, inspect it for dents & bends.
- Do not carry tools by the hose.
- Test the valve on the compressor regularly.
- NEVER remove the guarding around the belt and shaft of the compressor motor.

Air Hose Safety

Policy

Compressed air can cause serious injuries so it is always important to make sure you are using the proper equipment and using it correctly.

Safe Work Practices

- Do not yank the air hose if it gets caught around an object or a corner. Instead, walk over to the point where it is caught and untangle it.
    - Wear your PPE.
    - Safety goggles or a face shield to protect your eyes from the compressed air or flying debris
- Ear plugs or ear muffs to protect your hearing; air hoses are often with tools that have noise levels about 85 decibels, which can lead to hearing loss.
- When you are finished using the air hose be sure the air supply is turned off and the hose is bled before you detach it.
- Keep the air hose off in a safe place to make sure people (yourself included) do not trip over it.
- Prevent sharp objects from rubbing against the hose.
- Keep the hose away from heat and oil, both of which can cause it to deteriorate.
- Coil the hose without kinks and hang it in a safe place when not in use. (Proper storage of air hoses can make them last for up to 5 years longer.)

Airborne Filters

Policy

Airborne filters are necessary protective equipment and should be supplied and used, to protect employees from chemically harmful, hot or irritating materials. Using the proper filters on equipment and protective gear is part of proper maintenance and care which contributes to the safety element of those items used. Safe work practices are established to maintain the health of the employees, the functionality of the equipment and the purpose for the protective gear.

Safe Work Practices

- Before employees are permitted to work under hoods, covers or auxiliary equipment that are raised or suspended overhead should be:
  - Secured
  - Inspected frequently
  - Should sufficiently support the load.
- Floors, walkways, stairs or ramps built with handrails should be:
  - Adequate for the work performed.
  - Anti-skid surfaces will be provided when necessary.
  - Sumps or other floor openings should have covers.
- Filters with pressure activation should include a pressure gauge.
- Installation of any electrical gear involving filtration should always be grounded.
- Properly identified switchgear should be waterproof and installed away from the filtration area.
- Filters should be covered to prevent hazardous chemicals from endangering employees.
- With vacuum and Filtrate pumps and lines:
  - All drives should be enclosed and guarded.
  - Lines should be adequately identified.
  - When valves are installed in lines, they should be accessible from the floor.
  - A ladder, a platform or extension handles can also be used.

Arc Welding and Cutting

Policy

Arc welding uses a welding power supply to create an electric arc between an electrode and the base material to melt the metals at the welding point. Arc cutting is a process using consumable carbon or graphite electrodes where metal is cut by the heat of a carbon arc. It is important to follow these safety rules to avoid creating safety hazards and unsafe working conditions.

Safe Work Practices

It is important to follow proper safe work practices to prevent injury or illness from arc welding and cutting hazards. Listed below are some very important steps to make sure that safety in maintained.

- The electrode holders should be removed when left unattended.
- Hot electrode holders should not be cooled off by dipping in water.
- The power supply switch to the equipment should be left opened when the welder or cutter leaves or stops work for any significant amount of time.
- Any faulty or defective equipment should be reported to the supervisor.
- Protect skin and eyes from UV light by using appropriate personal protective equipment.
- Shield the area with noncombustible or flameproof screens when welding.
- Work should be conducted in a well ventilated area.
- Keep area free of debris and flammable material.
- The frames of arc welding and cutting machines should be grounded.
- Cables in poor condition should not be used

Architectural Landscaping

Policy

Architectural landscaping can be extremely hazardous if precautions are not taken to ensure the safety of employees. Following these safe work practices and being cautious of any potential hazards should ensure that a safe work environment is established and maintained.

Safe Work Practices

- Good housekeeping should be maintained on every jobsite.
- Make sure you are trained on any equipment before using it.
- Materials should be stored properly to avoid tripping hazards.
- All equipment should be thoroughly inspected to ensure safety switches and guards are working properly.
- Equipment should be turned off while not in use.
- Practice good lifting technique (knees bent, back straight)
- When lifting heavy objects either team lift with another employees or use a mechanical lifting device.
- It is a good idea to know basic first aid to be able to treat minor injuries.
- Clothing should be layered to help with changes in temperature.
- Sunscreen should be used on any exposed skin.
- Drink lots of water to stay hydrated and to avoid heat related illnesses.

Asphalt Safety

Policy

Asphalt can be very dangerous, even though it is widely used. Remember to properly handle asphalt so you can avoid injuries and hazards to your health.

Safe Work Practices

Always check the Safety Data Sheet (SDS) to know for sure the safest ways to handle the asphalt you are using that day, and keep these general tips in mind:

- Never lean over a kettle.
- Avoid breathing in the fumes.
- Don’t eat, drink, or smoke around asphalt.
- Wear the proper PPE:
    - Face shield
    - Gloves
    - Boots or safety shoes
    - Long sleeves and long pants
- Be sure you have the proper type of fire extinguishers on hand.
- Do not carry buckets of asphalt up ladders.
- Try not to disturb the skim part of the asphalt in the kettle as it’s heating up; disturbing the skim could cause more fuming.

Auto Body Frame Straightening Equipment

Policy

Make sure you know the safe work practices involved when operating frame straightening equipment and make sure they are followed at all times. Many serious injuries and expensive repairs can be avoided if you use common sense and all applicable safety rules.

Safe Work Practices

After you have received the required training and are authorized by your employer to use the frame straightening system, you must operate the system safely. In addition to adhering to all of the safe practices outlined by the manufacturer in the safety manual, you must:

- Position yourself away from any accessories such as chains or clamps.
- Ensure the towers are at the front and any obstructions are removed from below the vehicle.
- Do not apply pressure if there is a twist in the chain.
- The tower bases must be pinned prior to activating the system.
- Never walk under the machine unless the leg locking devices are in place.
- A safety chain or tarp may be wrapped around the pull chain to minimize the danger if the chain or clamp breaks.

Auto Industry Safety

Policy

Working in the auto industry can be safer when employees use safe work practices and good common sense in carrying out their assigned duties.

Safe Work Practices

Using safe work practices can reduce the risk of an accident.

- Do not perform a job or use equipment unless you are properly trained.
- Use the appropriate PPE for the job and environment.
- Use the proper procedures for removing and disposing waste.
- Use proper lifting techniques when lifting heavy material or equipment.
- Adhere to all warning signs and labels.
- Do not handle or operate electrical tools when your hands are wet or when you are standing on wet floors.
- Do no drive over, drag, step on, or place objects on cords.
- Tag worn, damaged, or defective tools “Out of Service,” and do not use them.
- Do not leave tools or machinery that are “On,” unattended.
- Turn tools or machinery off before plugging or unplugging it.
- Maintain a clean, clear working area for yourself and others.
- Remove all tools, cords, hoses, trash and any other debris from the lift area and wipe up all grease and oil spills before driving a car or truck into the service bay.

Automotive Metal Sanding

Policy

Sanding is a necessary step in prepping a car for painting; however, sanding can potentially harm employees if they are not properly protected. By following the safe work practices provided, employees can help minimize their chances of potential exposure to dust and other hazards when sanding a vehicle.

Safe Work Practices

Before sanding, employees should do the following:

- Inspect all PPE for damage. Report damaged PPE to your supervisor. Do NOT wear damaged PPE.
- Ensure that the respirator is fitting properly and that the filters are clean. Replace dirty filters. Report an ill-fitting respirator to your supervisor. Do NOT wear a respirator that is not fitting properly.
- Inspect all sanders for damage. Report damaged sanders to your supervisor. Do NOT use damaged sanders.
    - Replace sand paper as needed.

When sanding, employees should do the following:

- Ensure that you are wearing all provided PPE. Employees should not sand without wearing the proper PPE.
- Work in well ventilated areas.
- Do NOT bring food or drink into the sanding area. Do NOT eat or drink in the sanding area.
- Operate sanders in accordance with the manufacturer's instructions.
- Electrical sanders should have a vacuum or other dust control device attached.
- Avoid breathing in any dust that is produced from sanding.
- Ensure that all dust is cleaned up in accordance with all local and federal laws.
- Watch your footing when using a wet method of sanding.
- Report any feelings of illness or persistent coughing to your supervisor.
- Wash your hands before eating.
    - It is recommended that employees wash their face before eating or drinking if they have gotten dust on their face.
- Wash all clothing that hasn't been covered by protective clothing.
- It is recommended that employees shower when they get home or use provided showers at their facility.

Automotive Painting Safety

Policy

Like many items, cars will sometimes need a new paint job; however, painting cars can expose employees to harm if the job is not performed correctly. By following the safe work practices presented in this lesson, employees can help minimize their chances of an injury or health issue arising when painting vehicles.

Safe Work Practices

Before employees start to paint, they should do the following:

- Inspect all PPE for damage. Report damaged PPE to your supervisor. Do NOT wear damaged PPE.
    - Replace all respirator filters as needed. Do NOT wear a respirator with a dirty filter.
- Ensure that the respirator fits properly. Report ill-fitting respirators to your supervisor. Do NOT wear a respirator that does not fit properly.
- Inspect all painting equipment for leaks or other types of damage. Report leaking or damaged painting equipment to your supervisor. Do NOT use leaking or damaged equipment.
- Ensure that the spray booth or spray room vents, air filters, and air circulation are working. Clean out any clogged vents. Replace air filters as needed.

When employees are ready to paint, they should the following:

- Ensure that all painters are wearing the proper PPE. Employees should not paint if they are not wearing the proper protection.
- Only paint in designated spraying booths or spray rooms.
- Do NOT eat or drink in the spraying booth or spray room.
- Operate the sprayer in accordance with the manufacturer's instructions.
- Use all paints and chemicals in accordance with the manufacturer's instructions.
- Spray at the designated distances. Do NOT place your face right next to the sprayer.
- Do NOT spray paint at any of your coworkers.
- Do NOT point the sprayer at yourself.
- Immediately clean up any spilled paint.
- Report to your supervisor if you start feeling unwell or develop skin rashes when working with automotive paint or chemicals.
- Ensure that all chemicals and paints are properly stored after use.
- Clean all painting equipment after use. Equipment that is not properly cleaned could clog up or get damaged.
- Wash your hands before eating or drinking.
    - If you have only worn a half-mask respirator, it is recommended that you wash your face as well as your hands before eating or drinking.

- It is recommended that employees shower when they get home or use provided showers at their facility.

Automotive: Airbag Replacement

Policy

Employees do not have to worry about risks when replacing an airbag so long as the safe work practices are followed.

Safe Work Practices

- Read and understand the “Airbag Service Manual” for each vehicle.
- Before attempting to remove an airbag, ensure that the car has been turned off and disconnect the battery. To avoid any accidental deployment of the airbag and/or electroshock, give the battery around 20-30 minutes to completely discharge.
- Disable the Supplemental Restraint System (SRS) before performing any airbag repairs or replacements. This will help to ensure that the airbag does not accidently deploy.
- Do not jar and/or strike the SRS sensors.
- Do not use self-powered electrical test equipment. Doing so could cause the airbag to deploy.
- Do not attempt to repair any of the SRS wiring or harness connectors. If the wires are faulty replace the wiring harness.
- If you are replacing an undeployed airbag, you’ll need to deploy it before disposal.
- If possible, deploy the airbag outside.
- Follow the manufacturer’s instructions on how to deploy the airbag.
- Deploy the airbag with the trim cover facing up.
- Stay 20 feet away from the airbag while it deploys.
- Should you have to deploy an airbag in the car, remove all equipment and personnel from the vehicle.
- Before personnel reenter the vehicle after deployment, let the vehicle air out as to let the gases dissipate.
- Let the deployed airbag cool down before handling it.
- Do not touch the deployed airbag without gloves, as the residual powder produced by the chemicals could cause skin irritation.
- Wear hearing protection during the deployment of airbags.
- Should you touch a deployed airbag without gloves, wash your hands as soon as possible.

Automotive: Brake Repair and Replacement

Policy

Repairing and replacing brakes doesn't have to be dangerous so long as safe work practices are followed.

Safe Work Practices

- Clear the bay of any obstructions.
- Honk the horn to alert the other employees anytime you are pulling into or out of the bay.
- Visually check the area in front of or behind the vehicle for other personnel before moving the vehicle.
- Ensure that the parking brake has been engaged.
- Make sure that the vehicle is secured on the lift.
- Please note: Some brakes may still have asbestos. If you believe that an employee could come into contact with asbestos during a brake replacement, please ensure that the proper engineering and work practice controls have been put in place.
- Use proper ergonomics to lower the tire to the ground.
- Watch out for dust that may cling or come off of the brake.
- Watch for pinch points as you take the brake apart.
- Ensure that you are complying with the manufacturer's instructions when using the rotor machine.
- If you need to machine a rotor, inspect the machine. Report any malfunctioning or broken parts to your supervisor and do not use the machine.
- Clean away any metal shavings from the machine.
- Ensure that the guards and shields are up before using machine.
- Tie long hair back and do not wear loose clothing around the machine.
- Turn the machine off when not in use.
- Should you be working on a drum brake, handle the springs with care as the springs can jet out when being taken out or placed back into position.
- Use a pan or some other object under or on the bleeder to catch or contain the fluid that will come out.
- Make sure that the area under the lift is cleared of personnel and tools before lowering the lift.

Automotive: Oil Changes

Policy

Changing the oil in a vehicle doesn't have to be dangerous so long as the safe work practices are followed.

Safe Work Practices

- Read and understand the manufacturer's instructions on where to find the drain plug and filter.
- Before you pull a vehicle into the bay area, check for previous oil spills.
- Clean up oil spills.
- Clear the bay of any obstructions.
- Honk the car horn to inform other employees that you are pulling the car forward.
- Ensure that the brake is engaged on the car.
- Double check that the vehicle has been turned off.
- Ensure that the car is secure in the lift.
- Remember that the undercarriage will be hot from a recently turned off vehicle. Try to avoid touching areas that are not part of the oil change.
- Before going under the vehicle, ensure that you have put on a pair of safety eye glasses and gloves. The safety eye glasses will help protect your eyes from any debris that may fall from the undercarriage of the vehicle, and the gloves will help protect your skin from the oil, as it is toxic and could be hot.
- Use an Oil Drum/Pan to collect draining oil.
- Keep hands away from draining oil.
- Should oil get on you, wash your hands or area of skin that the oil touched immediately.
- Watch out for any oil that drains from the oil filter as it could lead to spills or oil could land on you or on your clothing.
- Before lowering the lift, ensure that all tools and personnel have been removed from the undercarriage of the vehicle.
- Add new oil in accordance with your company's procedures. If your place of work states to use a funnel, use it as it will help to prevent oil spills.
- Alert all other employees that you are either backing out or pulling forward from the bay.
- Before exiting, visually check that the area either behind or in front of the vehicle is clear of obstacles and other employees.

Backhoe Loader: Safe Operation

Policy

Backhoe loaders, or backhoes for short, cause many injuries at jobsites every year. The operator of the backhoe has a responsibility to use caution to keep him or herself safe, keep others safe, and avoid causing damage to the equipment or the site.

Safe Work Practices

The leading cause of accidents involving backhoes is working too close to an edge and operating on steep or uneven grades. Proper use of stabilizers, as well as the following safety guidelines, will help to reduce these risks greatly.

- Stabilizers should be spread to their full width and the bucket must be in solid contact with the ground. If the machine is not stabilized correctly, it will bounce and increase the level of risk.
- Beware of ground conditions under your stabilizers and add support as needed.
- When operating on a hill, swinging a full bucket of dirt changes the center of gravity. Make sure you always work slow and keep your bucket as low as possible.
- Make an effort to know where others are in your area at all times.
- Keeping the bucket as low as possible at any time will avoid throwing off the center of gravity and maintain visibility.
- Avoid driving across a hill with a loaded bucket, instead go straight up or down the hill.

Backs and Lifting

Policy

Back injuries are one of the most common types of injuries in the workplace. By following the guidelines presented in this lesson, employees can help minimize their chances of a back injury from occurring while lifting or lowering objects. Employees should remember to use team lifts or mechanical methods of lifting whenever possible over manual methods.

Safe Work Practices

To aid in the protection of the back, employees should do the following when performing lifting tasks:

- Avoid lifting and bending whenever possible.
- Place objects where they are easy to access.
- Avoid placing objects on the floor when possible.
- When possible, use a dolly or forklift to lift objects instead of manual methods.
- If a manual lift must be performed, keep objects between your shoulder and waist.
- When possible, push an object rather than pull. Pulling puts more strain on the back muscles than pushing.
- Don't lift heavy loads. If you're straining under the weight of an object, then it is too heavy for you to lift alone.
- Make sure that you have enough room to lift safely before picking up an object.
- Know the destination of your load before picking it up.
- Avoid walking on slippery and uneven surfaces while carry objects.

- Plan your move
    - Ensure that the path you are going to take is clear of wet surfaces, obstacles and obstructions, and that there are no slopes.
- Size up the load
    - Look at the location of the object. If the object is overhead or on the ground, think about how you can safely reach it or how to get into a comfortable position to reach it.
    - Test the weight of the object that you will pick up.
    - Test the object for shifting contents. Shifting contents can affect how the object will behave when lifted.
- Get help as needed
    - Perform a team lift if the size or weight of the object is too much for you handle. Lifting awkwardly-shaped or sized objects can be just as dangerous as lifting heavy objects when you do it alone.
- If you have the option, use a dolly or other piece of material handling equipment over manual lifting methods.

When a manual lift must be performed, employees should use the following technique to minimize or eliminate the strain on the back:

- Get as close to the object as possible.
- Use a wide, balanced stance with one foot slightly ahead of the other with your heels on the floor.
- Bend your knees when lifting or lowering objects. This will help you keep the natural curve of your spine.
- Use your palms, not just your fingers, to grasp the load. It is recommended that you place your palms on opposite corners of the object.
- Keep your head up while lifting.
- Lift with a smooth, steady motion. Keep the object between your shoulders and waist area.
- Pivot to turn in the direction that you want to go. Do NOT twist.
- Slowly lower the load. Slow lowering will help maintain the curve of your lower back.
- When you have to get an object from above shoulder height, employees should lower the front portion so that it is below the shoulder.

Bathroom Procedures (Sanitation and Personal Hygiene)

Policy

Protecting employees and the public from disease is very important for any industry or business, especially when a bathroom is shared with multiple people. If proper sanitation and personal hygiene practices are not followed, many people can end up being sick which can result in employees having to stay home and recover. By practicing good sanitation and hygiene, an employee can take pride in doing their part in keeping his or her fellow coworkers healthy.

Safe Work Practices

PROPER SANITATION
Proper bathroom sanitation includes:

- Inspecting and maintaining plumbing.
- Using appropriate disinfectants and chemicals.
- Emptying trash receptacles when they have become full or near full.
- Ensuring that restrooms are stocked with toilet paper, soap or hand sanitizer, and paper towels if your facility does not have air dryers.
- Dusting partitions and air vents at least once a month, if not weekly.
- Replacing urinal tablets at least once a week or as needed.
- Using proper glass cleaner for mirrors and chrome finishes.

GOOD PERSONAL HYGIENE PRACTICES FOR RESTROOMS
Good personal hygiene stops the cross contamination of bacteria from one surface to another and includes the following practices:

- Utilizing and flushing disposable toilet covers when they are offered.
- Sitting properly on a sit toilet or standing properly when using a urinal.
    - Note: American toilets are NOT designed for squatting. Squatting could result in feces or urine landing outside the bowl which could result in other employees or the public being exposed to diseases.
- Flushing used toilet paper.
- Washing your hands with soap and warm water.
    - Note: Use Soap under your fingernails as well as all over your hand. Fingernails can be a hiding place for bacteria.
- Using a paper towel or hand dryer on hands after they have been washed with warm water and soap.
- Throwing used paper towels into trash receptacles.

- Note: If you want to ensure that your hands are clean after using the restroom, use a paper towel to open doors with handles.

Battery Handling Safety

Policy

To prevent blindness, explosions, skin damage, lead poisoning, and other hazards, be sure to be safe when handling batteries.

Safe Work Practices

- Do not store batteries in places with really high or really low temperatures
- Have an immediately accessible fire extinguisher nearby
- Store batteries in a well-ventilated area
- Do not dispose of the battery with regular trash; follow the manual, SDS or your company's procedures

Bleach Safety

Policy

Bleach is a corrosive and can be very dangerous if handled improperly. Employees who clean or whiten with bleach at work must wear the appropriate personal protective equipment and follow all necessary safe work practices to avoid injury or accident.

Safe Work Practices

- Employees should know where the nearest shower and eyewash stations are.
- Use caution to avoid contact with eyes, skin, and clothing.
- Areas where bleach is used must be well-ventilated.
- Never eat, drink, or smoke when using bleach.
- Wash face, hands and any exposed skin thoroughly after handling bleach.
- Bleach reacts with other household chemicals such as toilet bowl cleaners, rust removers, acids, or products containing ammonia, so these items must be stored separately from bleach.
- Store bleach upright in a cool, dry area, away from direct sunlight and heat.
- Dispose of contents in accordance with all applicable federal, state, and local regulations.

Bloodborne Pathogen Safety: Medical

Policy

Bloodborne pathogens transmit devastating diseases that last a lifetime, but this can be prevented if the appropriate safety steps are taken. Always wear the required personal protective equipment and follow all safety practices given to you by your employer and outlined by OSHA to keep yourself safe.

Safe Work Practices

Knowing the most common routes of exposure, we can take steps to avoid dangerous situations. Employees must practice the following safety rules in order to protect their safety:

- Personal protective equipment such as a gown, gloves, face shields, eye protection, respirators, mouthpieces and resuscitation devices (during resuscitation) must be worn or used to provide a barrier between potential contaminants and susceptible parts of the body.
- Always use needles with sheaths or caps if you have access to them, and cap needles after use.
- Use verbal cues when handing sharps to another employee.
- Replace the sheath or cap immediately following use.
- Properly dispose of sharps after use.
- Do not attempt to complete a task by yourself that you suspect you may need assistance for.
- Work surfaces must be decontaminated regularly.

Bloodborne Pathogens

Policy

Although exposure to bloodborne pathogens is minimal in some work environments, it is necessary to take precautions to avoid exposure. Following the proper procedures can keep you safe.

Safe Work Practices

- Use “Universal Precautions” – a concept that says that all human blood and certain human fluids are treated as if known to be infectious for HIV, Hepatitis B and other bloodborne pathogens.
- Whenever you do a job or task that may expose you to bloodborne pathogens, you must wear protective equipment:
    - A full-face shield to protect your mouth, eyes and nose.
    - Protective gloves for your hands. If you have cuts or any broken skin, use appropriate cover or protection. (If you have a barrier cream, it is important to protect your hands under the protective gloves.)
- Avoid all actions and tools that may cause a personal injury.
- Avoid sharp or jagged objects.
- Wash your hands and face after completing the assigned task with soap. (Hands should be washed after gloves are removed.)
- If any exposure is suspected, you are to wash your hands and any other skin area with soap and water or flush mucous membranes with water immediately.
- Eating, drinking, smoking, applying cosmetics or lip balm and handling contact lenses are prohibited in work areas where there is a reasonable likelihood of occupational exposure.

Building Evacuation

Policy

Building evacuations can be chaotic if employees do not know what to do and where to go. Employees should become familiar with their company's evacuation plan and participate in all practice drills. The most important thing for employees to remember in an evacuation is to stay calm.

Safe Work Practices

Employees should follow their company's evacuation plan when evacuating the building. Only those employees who have been trained to use a fire extinguisher should try to fight small, controllable fires during a fire emergency.
Regular Employees
If an employee has not been designated as an evacuation warden, captain, etc., they should do the following during an evacuation:

- Listen to all instructions that are given over loudspeakers, radios, etc. (If applicable).
- If safe to do so, turn off machines or computers.
- If items are easily accessible, gather all essential items (keys, IDs, medications, etc.). If items are not easily accessible, leave them. Items that have been left behind can either be retrieved at a later time or replaced.
- Do NOT go back for personal items.
- Have the last person who leaves the room or area close the door behind them (if applicable).
- Walk to the nearest exit that has been designated in the evacuation plan. There should be at least two alternative exits from every room or work area.
- Do NOT use doors that are marked "Not an exit" or "No exit".
- Do NOT take elevators. Always use stairs in an evacuation.
- Stay to the right when walking down stairs.
- Do NOT jump from dock doors (if applicable).
- Meet at the designated assembly or rallying points for a head count.
- Do NOT leave the assembly or rally point.
- Do NOT reenter the building until you have been instructed to do so by the designed evacuation warden, captain, etc.

Designated Employees
Employees who have been designated as wardens, captains, etc., should do the following during an evacuation:

- Help non-designated employees evacuate the building.

    - Employees with disabilities or mobile restrictions should be helped to a designated rescue or safe area where they can be rescued by emergency personnel.
    - Report injured employees to other designated wardens, captains, etc., so they can inform emergency personnel.
- Ensure that everyone has evacuated the building by checking rooms and other areas for any remaining employees.
- Take a head count at the designated assembly or rally point. Report any missing employees to emergency personnel.

Bullying in the Workplace

Policy

If you suspect you are being bullied, it is imperative that you take appropriate action. Do not retaliate, keep adequate records of the bullying history, and report to the proper authority so that the issue can be resolved as quickly as possible.

Safe Work Practices

The worst response to somebody who you suspect is bullying you is retaliation. Attempting revenge will only make it easier for the tormenter to accuse YOU of being the bully. Appropriate actions to take are:

- Firmly tell the tormenter to stop the unacceptable behavior.
- Keep a record of all events that suggest psychological harassment in as much detail as possible.
    - Witness names, if any, are important and should be documented.
- Keep copies of any malicious letters, emails, or memos received.
- Report the incident to your supervisor, or proceed to the next level of management if you suspect that your supervisor is the bully.

CNC (Computer Numerical Control) Machine Safety

Policy

The precision that a CNC machine offers is necessary for a variety of applications, but these machines can also be dangerous. Employees who operate CNC machines must understand and follow all safety procedures necessary for avoid damage or injury.

Safe Work Practices

- Leave guards in their intended position at all times.
- You must wear the required personal protective equipment (PPE) at all times, which may include: hearing protection, eye protection, proper footwear, a dust mask, and gloves.
- Any employee who operates the CNC machine must know where the emergency stop button is.
- Hands, arms, and all body parts must stay clear of moving parts during CNC machine operation.
- Do not leave the CNC machine unattended while operating.
- Keep material that you may need close at hand but never in the way of moving parts.
- Using the feed override controls to slow the CNC machine down.
- Never use the machine table as a work bench.
- Keep your eyes on the machine and a hand near the emergency stop button.
- Stop the machine motion if anything seems to be operating unusually.
- Make sure there is no dust or scraps left on the floor after finished with the machine to keep the machine clear of obstacles that may be a slip and fall hazard.

Car Battery Safety and Handling

Policy

Many accidents are caused when workers are unclear about safe procedures but are embarrassed to ask questions. Make sure you understand the importance of asking if there is any part of this information that is not clear. Understanding battery safety is the way they can protect themselves from serious injury.

Safe Work Practices

- Only authorized and trained personnel should handle batteries.
- Consult your vehicle and battery owner's manuals for instructions and safety precautions.
- Wear approved safety glasses or goggles and/or a face shield.
- Wear proper clothing to protect your face, hands and body.
- Make sure work area is well-ventilated.
- Never lean over the battery while boosting, testing or charging.
- Keep away from cigarettes, flames, sparks and other ignition sources – they could cause the battery to catch fire or even explode.
- Always remove metal jewelry before handling battery.
- Use proper lifting techniques to avoid back injury.
- Should you have direct contact with the battery fluids, flush the area with water and call a physician immediately.

Car Wash Safety

Policy

While car washes are great places for customers, they can potentially expose employees to harm if certain procedures are not followed. By following the safe work practices presented in this lesson, employees can help minimize their chances of an accident occurring while taking care of a customer's car.

Safe Work Practices

To aid in the reduction of workplace accidents, employees should do the following:

- To help in the prevention of sprains and strains, it is recommended that employees perform simple stretching exercises before, during, and after work.
- Inspect all provided PPE for damage. Report damaged PPE to your supervisor. Do NOT wear damaged PPE.
- Inspect ladders prior to use. Report damaged ladders to your supervisor. Do NOT use a damaged ladder.
- Be aware of your surroundings.
- Only authorized employees should drive customer cars.
- Only authorized employees should perform repairs or handle chemicals.
- Do NOT run on wet or damp surfaces.
- Keep walking surfaces clean to prevent the build up of wax, oil, debris, and other cleaning products.
- Immediately clean up all spills, detergents, and cleaning agents.
- Do NOT overreach to perform tasks or reach for items.
- Use proper ergonomics to lift objects.
- Do NOT twist your body.
- Know the location of all Safety Data Sheets (SDS). If you are unsure about their location, ask your supervisor.
- Use, store, and dispose of chemicals in accordance with the manufacturer's instructions.
- Use all equipment in accordance with the manufacturer's instructions.
- Do NOT attempt to cloth dry broken headlights, taillights, glass or damaged body area that has sharp pointed edges.
- Do NOT stand directly in front of or behind a vehicle. Stand to the side of the vehicle when drying.
- Wash your hands before eating or drinking.
- Report all injuries to your supervisor.

Car Wash: Hand Wash

Policy

Car washes that offer hand wash services could potentially expose employees to harm. By following the safe work practices presented in this lesson, employees can help minimize the chances of an accident occurring while working in the tunnel or designated work area.

Safe Work Practices

Before beginning work in the tunnel or work area, employees should do the following:

- Inspect all provided PPE for damage. Report damaged PPE to your supervisor. Do NOT wear damaged PPE.
- Inspect the conveyor belt for damage. Report damaged conveyor belts to your supervisor. Do NOT operate or allow cars onto a damaged conveyor belt.
- Ensure that the manufacturer-specified distance for vehicles is properly set on the computerized system (if applicable).
    - Note: The distance should be between 6-8 feet. Read your operators manual for your computer's specifications.
- Inspect equipment for damage. Report damaged equipment to your supervisor. Do NOT allow damaged equipment to be operated.
- Inspect platforms for damage (if applicable). Report damaged platforms to your supervisor. Do NOT stand on damaged platforms.
- Ensure the tunnel or work area floor is clear of obstructions or tripping hazards. Remove tripping hazard and obstructions.

When working in the tunnel or work area, employees should do the following:

- Only authorized and licensed employees should drive customer vehicles (if applicable).
- Ensure that vehicles have been put in neutral and engines have been turned off.
- Ensure the vehicle doors are unlocked.
- Ensure that equipment is used in accordance with the manufacturer's instructions.
- Ensure that chemicals are being used in accordance with the manufacturer's instructions. If you have any questions about the chemicals being used, read the manufacturer-provided safety data sheet (SDS).
- Be aware of your surroundings.
- Do NOT step on the conveyor belt track.
- Do NOT run while in the tunnel or work area. Floors can be wet and have residual soap or chemicals which can make the floor slippery.
- Do NOT walk in front of or behind vehicles.
- Do NOT overreach.
- Use handrails when climbing or descending platforms (if applicable).

- In the event that soap or chemicals get into the eyes, employees should use the nearest eye wash station for a minimum of 15 minutes. Employees should seek medical treatment if eye irritation persists. Report all uses of the eye wash station to your supervisor.
- Stand clear of moving vehicles while guiding them off of the conveyor.
- Wash your hands before eating, drinking, smoking, or applying cosmetics (including lip balm).
- When feasible, clean up excess liquid from the floor.

Carbon Dioxide Fire Extinguisher

Policy

The proper use, storage and handling of a carbon dioxide fire extinguisher is a vital element in a fire related emergency. Proper knowledge in the safe operation, and following these safe work practices will help to ensure employees safety.

Safe Work Practices

USING FIRE EXTINGUISHERS
Certain safety related criteria should be met before using a fire extinguisher. This criteria includes, but is not limited to:

- Fire alarm is pulled and the building is evacuated.
- The fire department (911) has been called.
- The fire is small, contained and not spreading beyond its starting point.
- The exit is clear, no imminent danger present, you can fight a fire with your back to the exit.
- It is possible to stay low and avoid smoke.
- The proper extinguisher for the type of fire is immediately available.
- Employee has read instructions and knows how to use the extinguisher.
- When possible use the buddy system.
- Employees should not fight a fire if their personal safety is in doubt.
- Stand several feet from the fire and remember the following:
    - Sweep back and forth at the base of the fire until the fire is completely out.
    - The metal parts of these particular extinguishers can get dangerously cold.
    - Do not walk into an “extinguished area”, the fire could reignite without warning.

PROPER CARE AND MAINTENANCE
It is recommended to inspect the extinguisher at least once a month, while inspecting it should be ensured that:

- The extinguisher is centrally located and not blocked by any objects.
- The pressure is at the recommended level.
- The nozzle and other parts are not obstructed.
- The pin and tamper seal (if applicable) are intact.
- Extinguisher should be free of rust, dents, leaks and signs of wear and tear.
- Fire extinguishers should be pressure tested regularly, when in doubt consult the owner’s manual.
- If the extinguisher needs to be recharged or has been damaged, it should be replaced immediately.

Carbon Dioxide Safety

Policy

Carbon dioxide can cause serious health problems even though you may not see it or smell it. Always wear the required personal protective equipment and follow all safe work practices as instructed by your employer. Should an accident occur, administer basic first aid and contact a physician.

Safe Work Practices

- Test the air quality in confined spaces before entering.
- Take measures to increase ventilation.
- Always wear personal protective equipment.
    - Safety goggles protect from frost bite when handling liquid CO2.
    - Insulated protective clothing is required when handling liquid or solid CO2 (dry ice).
    - Either a NIOSH approved respirator or a supplied air respirator is recommended.

Carpet Installation Safety

Policy

Employees who install carpets must wear the appropriate personal protective equipment and apply all the required safe work practices to avoid knee injuries, cuts, and ergonomic injuries. Exercising caution will also help to prevent injuries and accidents.

Safe Work Practices

The number one complaint of carpet installers are knee problems due to constant kneeling and the fact that workers who use knee kickers must forcefully strike the carpet spreader with their knee 120-140 times a day. Knee problems, and other health concerns, can be avoided by applying the following safe work practices:

- Before installing carpets, you may need to relocate furniture in the room. Employees must remember to use safe lifting techniques to protect their backs when doing this, and when moving rolls of carpet.
    - Use your legs to lift, not your back.
    - Activate your abdominal muscles to support your back when lifting.
    - Get help when lifting something that is too heavy for you.
- Ensure that all tools and materials are in good condition and cutting tools are sharp enough to do the job without using excessive force.
- Take the necessary breaks to avoid repetitive motion injuries.
- When possible, use a carpet stretcher that does not require direct force to your knee.
    - Use a hand and arm operated carpet stretcher
    - Use a model that you can strike with a hammer instead of with your knee.
    - If you are using a knee kicker, make sure you follow all the manufacturer's instructions for safe use and discontinue use if you notice discomfort or pain when using.
- Exercise caution when using cutting tools, tack strips, sewing materials, and staples.
- Use caution when using heat-tape and carpet irons to avoid burns.

Chainsaw Safety

Policy

To keep the benefits of using a chainsaw and to lessen the danger, follow the above tips when you need to use a chainsaw.

Safe Work Practices

- Preparing to use the chainsaw
  - Follow the manufacturer's instructions- each chainsaw could be a little different.
  - Daily check controls, chain tension, and all bolts and handles to ensure that they are functioning properly and that they are adjusted according to the manufacturer's instructions.
  - Check that the chain is sharp and the lubrication reservoir is full.
  - Clear away dirt, debris, small tree limbs and rocks from the chainsaw's path, and look for nails, spikes or other metal in the tree before cutting.
- Using the chainsaw
  - Be aware of your surroundings.
  - Cut at full throttle.
  - Let the saw do the work- do not push the saw. If you do find you have to push the saw, stop and sharpen the chain.
  - Hold the chainsaw firmly with both hands.
  - WORK WITH A PARTNER: If something goes wrong, you need somebody who can go get help.
  - Do not overreach to make a cut.
  - If you have to use a ladder, be sure to keep your hands free while climbing the ladder. Tether the chainsaw to you so you can pull it up when you reach your destination.
  - Follow your company's procedures.
- Kickback
  - Never use the top half of the saw tip (especially if you are a beginner).
  - Never bend over the saw; if you stand up straight and to the left of the bar, any kickback should go over your right shoulder.
  - Using anti-kick nose guards, quick-stop brakes, and wraparound hand guards on any saw you use.
  - Using a low kickback chain.
  - Keeping the chain properly sharpened.

Cold Storage Facility Safety

Policy

Remember to follow OSHA code for working in cold storage, stay warm, be aware of your surroundings, and use common sense. If you remember these things, you will be able to be safe when working in cold storage safety facilities.

Safe Work Practices

- Wear your PPE (Personal Protective Equipment) when working in cold areas, such as:
  - A hat to prevent heat escaping your body and protect your ears from frostbite.
  - Gloves and boots to keep your fingers and toes warm and prevent frostbite.
- Do not drink or use nicotine or other drugs when you will be working in a cold storage room; not only does it ruin judgment, but also can cause constriction of the blood vessels, which prevents warm blood from reaching affected areas, making frostbite and hypothermia more likely.
- Keep the doors firmly shut to prevent condensation, which causes slipping and mold growth.
  - Clean up any spills immediately.
- Do not store any of your own food or drink in the cold storage facility, especially if it is storing chemicals.
- Keep pathways clear.
- Know your workplace emergency procedures and be prepared to follow them if an emergency occurs.
- Be sure that chemicals are correctly stored; some chemicals, such as dry ice, can displace oxygen and cause asphyxiation.
- Move into warm locations during work breaks.
- Layer your clothing, especially if you work both in and outside the cold storage room.

Computer Screen Safety

Policy

Computer screens are integral to almost all modern work processes and tasks in every industry. However, when the employee spends a significant time sitting at a computer workstation they are exposed to a variety of hazards. Following the safe work practices and ergonomic tips presented in this lesson will help ensure employee safety.

Safe Work Practices

SETTING UP YOUR WORK AREA
Many of the hazards associated with working at a computer workstation can be avoided by properly setting up your workplace. Employees should follow these tips when setting up their computer workstations:

- Ensure the computer screens are positioned a comfortable distance from where you are sitting. Screens placed too close or too far away may cause you to assume awkward body positions that may lead to eyestrain. The distance can vary from person to person, but the preferred viewing distance is between 20 and 40 inches.
- Position your computer screen directly in front of you, so your head, neck, and torso face forward when viewing the screen. Screens should not be farther than 35 degrees to the left or right.
- Position your computer screen so that the top of the screen is at or slightly below eye level. The center of the screen should normally be located 15 to 20 degrees below horizontal eye level. A screen that is too high or low will cause you to work with your head, neck, shoulders, and even your back in awkward postures.
- Tilt the screen so it is perpendicular to your line of sight, usually by tilting the screen no more than 10 to 20 degrees.

COMPUTER SCREEN ERGONOMICS
When working with a computer screen, employees should follow these safety tips:

- Have an eye exam before working regularly with a computer and once a year thereafter. Using a computer can make existing, untreated, eye and vision issues worse.
- Practice the 20-20-20 method. Take a 20 second break to look at something 20 feet away every 20 minutes.
- Ensure the ambient light of the office is not too bright. Too bright interior lights, or proximity to bright sunlight from a window, can cause a harmful glare.
    - When interior or exterior light cannot be altered consider installing an anti-glare screen.
- Adjust the text size on the screen to allow you to comfortably read. When text is too small it creates eye strain.

- Adjust the brightness of the screen so it is approximately the same as the brightness of your surrounding workstation.
- Consciously blink more often. When working at a computer people tend to blink far less frequently than when not working at a computer. Often eye strain is caused by the eyes becoming dry by not blinking frequently enough.
- Ensure feet sit flat on ground when sitting upright.
- Consider getting lenses for your glasses that partially block blue light.

Concrete Construction Safety

Policy

Although concrete construction has several hazards, it is possible to remain safe. As long as you are alert, use common sense, and follow safety rules and procedures, you should be able to protect yourself and others in concrete construction.

Safe Work Practices

- Be sure to read the manufacturer's manual and have a legible copy of it on the machine or in an easily accessible area for reference.
- Inspect the machine before you use it.
    - Keep a record of the inspection and include the name of the person who inspected the machinery and the date and time of the inspection.
    - If part of the inspection includes testing, be sure everyone and everything is all clear before you test it.
    - If the machinery is found to be unsuitable, remove it from use and mark it to make sure that no one else uses it until it is fixed.
- Never remove any safety devices from the machinery.
- Do not ride on loads carried by machinery.
- Bend your legs, not your back, when lifting, mixing, or performing other strenuous work. This will make you stronger and prevent injuries to your back. If something is too heavy, ask for help carrying it.
- Be sure your rebar is capped or otherwise adjusted according to OSHA standards to lessen the chance of impalement.
- Do not remove framework until the concrete has cured.
- Check the ropes and bundles that transport equipment and materials to make sure they are not frayed and in otherwise good condition.
- Be sure you have the proper fall protection, whether it be guardrails or fall arrest systems.
- Have a construction plan and follow it.
- Use common sense while at the construction site.

Confined Space

Policy

All employees who work in and around confined spaces must be trained in order to acquire the understanding, knowledge, and skills necessary to safely perform their assigned duties. Knowing the hazards involved, rescue procedures, lock-out/tag-out and the use of protective equipment will provide a safer work environment.

Safe Work Practices

SAFETY PRECAUTIONS

- Make sure any employee entering into a confined space has been trained and certified in the type of confined space they will be entering.
- Before entering a confined space, all mechanical equipment must be locked-out, blocked-out and tagged-out.
- Test the air before entering and periodically as you work.
- If there are any hazards in the confined space, then it is a “Permit-Required” confined space and entry is allowed by following your company’s confined space permit program.
- Have the proper ventilation for the confined space. Portable self-contained breathing devices and forced air ventilation (FAV) are examples of proper ventilation.
- Wear the proper protective clothing for the type of confined space you are entering.

ROBOTS (IF APPLICABLE)

- When possible, a robot or drone should be sent inside the confined space instead of a person.
- Inspect the robot or drone for malfunctions or broken parts. Report any malfunctions or damage to your supervisor. Do NOT use a damaged robot or drone.
- Only a person who has been trained should operate the robot. Ensure that you are complying with all the manufacturer’s instructions when operating a robot or drone.

Construction Site Operations

Policy

Safety on a construction site is everybody's responsibility. Following the established guidelines set forth by the company, as well as these safe work practices will help to ensure the safety of every employee.

Safe Work Practices

- Only properly grounded electrical tools should be used, if insulation is frayed or deteriorated, discontinue use.
- Tools should be in good working order, faulty or worn tools should not be used.
- Only trained and authorized employees should operate machinery or equipment.
- Employees should be familiar with the location of all exits, alarms, fire extinguishers, first aid kits, and telephones.
- Hand carts or other handling equipment should be used to move heavy loads.
- Employees should assist each other, especially new employees in safely performing their work.
- Warning signs should be obeyed at ALL times.
- Safety devices should not be modified.
- Get help lifting when the load is too heavy to handle alone.

Cooking: Deep Fryer Safety

Policy

Using a commercial deep fryer is a fast way to make a large quantity of food for your customers. There are many hazards that come along with using one, however, and you should be aware of these hazards and the steps that you can take to prevent them.

Safe Work Practices

- The food that you are attempting to fry must be completely dry. The water will vaporize on contact, resulting in dangerous oil splatters.
- Follow indications in the fryer's safety manual to know the recommended oil level.
- Do not overheat the oil temperature as specified by the manufacturer.
- Overcrowding the frying basket should be avoided as it may cause undercooking, uneven cooking, or overflowing of the hot oil.
- Never touch the frying basket or add food while the basket is submerged in oil.
- When adding food items, do not drop them into the fryer.
- Do not leave the fryer unattended.
- Never use water to try to put out a grease fire.
- Slip resistant shoes, a dry apron, and rubber gloves should be worn at all times.
- Some oils may give off carbon monoxide when burned, so it is important to make sure the kitchen is well ventilated and also be certain that the vent hood is on if your fryer comes with one.
    - Early symptoms of carbon monoxide poisoning are headaches, nausea, weakness and dizziness – if you or anyone in the kitchen experiences these symptoms you must leave immediately.
- When finished, turn the fryer off and unplug it to allow it to cool. Allow to cool completely (approximately 2 hours) before cleaning.

Cooking: Flat Grill Safety

Policy

Keep you, your co-workers, and your workplace safe while using the grill. Remember to use the operator's manual, use common sense, and follow the proper safety procedures whenever you work with a grill.

Safe Work Practices

- Never store anything on top of the grill.
- Do not use the grill unless you have read the operator's manual or have been trained on how to use it.
- Make sure the grill is clean before you use it.
- When you empty the grease trap, do not put the grease in plastic bags.
- Be sure to season the grill before you cook anything on it; this prevents food from sticking to the surface and leaving behind residue that can burn or catch fire.
- Scrape the grill clean after each use to prevent left over food particles from burning.
- Use hot pads, oven mitts, or several layers of cloth to prevent burns to your skin when handling hot materials from the grill.
- Clean the grease off of your walls and hoods to avoid a buildup that could cause a fire.
- Clear the kitchen of cardboard, wood pallets, and other shipping materials that could easily catch on fire.
- Do not smoke in the kitchen.

Cuts, Lacerations and Punctures

Policy

Cuts, lacerations and punctures are wounds that are unfortunately very common in many workplaces. All of them are open wounds that not only are dangerous when first received, but also create a greater vulnerability to infection of the human body. Twenty-nine percent of the cut, laceration, and puncture wounds reported involve work equipment. Therefore, to avoid receiving any of these wounds, remember the following instructions.

Safe Work Practices

- When cutting thick material, use several passes of the blade and apply more downward pressure with each pass
- Be sure you are properly trained before using.
- Use the proper PPE such as gloves and boots when working with processes that could cause cuts, lacerations, and punctures
- Practice good housekeeping by getting rid of clutter and debris
- Never use a tool for a purpose other than what it was meant to be used
    - For example, do not use a screwdriver as a chisel or a knife as a pry bar
- Do not use tools in poor condition, such as a broken handle or a dull blade
- Do not place sharp objects in your pockets, belt, or pants
- Inspect machinery on a regular basis to be sure the machine guards are working and in place
- Do not take shortcuts
    - Always focus on your work

Daycare (Child Care Centers): Evacuation

Policy

Evacuations can be scary situations when procedures are not followed. By following evacuation procedures, employees can help keep children calm while removing them from a dangerous or potentially dangerous situation.

Safe Work Practices

NOTE: Parents should be informed about all relocation areas and emergency pick up procedures prior to an emergency evacuation occurring. Pick up and sign out procedures for emergency situations should be conducted according to your company's policy.
IMPORTANT: The following are just general procedures that should be done when evacuating children from a building while in a daycare or drop-in center facility. Employees should follow their company's own emergency action plan or emergency policy when conducting an evacuation.
Evacuating can be a scary experience for children. Employees who know what to do during an evacuation can help calm the children during such an event. When evacuating children, employees should do the following:

- Calmly have the children line up by the door where they will exit the room.
    - If possible, babies and toddlers who cannot walk on their own should be put in an evacuation crib, stroller, wagon, or be carried.
- Take the attendance or sign in sheet to conduct a head count of the children.
    - Depending on your site, you may have been provided an emergency backpack. Take this backpack with you during the evacuation.
- Have someone (assistants, co-teachers, aides, etc.) conduct a sweep of the area to ensure that all the children are in line.
- Keep children calm as they walk to the relocation area.
- Take a head count of the children. Immediately report a missing child to either your supervisor or to the first responders (police or firefighters).
- Contact parents about the emergency and location of the relocation area.
    - Parents should be contacted as soon as possible about emergency evacuations.
- Check the parent's or guardian's ID or other form of identification when they are picking up children.
    - Children should only be released into the custody of their parents, legal guardian, or other authorized persons. Do NOT release children into the custody of people whose identity cannot be confirmed or who have not been designated as an authorized person.

Dealing with Aggressive People in the Workplace

Policy

Outbursts from aggressive people can occur in any job industry and construction is not an exception. Sometimes in construction there can be a problems dealing with contractors/subcontractors. This can be a result of many things, including monetary issues, work performance, or just miscommunication. These steps should help to ensure that any confrontation can end peacefully.

Safe Work Practices

DEFUSE THE SITUATION (IF POSSIBLE)

- Remaining calm is the most important step.
  - Avoid raising your voice
  - Avoid sarcasm
  - Talk softly
- Control your actions, you can't control the actions of others, try to avoid:
  - Pacing
  - Clenching you fist and jaw
  - Rolling your eyes
- Remain a safe distance away and position your body in a non-aggressive manner.
- Listen to their side of the story, sometimes lack of communication causes problems.
  - Try not to interrupt, even if you feel they are wrong.
  - Use positive nonverbal cues such as: make eye contact (but do not stare); nodding in acknowledgment; show genuine concern
- Ask questions to see if you can resolve the problem.
- Try to work with them to find a solution.
  - Try to compromise
  - If need be get a supervisor.

SAFE WORK PRACTICES

- Always keep your cool and maintain your composure.
- Keep your distance and your options open, sometimes it is wise to pick your battles.
- Remember that the anger is most likely directed at the situation, and not you as a person.
- Take any threat of violence seriously and call the police.
- If at all possible, try to get the aggressor to leave the premises before any violence occurs.
- Try to avoid conflict but defend yourself if your life is in immediate danger.
- Follow any and all company procedures if a violent incident should occur.

Defensive Driving Practices

Policy

Driving is always going to be a hazardous task. Employees can help protect themselves and others from accidents by practicing defensive driving. Defensive driving is not difficult to learn, and it has long-term benefits. The defensive driving practices provided in this lesson can help protect employees both at home and on the job.

Safe Work Practices

LOOK AHEAD

- Glancing at your intended lane of travel continuously while driving.
- Looking at the spot where your vehicle will be in 15 seconds or longer. In inclement weather, drivers should add more seconds on to their initial 15-20 seconds depending on road conditions.
- Watching the vehicle not only in front of you, but the vehicles that are driving in front of that vehicle. The vehicles that are further ahead will impact how the drivers behind them will act.
- Looking at traffic that are in the other lanes that are ahead of you.

BE AWARE OF YOUR SURROUNDINGS

- Locating motorcycles or bicycles that may be to the side, in front of, or behind your vehicle. Locating these riders is important because they have an easier time moving around traffic than other vehicles. Ensuring that you give all motorcycles and bicycles sufficient space to avoid accidental collision.
- Identifying the location of pedestrians. Watching pedestrians is important because they may have not seen your vehicle when crossing a street or jogging on the side of the road.
- Noting and preparing for changes in the speed limit.
- Accounting for the stopping time and loads of other drivers. Put some extra distance between your vehicle and those vehicles that have trailers or other items, such as boats, attached to the rear. These items may come loose and detach during travel.

SCANNING THE AREA AROUND YOUR VEHICLE

- Continuously looking to the front, rear, and sides of your vehicle.
- Checking your mirrors every few seconds. Your mirrors play an important part of informing you of where other vehicles and pedestrians are located.
- Keeping distractions like cell phones, laptops, tablets, etc. stored during travel. Your eyes are meant to be scanning the area around your vehicle for hazards. They can’t do that if you are looking at a screen.

PREPARE FOR “WHAT IFS” AND EMERGENICES

- Leaving a sufficient amount of space between you and other vehicles. The more amount of space between you and another vehicle, the better.
- Leaving one lane to the side of your vehicle open for swerving or exiting.
- Watching and predicting the behaviors of other drivers.
- Avoiding “herds” of vehicles.

ALERT OTHER DRIVERS TO YOUR PRESENCE

- Staying out of other driver’s blind spots.
- Making eye contact with other drivers.
- Using your signals when changing lanes and making turns.
- Using your headlights when conditions are dark or in inclement weather.
- Ensuring that your brake lights are in working order. Other drivers cannot brake for you if they do not know that you are braking.
- Use your horn to warn others that you are backing up or to get their attention. Do NOT use your horn to express anger.

Demolition: Removing Walls

Policy

When removing a wall, safety should be the number one priority. Walls can be supporting structures in a building, so employees need to know exactly what type of support system they are working with when removing parts of a building. The materials used in walls can be hazardous to employees, so it is important to find out as much as possible about the materials that were used in the buildings construction. It is important to remember that walls hide electrical elements and pipping, so cutting should be done with care. Employees can remove a wall safely when safe work practices are followed.

Safe Work Practices

- Ensure that proper engineering and work practice controls are implemented to limit the amount of concrete dust produced.
- Be aware that you could be exposed to asbestos or lead during the removal of a wall. Ask your supervisor if they know if either hazard exists in the building.
- Secure or brace any load bearing walls.
- Ensure that all electrical and utilities have been turned off.
- Inspect all tools for damage. Report any damaged tools to your supervisor. Do not use damaged tools.
- Replace any dulled blades on cutting tools.
- Should a respirator be required for the job, inspect the respirator. Report any damages to your supervisor or safety competent person.
- If there is a floor opening within 10 feet of a wall that is being removed, the opening will need to be planked over.
- Do NOT cut or remove any structural or load-supporting members until the floor above has been demolished and removed.
- Use two hands when working with saws.
- Do NOT cut into electrical wiring or piping.
- When handling material, be aware that there could be nails sticking out or sharp edges.
- Hammer down or remove any exposed nails.
- Clean as you go. Do NOT leave piles of wood or material in the immediate work area.
- Dispose of materials in accordance with local and federal law.
- Do NOT stand in an area in which you know a wall is going to fall.
- Do NOT stand on the opposite side of a wall that is being removed.
- Avoid falling debris.
- Break down material to make it easier to lift.

Dental: Beryllium

Policy

The lightness of beryllium makes it an easy metal to work with in the dental environment; however, it can potentially expose employees to health hazards if protective measures and procedures are not followed. By following the safe work practices presented in this lesson, employees can help minimize their exposure to beryllium dust and fumes.

Safe Work Practices

When working with or around beryllium, employees should do the following:

- Only authorized employees should be working with beryllium.
- Ensure that all provided respirators are fitting properly. Report ill-fitting respirators to your supervisor. Do NOT wear a respirator that fits improperly.
- Ensure that all local exhaust ventilation systems are functioning properly and that they are being used in accordance with the manufacturer's instructions.
- For procedures that tend to produce a vast amount of dust, employees should use hand filling or other method to help in the reduction or elimination of dust.
- Avoid using methods such as grinding whenever possible.
- Use a HEPA vacuum to clean equipment and the floor around the work area.
- Use a wet mop method when mopping the floor. After mopping, ensure that no film of dust has been left on the floor.
- Do NOT dry dust or sweep the floor or work surfaces.
- Do NOT use compressed air when cleaning dust from equipment or work surfaces.
- Do NOT use a household vacuum in areas where beryllium dust has been produced. Household vacuums can reintroduce collected dust back into the air.
- Wash your hands before eating, drinking, smoking, or applying cosmetics (this includes lip balm).
- When dust has gotten onto the face, employees should wash their face before eating, drinking, smoking, or applying cosmetics (this includes lip balm).

Dental: Silica Dust

Policy

Employees who work in the dental industry have the potential of being exposed to silica dust. The best way to avoid silica dust is to use a substitution material whenever possible; however, substitution may not always be on option. By following the safe work practices presented in this lesson, employees can help minimize their exposure to silica dust when performing tasks that require the use of silica.

Safe Work Practices

The best way to avoid exposure to silica dust in the dental environment is to use substitute material whenever possible. However, if a substitution material is not an option, employees should do the following when working with or around silica dust:

- Ensure that all provided respirators are fitting properly. Report ill-fitting respirators to your supervisor. Do NOT wear a respirator that fits improperly.
- Utilize a ventilation system that has a dust collection system.
- Practice good housekeeping. Good housekeeping practices should include the following:
    - Using wet wiping or wet moping methods to clean dusty areas.
    - Using a HEPA vacuum when vacuuming up dust.
- Do NOT dry dust or sweep.
- Do NOT use compressed air when cleaning dust from work surfaces.
- Do NOT use a household vacuum in areas where silica dust has been produced. Household vacuums can reintroduce collected dust back into the air.
- Wash your hands before eating, drinking, smoking, or applying cosmetics (this includes lip balm).
- When dust has gotten onto the face, employees should wash their face before eating, drinking, smoking, or applying cosmetics (this includes lip balm).

Dental: Waste Gases

Policy

Anesthetic gases can help keep patients comfortable during dental procedures; however, these gases can expose employees to health hazards if exposure exceeds 25 ppm. By following the safe work practices presented in this lesson, employees can help minimize their chances of exposure to gases like Nitrous Oxide while administrating the gas to patients.

Safe Work Practices

Before administrating an anesthetic gas to a patient, employees should do the following:

- Inspect the cylinders for leaks or damage. Report a leaking or damaged cylinder to your supervisor. Do NOT use damaged or leaking cylinders.
- Test the low-pressure connections for leaks prior to using it for the first appointment of the day and when a gas cylinder has been changed.
- Ensure that the scavenging systems is working properly. If a scavenging system is not working properly, report it to your supervisor.
- Inspect all gassing equipment for worn parts, cracks, holes, or tears. Replace all damaged or aged components as needed. Report damaged components to your supervisor.
- Verify the appropriate flow rate after the mask has been connected to the tubing.
- Ensure that the ventilation system is effectively removing waste gas from the room. If the room shows gas concentrations above 25 parts per million (ppm), employees should increase the airflow into the room and use a supplemental local ventilation system to capture the gas at the source.

When administrating gas to a patient, employees should do the following:

- Ensure that a properly sized mask is being used on the patient. Ill-fitting masks can release the gas into the surrounding environment, exposing employees to the gas.
- Encourage the patient to minimize talking, mouth breathing, and facial movement while the mask is in place. Talking and mouth breathing can release the gas into the surrounding environment as the patient exhales the gas from their lungs.
- Periodically inspect the reservoir bag for changes in tidal volume while administrating the gas.
    - When inspecting the reservoir bag, employees should also verify the vacuum flow rate.
- Before removing the mask, ensure that the gas valve has been properly closed and that the patient is receiving 100% oxygen for at least 5 minutes. This will purge the system of any residual gas and allow the patient to purge the gas from their system.
- It is recommended that employees and employers conduct periodic air testing when gas is being used. Testing can be performed in two ways: real-time sampling or time-integrated sampling. Time-integrated sampling can be done by either bag sampling or diffusive sampling.

Designated Walkways

Policy

When employees work around forklifts, there is a chance of an accident occurring between a pedestrian and machine. Designated walkways help to minimize these types of accidents. By following the safe work practices presented in this lesson, employees can minimize their chances of having an accident while walking around forklifts.

Safe Work Practices

The most important thing for employees to remember about designated walkways is that they do not work unless everyone uses them correctly. When designated walkways are available, employees should do the following:

- Use walkways that have been identified or labeled for pedestrian use.
- Stay within the barrier or paint lines of the designated walkway.
- Treat all crosswalks in the same fashion as those that you would use out in normal traffic. Stop and make sure that there are no vehicles approaching or that approaching vehicles stop before crossing.
- Obey all signs.
- If you need to walk into an area that has no designated walkway, ensure that forklift operators are aware of your presence. Remember that forklifts have built in blind spots along with blind spots that can be created due to the environment. While forklift operators should be keeping on eye open for pedestrians, pedestrians also have the responsibility of making their presence known to a driver. A good rule of thumb is to make eye contact with the driver before moving around the forklift.
- Do NOT try to beat a forklift.

Discrimination in the Workplace

Policy

Discrimination is something that should not be tolerated in any workplace. It is up to both employers and employees to ensure a safe work environment for everyone. Everyone needs to remember that people want to be treated with respect and professionalism. Discrimination is something that can and should be prevented. Discrimination laws are evolving all the time, so everyone needs to ensure that they are informed about any changes to all local and federal law.

Safe Work Practices

HOW CAN YOU PREVENT DISCRIMINATION?
Employers and employees can prevent discrimination by:

- Providing handbooks that outline and discuss the company's policies in regard to behaviors and practices that will not be tolerated. Employees should carefully read and understand non-discrimination policies in the handbook. If an employee has questions, they should ask questions to their supervisor or human resources department.
- Providing anti-discrimination training to all management staff and regular employees. Employees should attend all required anti-discrimination training and take opportunities to attend additional training if it is offered.
- Encourage ideas of respect and professionalism.
- Grant reasonable accommodations when they have been requested.
- Encourage meetings between parties before issues escalate.

HOW CAN I TELL IF DISCRIMINATION IS TAKING PLACE?
There are some situations when an employee, manager, or supervisor is unsure about a behavior or action that may be an indicator of discrimination. Listed are some signs that may be indicators of discrimination:

- Hiring practices that disallow certain individuals or groups from applying for the job or from being offered the position in which they applied.
- When a rule or policy is not applied to everyone equally.
- When a reasonable accommodation for a disability or religious belief is not granted.

Unless it would cause undue hardship to the company.

- Jokes that are shared that might offend someone.
- Behavior that humilities or degrades someone. This behavior might be repeated over and over again.

- Someone not getting a promotion or raise based on the fact that they belong to a protected category.

WHAT CAN AN EMPLOYEE DO IF THEY FEEL THAT THEY ARE BEING DISCRIMINATIED AGAINST?
If an employee feels that they have been discriminated against, they should talk with or file a complaint with either their supervisor or human resources department. Should the behavior not be stopped or an employee becomes a target for retaliation (it is another form of discrimination), he or she can file a complaint with the local Equal Employment Opportunity Commission (EEOC). The EEOC can and will investigate all complaints about workplace discrimination and they can act as mediators between the parties involved.

Driving Safety

Policy

Automobile accidents are a leading cause of injury to employees, as well as lost time and equipment to employees. Drivers should be prepared to drive safely every time they are behind the wheel of a vehicle.

Safe Work Practices

- Seat belts should be worn by the driver and passenger(s) any time the vehicle is moving. If there are no passenger seats, there should be no riders.
- Avoid using cell phones, programming GPS or reading maps while driving. Pull off of the road to do any of these activities.
- Only those with an active driver's license should operate a vehicle.
- All traffic laws and speed limits should be obeyed under all circumstances
- Do not drive while under the influence of alcohol or drugs. (Prescription medications which can impair judgment are included.)
- When the vehicle is parked, brakes should be set.
- Do NOT text while driving.
- Do NOT use a cell phone without a hands-free device.

Driving Vehicles with Trailers

Policy

Towing a trailer requires a lot of extra precaution than just driving a regular vehicle. Remember to properly and safely load the trailer, drive extra cautiously, and always properly prepare and inspect the trailer before you take it anywhere.

Safe Work Practices

PREPARATION

- Know the specifications of your vehicle, hitches, etc. before you tow a trailer.
- OSHA requires the driver to check the vehicle at the beginning of each shift.
- Inspect the trailer and its connections.
- Know what the GTW is and be sure it is not more than the trailer can carry or more than the vehicle can tow.

DRIVING SAFELY

- Always wear your seatbelt.
- Prevent Trailer Sway.
- Never speed or accelerate too quickly.
- Do not make sharp turns; otherwise the trailer could jackknife or tip over.
- Make sure you allow enough space for the trailer when you turn.
- Allow more distance between the cars in front of you than you usually would have.
- Inspect the trailer and your vehicle every time you make a stop to make sure everything is still in working order.
- Slow down when driving on railroad crossings or unpaved roads.
- Use a spotter to help you back up the trailer.

LOADING AND UNLOADING

- When you are about to load or unload a trailer, be SURE that the brakes are on, the vehicle is off, and any stabilizers are used.
- Do not overload the trailer.
- Put heavier items on the bottom so the trailer does not become top heavy and cause it to overturn.
- Make sure each side of the trailer is balanced as well.
- Cover and tie down the objects in the trailer to prevent them from flying off or falling out.

Driving: Accident Reporting

Policy

When an employee is a professional driver, there is a chance that the employee may experience an accident during the course of their career. Accidents can be shocking and traumatic experiences depending on the severity of the accident. Employees may also panic during an accident if they do not know how to handle and report it. Presented in this lesson are some general guidelines that employees can follow if they are in an accident. The order in which these guidelines are implemented will depend on the severity of the accident and injuries.

Safe Work Practices

Once an accident has occurred, employees should do the following to prevent additional damage to their, and the other party's, vehicle or persons:

- Get your vehicle far off the road as possible unless doing so will increase the danger, cause additional damage or inflict injury to you or the other party.
- Ensure that the vehicle is in park before turning off the engine. Once the engine has been turned off, employees should activate their four-way emergency flashers.
- Secure the area by turning on your flashers and set out warning devices (if available). Warning devices may include:
    - 3 bidirectional triangles
    - 6 fuses
    - 3 flares

Note: Depending on the cargo, employees may only be allowed to use the 3 bidirectional triangles.

- When setting out bidirectional triangles, employees should walk towards oncoming traffic holding an assembled triangle in front of them to ensure maximum visibility.
- It is recommended that employees wear a reflective vest or jacket when securing the area to ensure that they are visible to other drivers.

After an employee has secured the scene, they should do the following when checking for injuries and notifying authorities:

- Take a moment and check yourself for injuries. If you have no immediate injuries, take a calming breath and check the other parties for injuries.
- Give reasonable assistance to any injured person. Reasonable assistance means calling for emergency services, if they are not on scene, and keeping any injured person warm and dry.
- Do NOT move an injured person unless they are in immediate danger or there is a chance of additional injury.
- When contacting law enforcement, employees should provide the following information:

    - The exact location of the accident using mile markers or landmarks if necessary.
    - The number of injured people and how severe their injuries are.
    - The extent of vehicle and property damage.
    - Your contact information in the event that they need to contact you for additional details.
- Do NOT leave the scene to contact law enforcement. Leaving the scene is against the law.
- After notifying the proper authorities, employees should call their company and notify them of the accident. Employees should follow their company's accident procedures.

NOTE: Some states require that employees not leave the scene until all required paperwork has been completed.
When documenting an accident, employees should do the following:

- Use provided forms and complete as much information as possible. Information may include the following:
    - Witness information
    - Investigating officer information
    - Vehicle information (for all parties involved)
    - Injuries (both yours and the other party's)
    - Contact information for all involved persons
    - Sketches or drawings of the scene
- Only write down the facts of the accident. Do NOT place blame or write down your emotions.
- Take pictures of the scene with either a digital, film, or work-only cell phone camera. When taking pictures, employees should include different angles of the road, landmarks, and license plates (including those of witness vehicles).
- Take pictures of your injuries (if applicable).
- Collect witness statements.
- Turn in all required reports as soon as possible to all required departments and authorities.

Driving: Avoiding Accidents

Policy

Driving has and will always be a risky task. While professional drivers cannot control the actions of others on the road, they can control their own actions. Every driver should do their part to help minimize the chances of an accident. By following the guidelines presented in this lesson, professional drivers can limit the number of an accidents that occur on the road.

Safe Work Practices

Professional drivers should get plenty of rest before driving; this includes drivers of passenger vehicles. Driving while fatigued is nearly as bad as driving while under the influence of drugs or alcohol. To help avoid driving while tired, professional drivers should do the following:

- Get between 7-8 hours of sleep.
- If you are a making a long trip and start to feel tired, pull off the road at a safe area and take a nap or stop for the evening.
- Do NOT exceed your permitted driving hours.

Professional drivers should plan their routes. Whether you are driving a commercial or passenger vehicle, it is important to know where you are going and how to get there. When planning your trip, employees should do the following:

- Call your dispatcher or the customer for directions.
    - Your dispatcher will be the best help, but truckers may talk to someone in the shipping or receiving department as they are more familiar with the docking area.
- Get a road map and ensure that you use it. A Global Positioning System (GPS) can be great a tool, but it can fail or give wrong directions if it hasn't been updated with the latest information.
- Ensure that your GPS is updated.
- Input the address before you leave.
- Preplan your stops to help you with your driving and break times.
- If possible, check the traffic conditions of your destination prior to leaving. Try to plan your arrival for low traffic periods.

Due to how fast weather can change, professional drivers should be prepared for any weather condition on the road. To help plan and adjust for changes in the weather, employees should do the following:

- Inspect and change out windshield wipers before leaving.
- Check the weather forecast.
- Ensure that you have snow chains if you are going to an area known for snow.
- Slow down in wet or icy conditions.
- Pull over if conditions are too severe for driving.

Professional drivers should minimize how many lane changes that they do. To help minimize lane changes, professional drivers should do the following:

- Pick a lane and stay in it for as long as possible.
- When driving on a road with more than two lanes, avoid merging vehicles by staying in the 2nd lane from the right. This leaves the far right lane open for vehicles to enter the freeway.
- Watch vehicles that are merging onto the freeway.
- If you do need to change lanes, check your mirrors and be aware of your blind spots.
- Only change lanes when it safe to do so.

Speed is one of the biggest contributors to accidents. Professional drivers should do the following when driving:

- Do NOT exceed posted speed limits.
- Adjust your speed to the length and weight of your vehicle.
- Slow down in wet or icy conditions.
- Slow down in construction zones.

The risk of driving has increased with the multiple distractions that drivers experience these days. Distractions are a big contributor to accidents. To help minimize distractions, employees should do the following:

- Do NOT text, talk, watch videos, or check email on a cell phone, laptop, etc. All portable electric devices should be put in a safe place before leaving. A text or phone call can wait until you are in a safe place and not driving.
- Set up your radio before leaving.
- Do NOT eat or drink while driving.
- Do NOT apply cosmetics while driving.
- Keep radio talks short and to the point. Radios should be kept as close as possible to minimize reaching.
- Do NOT reach for items while driving.

Drywall Safety

Policy

Drywall is made of powder compressed between two sheets of thick paper or fiberglass, and is used in most buildings to create walls and ceilings. Even though it is so common, drywall has its own dangers. Therefore, whenever transporting, installing, or removing drywall, it's important to remember to follow the proper safety procedures.

Safe Work Practices

- Cutting safety
  - Be sure all cutting tools are in good condition and properly sharpened; a dull blade requires excessive force, causes sloppiness, and can slip and cause an accident.
- Electricity
  - Electric wires and electrical boxes can be hidden, which poses the chance of electrocution to drywall installers.
  - Be sure power tools are properly grounded.
  - Assume all electrical wires are live wires.
  - Do not use an aluminum ladder near electrical wires.
  - Do not wear watches, rings, or other metallic objects which could act as conductors of electricity around electrical circuits.
- Housekeeping
  - Keep walkways and work space clear.
  - Keep the floor dry.
  - Work with good lighting to prevent accidents.

Eating and Drinking in the Workplace

Policy

Eating and drinking in the workplace can be hazardous to your health. Taking the time to note what is going on around the area where you eat and drink could be essential to your health.

Safe Work Practices

- Food and beverages should not be stored or consumed in a toilet room or in an area where it may be contaminated by any toxic material.
- Sprays such as cleaners, paints, pesticides or other types of chemicals can and will contaminate your food or drink.
- Eating and drinking is prohibited in areas that are used to store or use any material that is toxic.
- OSHA prohibits the consumption of food and drink in areas in which work involving exposure or potential exposure to blood or other potentially infectious material exists, or where the potential for contamination of work surfaces exists.
- Eating, drinking, smoking, applying cosmetics or lip balm and handling contact lenses is prohibited in work areas where there is a reasonable likelihood for occupational exposure. (Exposure means that the hazardous material will contaminate these items.)
- Food and drink should not be kept in refrigerators, freezers, shelves, cabinets or on countertops or bench-tops where blood or other potentially infectious materials are present.
- Desk tops can be unhygienic places. Papers that have been handled by many hands, inks, dust and other types of debris can contaminate your food.

Electrical Panel Safety

Policy

While doing something like flipping a breaker may seem like it's not dangerous, employees should remember that electrical panels have live electric currents running through them unless they have been properly de-energized. By following the safe work practices presented in this lesson, employees can help minimize their chances of an accident occurring when working around or when using an electrical panel.

Safe Work Practices

If an employee is not a trained and qualified electrician or an employee who has been trained in electrical safety, they should do the following when working around or using an electrical panel:

- Do NOT block access to electrical panels.
- Do Not remove the cover on the electrical panel.
- Do NOT store or put anything in the electrical panel.
- Obey all warning signs that are posted near and on electrical panels.
- Notify your supervisor of any missing covers or doors on electrical panels.
- Ensure that all breakers are correctly labeled and that the labels are legible.
- Ensure that all breakers are made by the manufacturer of the panel. If a breaker is made by a different company then it may not work in the panel. Report breakers that are not made by the manufacturer to your supervisor.
- Record any changes that have been made to the breakers or panel.
- Report any signs of smoke or electrical smells to your supervisor.
- Notify electricians or employees trained to perform electrical work about any and all changes that have been made to either breakers or the panel itself.

When an electrician works on an electrical panel, they should do the following:

- Ask about any and all changes that have been made to the panel.
- Inform owners and any designated employees about the hazards involved with any work that you may be performing.
- Do NOT allow anyone to help you while performing inspections or other tasks.
- Ensure that you are wearing the appropriate personal protective equipment for the task.
- Ensure that all lockout/tagout procedures are followed.
- Look for dangerous conditions before and during work that is being performed on the panel.

Electrical Soldering Safety

Policy

Soldering can be hazardous, but only if the proper safety guidelines are not observed. Using the correct technique and personal protective equipment (PPE) can help protect you and others from serious injury.

Safe Work Practices

- Never solder an electrical circuit unless it has been de-energized.
- Make sure to use the correct size soldering iron for your projects.
- Employees must solder in a well-ventilated space to prevent the buildup of toxic fumes that may cause eye or throat irritation.
    - Portable local exhaust ventilation
- Use lead and rosin-free solders whenever possible to minimize occupational hazards.
- Soldering irons should be put back in their stands when not in use.
    - Secure soldering stands by making sure they are weighted or attached to the worktable.
    - Never place a hot soldering iron anywhere other than the soldering stand.
- Do not attempt to catch a hot soldering iron if it falls.
- Let recently soldered surfaces a few minutes to cool down before touching it.
- Flammable materials should never be stored near your soldering iron.
- Electrical soldering devices must be grounded and defective soldering irons must be removed from service.
- Unplug and properly store your soldering iron when not in use.
- Employees should be aware of the location of fire extinguishers in their workplace.

Electrical: Preventing Accidents

Policy

Human error, poor maintenance, improper equipment design and lack of training add up to disaster when it comes to electricity. To protect workers against the hazards of electricity, they need to know the basic facts about the causes of shock and death.

Safe Work Practices

- Wear rubber gloves and boots when working near water.
- Use rubber mats to stand on.
- Use insulated tools.
- Use rubber sheets which can be used to cover exposed metal.
- Treat every electric wire as if it were a live wire.
- Inspect equipment and extension cords before each use.
- Faulty electrical equipment should be taken out of service for repair.
- Do not use tools or electrical cords that have bent or missing prongs.
- Make sure your tool is grounded if there isn't three prongs on the plug or if the receptacle doesn't have three openings.
- Turn off the power and report the smell of hot or burning plastic, smoke, sparks or flickering.
- Stop using a tool or appliance if a slight shock or tingling is felt.
- Never disconnect an electrical plug by pulling on the cord.
- Make sure the circuit is turned off and locked out at the circuit breaker or fuse box when working on an electric circuit. Only trained personnel should work on circuits.
- Those who regularly work on or around energized electrical equipment should be trained in emergency response and CPR.

Electricity Safety: Low Voltage

Policy

Low voltage electrical work does not equal low danger. Employees who work with low voltage systems must to all they can to prevent accidents from happening.

Safe Work Practices

- Wear all the required personal protective equipment for electrical jobs.
- Only work on de-energized systems, if possible.
- Make sure all equipment is grounded.
- Only use tools for their intended purpose.
- Do not do electrical work in wet conditions.

Electricity: A Basic Understanding

Policy

Electricity can burn, shock or even kill you, depending on the strength of the shock. If you or a coworker is shocked, muscles can contract violently, causing broken bones, serious falls or other accidents and injuries.

Safe Work Practices

- Know your equipment. Read the manufacturer's literature BEFORE you try it out.
- Unplug machinery and appliances before cleaning, inspecting, repairing or removing anything from them.
- Keep electrical equipment and work areas clean. Oil, dust, waste and water can be fire hazards around electricity.
- Keep access to panels and junction boxes clear. Do not block an electrical panel.
- Move flammable materials away from electric heat sources and lights.
- Know the location of fuses and circuit breakers.
- If you are not trained to work in high voltage areas, do not enter them, even in an emergency.
- Make sure all electrical equipment is properly grounded. Check all extensions cords to make sure that the cord is a three (3)-prong cord.
- Plug power tools into grounded outlets installed with ground fault interrupters (GFI).
- Check with your local utility companies before you dig or work near suspended power lines. A "live" line is very dangerous.
- Always treat every electrical plug or box as being "live". Be wrong on the safe side.
- Use "C" rated extinguishers for electrical fires. NEVER use water.
- Use a tool or a piece of equipment only for its intended purpose.
- Never overload the capacity of the equipment.

Electricity: Working Safely

Policy

Electricity is essential to the workplace and everyday living. When used improperly, electricity can injure or kill. Taking proper precautions can save lives and lessen injuries.

Safe Work Practices

Your actions can protect yourself and your coworkers by:

- Reading and following instructions before handling anything electrical.
- Inserting plugs only in receptacle outlets with the same slot or blade pattern. Don’t force or alter a plug by bending, twisting or removing blades to make it fit into a receptacle outlet.
- Never touch electrical equipment or light switches with wet hands.
- Firmly gripping the plug, not the cord, when disconnecting equipment. Pulling on the cord can damage the cord, plug or receptacle outlet and result in a shock or fire.
- Unplugging equipment or appliances when not in use as electrical current is still present even when in the “off” position.
- Recognizing signs of overloaded circuits. Flickering or dimming lights, blown fuses, warm wall plates or extension cords and tripped circuit breakers are signs of overloaded circuits.

Emergency Action Plan

Policy

Emergencies and disasters can strike at anytime. You are responsible for your own safety. The best way to protect yourself is to become familiar with your workplace emergency action plan and to be prepared for any emergency before it takes place.

Safe Work Practices

- Know your escape route.
- Know your emergency assignment, if you have been given one.
- Know your meeting place, and who to report to for check-in.
- Know how to report emergencies.
- Know the name of the employee or supervisor you can contact for further explanation of the plan if you have any questions.

Employee Safety Responsibilities

Policy

Employers have many responsibilities under the law that requires them to keep their employees safe and healthy on the job. There are written safety programs, as well as safe equipment and training that each em¬ployer must provide. In general, the employer must provide their employees with a safe and healthy workplace. But safety is not just the employer's responsibility, it is also the job of every employee.

Safe Work Practices

As an employee, it is your responsibility to:

- Keep your work area free from debris, equipment, trip hazards and spills.
- To properly dispose of hazardous substances.
- To read any Safety Data Sheets (SDS) when working with chemicals.
- Keep guards on all tools and machinery that you use.
- Report injuries and/or illnesses that occur while on the job.
- Know how to evacuate your building in case of an emergency.

Etiquette in the Workplace

Policy

Practicing office etiquette is essential to developing and maintaining a healthy workplace. If you take the time to exercise common courtesy among all those with whom you associate with, your experience in the office or workplace is sure to be a pleasant one.

Safe Work Practices

- Being punctual – Tardiness implies that your job is low on your priority list whether you are a new employee or have been with the company for a long period of time.
- Looking professional – Regardless if your company has a standard dress code or not, dressing appropriately is a must. In addition to keeping yourself looking professional, it is equally important to keep your work area uncluttered and sanitary.
- Staying well-groomed – Personal hygiene plays an important role when it comes to the way you present yourself. Neglecting to shower, shave, or stay well-groomed in general will lead your coworkers to believe that you are careless or lazy.
- Be true to your word – Your word is a personal guarantee that you should never give unless you intend to follow through. Sometimes you only get one chance to prove that you are a trustworthy employee.
- Own your mistakes – Everybody falls short at times, and the best way to handle this is to be upfront and apologetic instead of making excuses.
- Stay away from gossip – Gossiping about others is extremely unprofessional and reflects poorly on you. Limit your comments about other coworkers to positive ones only.

Be polite – People will notice if you consistently treat them with respect and kindness. Saying “please” and “thank you” as well as avoiding interrupting others during conversations will go a long way.

- Ask before borrowing – A colleague’s desk is their personal space. Even if you are on good terms with your coworker, they will not appreciate it when they start to notice that things are missing from their desk without their consent.
- Avoid being offensive – Perhaps most importantly, use common sense in your interactions and refrain from saying anything that may be taken offensively. Even if swearing and inappropriate language is used freely in your personal life, you never know who you might be making uncomfortable by bringing it into the workplace. If you want to be viewed as a professional who values his or her job, stay away from the following at all costs:
    - Swearing or inappropriate language
    - Inappropriate jokes
    - Racial remarks
    - Sexual comments
    - Comments on religion

Excavator Safe Operation

Policy

Whether you are trenching, climbing hills, or just maneuvering around the jobsite, all aspects of excavator handling can be made safer if the included safety rules are followed.

Safe Work Practices

General Safety Rules

- Buckle the seatbelt before starting the engine.
- Scan the area to make sure that no one is in the intended path.
- Double check that the control pattern is set to your desired mode and that all levers are performing their indicated task.
- Select a route that is flat as possible when driving, and slow when going over rough terrain.
- To clean the bucket, do not strike it against the ground or another object.
- Make small and gradual changes to turn.
- Never allow riders anywhere on the excavator or bucket.
- Do not operate the excavator from anywhere other than the seat.
- Carry the bucket low to increase stability and visibility.
- Inspect the jobsite if you are unfamiliar with it to become aware of any slopes, banks, or overhead obstacles (such as power lines).
- Park the machine on a level surface with the bucket or attachment and blade lowered to the ground. When exiting, remember to face the machine and maintain three points of contact on the hand or foot holds at all times.

Trenching or Digging

- When trenching, make sure the excavator is level.
- Spoil piles must be dumped a sufficient distance away to prevent cave-ins.
- Do not dig near the edge of an excavation or trench
- Never dig underneath the excavator.
- Underground utilities should always be marked before digging.

Climbing or Descending Hills

- Do not drive diagonally or horizontally across slopes. When driving up a slope, the boom and arm should be extended with the bucket carried low. If the unit begins to slide, you can set the bucket down to prevent sliding.
- In very steep conditions, you can use the boom and arm to assist when moving up or down the slope. When going up, alternate extending the arm and retracting it towards you to help lift the excavator up the slope.

- When going down a hill or embankment, position the bucket with the flat surface resting on the ground to support the unit and reduce the chance of slipping.

Exits and Egress

Policy

Safe exit is a vital part of any escape plan and employees are required to know all exit routes in detail. A dangerous situation can be made even more chaotic if employees are not familiar with their emergency action plan.

Safe Work Practices

All employees should be trained on the Emergency Action Plan and the location of every exit. The pathways of exit must be obvious and unobstructed. Additionally:

- Employees must not store unnecessary items in walkways.
- You must be familiar with multiple paths of exit.
- Employees are not to tamper with exit signs.
- If you notice items or material blocking a walk way, do your part to fix it.

Extension Cord Safety

Policy

Extension cords help temporarily make electricity more accessible, which also means the dangers of electricity are more accessible. It is estimated that 4,000 people at the emergency room are there because of some mishap involving electricity. Therefore, keep in mind these rules and tips.

Safe Work Practices

There are other things to remember when using extension cords:

- Just because there are enough outlets in an extension cord doesn't mean you can fill them up
- Be sure you do not exceed the current required
- Make sure cords do not dangle
- They can be tripped over and ripped out of the wall
- Don't plug one extension cord into another
- You could overload the cords or circuits and start fires or other damage
- Don't plug a three-prong into two-hole extension cord
- You could overload the cord
- If you are done using an extension cord, put it away
- This prevents tripping and keeps the extension cord in good condition
- Do not store extension cords outside
- This prevents the casing from cracking and prevents damage to the prongs
- Do not use indoor extension cords outside
- The casing for indoor extension cords are not meant for conditions outside and will wear away quicker and cause hazards
- Make sure your extension cords have enough slack
- Otherwise it will be too easy for cords to be pulled out while they are transmitting electricity, which can damage the cords, circuits or equipment
- Do not coil the cords too tightly
- This will cause the wire to bend and become weak, which will damage the extension cord
- Do not pull on the cord to disconnect it; instead, grasp the plug firmly and pull it out
- This will damage the prongs and damage the wire where it connects to the prongs
- Use extension cords for temporary situations
- Extension cords wear out quickly, and electricity is too dangerous to be harnessed with damaged equipment

Fall Protection: General Industry

Policy

Fall protection is necessary to help protect employees from injuries that may result from a fall. The only way fall protection works is if everyone plays their part in ensuring that the protection works as intended. Like construction, general industry employees may find themselves working at heights or other areas which may require the use of fall protection. By following the safe work practices provided in this lesson, employees can help minimize their chances of a fall by properly using fall protection.

Safe Work Practices

Employees should do the following when working with fall protection:

- Inspect any wearable fall protection for damage (personal fall protection systems, arrest systems, travel restraint systems, etc.).
- Report any damaged fall protection immediately to your supervisor (faded floor markings, loose guardrails, fall protection harnesses with tears, etc.).
- Store any wearable fall protection in accordance with the manufacturer's instructions.
- Do NOT bypass or modify any provided fall protection.
    - Modified fall protection should be reported to your supervisor.
- All worn fall protection equipment should be worn in accordance with the manufacturer's instructions.
    - Employees should also wear provided PPE along with the fall protection.

Fiberglass: Insulation Safety

Policy

Fiberglass insulation, also called glass wool, is a very important material used in construction for the insulation of walls, attics, and pipes. It is popular due to its light weight, use of recycled materials, and heat efficiency. It comes in many forms from loose blow-in insulation, batts, and rolls. Employees who work with fiberglass insulation could potentially be exposed to harm. Following the safe work practices presented in this lesson will help ensure employee safety.

Safe Work Practices

SAFE WORK PRACTICES
Before working with fiberglass insulation, employees should do the following:

- Inspect all provided PPE for damage. Report any damaged PPE to your supervisor. Do NOT wear damaged PPE.
- Ensure all provided respirators are fitting properly. Report ill-fitting respirators to your supervisor. Do NOT wear an ill-fitting respirator.
- Inspect hoses for damage. Report damaged hoses to your supervisor. Do NOT use a damaged hose.
- Ensure entire work area is clean and free from debris or obstruction.

While working with fiberglass insulation, employees should do the following:

- When packaged insulation is too large or heavy, it is recommended that employees use a team lift or mechanical assistance for lifting and transportation.
- If direct contact with the eyes occurs, use the nearest sink or eye wash station for a minimum of 15 minutes. Employees should seek medical attention if pain or irritation persists.
- Practice good housekeeping.
- Practice good hygiene.
- Practice good ergonomics.
- Avoid walking on insulation.
- Do NOT eat, drink, smoke, or apply cosmetics (including lip balm) when installing insulation.

After working with fiberglass insulation, employees should do the following:

- If skin irritation occurs, do NOT rub the irritated area. Wash exposed areas with soap and water after handling. Employees should seek medical attention if skin irritation persists.
- It is recommended employees take a shower either at work provided facilities or upon returning home.
- Wash clothes and PPE separately from other laundry. Rinse out washer after each use.
- Clean work area of discarded fiberglass to reduce slipping hazards.

- Ensure all scrap material is disposed of in accordance with all local, state, and federal law.
- When feasible, use cleaning methods that will minimize or eliminate the possibility of dust being put into the air.

Fire Extinguishers

Policy

Employees who work in any area with potential fire hazards must be trained and aware of the possible risks, and what to do in case of an actual fire. Employees must not use fire extinguishers unless they have been properly trained on how to do so correctly.

Safe Work Practices

- Employees should know where all nearby fire extinguishers are located.
- Fire extinguishers must always be mounted in readily accessible locations.
- Employees should be trained on how to properly operate the fire extinguishers.
- Only the correct type of extinguisher should be used for the particular fire:
    - Class A: For ordinary combustible materials, such as wood and paper.
    - Class B: For flammable liquids and gases.
    - Class C: For energized electrical equipment.
    - Class D: For combustible metals, such as magnesium.
    - Class K: For cooking oils, grease, or animal fat.
- Halon: For sensitive electrical equipment or aircraft parts.
- Fire extinguishers should be inspected monthly by a competent employee.
- Fire extinguishers must be serviced and recharged annually.

Fire Hazards in the Workplace

Policy

Be sure to educate yourself about the different types of fire hazards in your workplace, such as heat sources and electricity, and learn and practice safe procedures when dealing with them. If you are aware of the fire hazards around your workplace and know what to do to eliminate them or keep them safe, you can prevent workplace fires.

Safe Work Practices

- Keep an appropriate fire extinguisher nearby
- Turn off all nonessential electrical equipment at the end of the day
- Do not overload circuits or extension cords
- Do not use extension cords for heavy duty electrical equipment
- Keep the dust buildup to a minimum
    - Take special care with hard to reach areas where dust buildup often goes unchecked
- Take out the trash regularly
- Keep doors, hallways, stairs, and other exit routes free of obstructions
    - Be sure you are familiar with different escape routes
- For flammable and combustible materials, remember LIES:
    - Limit the amount of flammable liquids in storage
    - Isolate and store materials in approved containers stored in enclosed cabinets
    - Eliminate products you don't need by safely disposing of them
    - Separate incompatible materials (ie don't store flammables near corrosives)

Fire Hazards in the Workplace: Fuels

Policy

85% of workplace fires are caused by human error, which means that 85% of workplace fires are preventable. If you identify and properly handle and store fuels, you can help avoid workplace fires.

Safe Work Practices

Once you have identified the fuels in your workplace, record them and evaluate what you need to do for each specific one in order to prevent them from starting a fire.

- Always consult your SDS to make sure you are properly handling and storing the fuels
- Minimize the storage of combustible materials
    - Be sure they are present only in quantities needed for the operation
- Dispose of combustible waste in covered, airtight, metal containers
- Report all gas leaks immediately
- Clean up spills and leaks immediately
- Practice good housekeeping:
    - Keep work areas free of dust, lint, sawdust, scraps, and similar material
    - Keep storage and working areas free of trash
    - Do not use gasoline or other flammable solvents to finish or clean floors
    - Keep passageways free of obstacles
    - Put items away when not in use
    - Put oily rags in a covered metal container and regularly and properly dispose of them
    - Leave time for cleanup at the end of you shift
- Store fuels away from sources that can produce sparks
    - Some fuels, such as liquids and gas, will travel on surfaces and in the air, so it may not be enough to store the fuel sources at a distance; you may need to put them in completely separate rooms
- Do not transfer fuels from one container to another by applying air pressure to the original container
    - Transferring them in this way may cause the containers to rupture and cause a serious spill
- Do not refuel gasoline-powered equipment while it is hot

Fire Safety and Prevention

Policy

Fires don't usually occur with frequency or regularity in the workplace and therefore workers are not particularly concerned about them. However, fires have many causes and can happen anytime. Therefore, it is important to try to prevent fires and be ready to correctly respond to them if they do happen.

Safe Work Practices

USING A FIRE EXTINGUISHER
When using a fire extinguisher, remember PASS:

- P: Pull the locking pin
- A: Aim the fire extinguisher at the base of the fire, not the flames or smoke
- S: Squeeze the lever of the fire extinguisher to operate
- S: Sweep the fire extinguisher back and forth at the base of the fire

RESPONDING TO FIRES

- Remain calm
- Call the fire department when there is a fire
    - Do NOT wait to investigate the situation
- Use the stairs to evacuate, not the elevators
- If you get stuck in an office high off the ground, hang a sweater or shirt out of a window to alert the firemen to find your position
    - Stay as close to the floor as you can; smoke rises to the ceiling, leaving the cleaner air towards the floor
    - Use a sweater, shirt, or towel to help reduce smoke inhalation

YOUR RESPONSIBILITIES

- Be aware of potential fire hazards in the workplace, such as frayed electrical wire, and report hazardous situations to the supervisor
- Know your company's safety procedures and participate in fire drills
- Know where the emergency exits, fire alarms, and fire extinguishers are
- Know your location, address, and the nearest cross street so you can give that information to the 911 operator

Fire Sprinkler Systems

Policy

Fire sprinklers can be very useful, and employees who work in buildings with fire sprinkler systems should understand how they work in relation to the emergency action plan.

Safe Work Practices

- Employees should understand that smoke alone will not trigger a fire sprinkler system.
- When a fire sprinkler system goes off, only the required amount of sprinklers will discharge.
- It is important to know what type of fire sprinkler system the building is equipped with:
    - Wet pipe system – the pipes are full of water ready for activation at any moment.
    - Dry pipe system – the pipes are full of compressed air and upon activation, the sprinkler heads must release the air to allow the system to be filled with water.
    - Pre-action system – upon first detection of fire, the pipes fill with water. Then this turns into a wet pipe system in which the individual sprinkler heads must be activated to spray.
    - Deluge system – triggered by a smoke detector or heat detector, but instead of requiring an additional sensor, every sprinkler head is always open and each one goes off without delay.

First Aid Kit: Where and What

Policy

First-aid is emergency care given before regular medical aid can be obtained. If and when an accident occurs, a first-aid program that meets OSHA standards and is tailored to the type and size of the workplace can make a difference between life and death.

Safe Work Practices

WORKPLACE REQUIREMENTS
Workplaces should have the following:

- At least one person with first-aid or medical training readily available in case an emergency should be in the workplace.
- First-aid equipment and supplies
- Up to date first-aid manual
- Posted phone numbers for the Police Dept., Fire Dept., Ambulance or EMS, nearest hospital and Poison Control.

KNOW WHERE THEY ARE

- Know where the first-aid kit(s) is located. First-aid kits should be easily accessible.
- Have emergency phones numbers posted for quick responses.
- Know where all fire extinguishers are located.
- Know where nearest exits are located for easy access out of the building.
- Know where the AED – Automated External Defibrillator – is located and how to use it. (Not required by OSHA to have, but highly recommended.)

First Aid: Basics

Policy

At work, injuries and illnesses kill more than 2 million people in the world each year. That is one death every fifteen seconds or 6,000 people a day. Safe practices can prevent many injuries, illnesses and deaths. However, once injury or sudden illness has occurred, providing effective first-aid can make the difference between life and death; rapid versus prolonged recovery and temporary versus permanent disability.

Safe Work Practices

NEVER attempt first-aid skills that exceed your training.

- Assess the Scene
- If it is not safe or at any time becomes unsafe, GET OUT!
- Observe Universal Precautions by using personal protective equipment. (Universal precautions means to wear goggles, gloves or a face mask to protect from a patient's body fluids.)
- If victim is awake and talking, identify yourself and ask if it is okay to help.
- If victim appears weak, seriously ill or injured or is unresponsive, call 9-1-1.

Food Handling: Cleaning and Sanitation

Policy

Properly cleaning and sanitizing items that touch or are used around food is an important and necessary step in preventing foodborne illness. Cleaning is the removal of visible dirt, dust, and debris while sanitizing is the elimination of harmful pathogens from items and surfaces with the help of cleaning solutions.

Safe Work Practices

The following items must be regularly cleaned:

- Floors
- Storage shelves
- Walls
- Garbage containers

The following items must be regularly cleaned AND sanitized:

- Any item, surface, or utensil that touches food

Utensils, surfaces, and objects must be cleaned in the following circumstances:

- After use.
- If spill happens that might render a task unsafe.
- Before working with another kind of food.
- After 4 hours of continuous use.
- If excessive buildup of grime occurs, especially grease.

When cleaning or sanitizing employees should follow these guidelines and requirements:

- Unplug electric equipment prior to cleaning.
- Do NOT wipe dry cleaned items. Always allow cleaned and sanitized objects to air dry.
- Ensure cleaning solutions are properly labelled.
- Store cleaning solutions in a designated area that is NOT in the kitchen or food prep area.
- Discard cracked or worn objects as they are more difficult to properly sanitize.
- Be careful that no cleaning agent is used around or on food.

Food Handling: Personal Hygiene

Policy

Food contamination due to personal hygiene happens when pathogens are passed from a person to food, surfaces, or objects. This can happen not only when employees have poor personal cleaning habits but even from something as small as touching your face during food prep.

Safe Work Practices

Employees should observe the following when washing their hands:

- Use water as hot as you can stand.
- Use enough soap to create a good lather.
- Wash hands and arms up to the elbow for 15 seconds.
- Hand sanitizer and antiseptic is NOT a hand washing replacement.

Employees should wash their hands in the following cases:

- Before work
- After using restroom
- Before and after handling raw seafood, meat, or poultry
- After sneezing or coughing
- After taking out garbage
- Handling chemicals that might render food unsafe
- After cleaning dishes
- After touching any other contaminants

Employees must observe the following hygiene standards:

- Keep fingernails trimmed short, clean, and filed.
- Dirty aprons and uninforms cannot be stored in food prep or storage areas.
- Do NOT wear aprons when leaving food prep areas or to the restroom.

Do NOT work if a doctor or licensed medical practitioner has diagnosed you with:

- Salmonella
- Shiga Toxin-Producing E. Coli
- Hepatitis A

Forklift: Securing and Transporting Loads

Policy

Failure to observe any of the included safe work practices can result in serious injury, damage, or even death. Protect yourself and those around you when you are using a forklift to transport loads of material.

Safe Work Practices

Lifting the Load

- Carefully and slowly approach the load while keeping the forks level.
- Before lifting the load, make sure that there is enough overhead clearance.
- The forks should be at least 2/3 the length of the load.
- Do not lift loads that are damaged, torn, or unbalanced in any way.
- If possible, keep the weight of the load as close to the forklift as possible, instead of having all of the weight at the tip of the forks.
- Elevated loads should never be tilted forward, except when the load is being set down.
- The mast may be tilted back to keep the center of gravity as close to the forklift as possible.
- Return the mast to vertical position before lowering the load.
- When lowering, do so slowly to avoid striking the ground or other objects.

Transporting the Load

- If your view is blocked by the load, you may be required to drive in reverse.
- Before entering an aisle way, be sure that the load is not too wide for safe passage through it.
- Do not carry the load higher than what is necessary to clear obstacles.

Foundation Construction Safety

Policy

A good foundation does more than just hold a building above ground. Foundations support buildings by keeping out moisture, providing insulation, and protecting against movement. Employees who do this job must be sure to follow the safe work practices required to protect their health and safety.

Safe Work Practices

- Inspect all tools and materials for visible defects before use.
- Use all power tools and equipment according to the manufacturer's instructions.
- Use safe lifting practices and lift with your legs to prevent ergonomic injuries.
- Make sure to follow all procedures for safe excavation.
    - Shoring and trenching may be required depending on the soil type and trench depth.
- Never eat or drink in areas where food may be contaminated with cement dust.
- Rebar that is used to reinforce concrete work must be capped if it is vertically exposed.
- Employees should watch their footing when working on a foundation because there is rebar, trenches, and stacks of material that all present trip hazards.
- Prevent falls from elevated work areas by guarding openings from elevated areas and using fall protection when required.

Framing: Steel

Policy

Always be sure to protect yourself when working at elevated locations, operating saws, and while welding. When you have a dangerous job it can be easy to forget common safety practices, but staying alert and applying the safety measures you have been taught can help protect yourself and those around you.

Safe Work Practices

Elevated Work Locations:

- Do not walk or work from any structural member of the frame (such as joists, top plates or beams) until they are securely braced or otherwise supported.
- When working on equipment or any part of the structure that is 15 feet or higher, fall protection is required.
- Fall protection is also required when working on a roof with a slope greater than 7:12
- Window openings must be guarded with railing until immediately prior to the installation
- Any employee who is required to work at an elevated work location must be trained on recognizing the hazards associated with them
- Toe boards must be installed on any platform that is high enough for others to pass under

Blade Protection:

- Keep hands at a safe distance from the blade during use
- Turn equipment off immediately after completion
- Do not remove or tamper with the safety guard of any blade
- When handling cut steel, warn those around you and handle with care

Welding:

- You must weld in designated areas only – welding areas must be well ventilated
- Protect yourself from sparks, radiation, and fumes with proper personal protective equipment such as flameproof gloves, a leather apron, and a welding helmet.
- Never look at a spark or flash directly
- Make sure coworkers in close proximity to you are aware and protected as well
- Always keep a fire extinguisher close at hand while welding

Framing: Wood

Policy

Wood framers today use dependable techniques that have been tried and true for hundreds of years, but even still, there are also many risks present when constructing a building's frame. Always make a habit of protecting yourself and those around you.

Safe Work Practices

Elevated Work Locations:

- Do not walk on or work from any structural member of the frame (such as joists, top plates or beams) until they are securely braced or otherwise supported.
- When working on equipment or any part of the structure that is 15 feet or higher, fall protection is required.
- Fall protection is also required when working on a roof with a slope greater than 7:12
- Window openings must be guarded with railing until immediately prior to the installation
- Any employee who is required to work at an elevated work location must be trained in recognizing the hazards associated with them
- Toe boards must be installed on any platform that is high enough for others to pass under

Pneumatic Tools:

- Do not ever carry a tool by its air hose
- Always turn OFF the tool when not in use
- Do not use the tool if it appears visibly damaged
- Personal protective equipment is of the utmost importance
    - Hearing protection is required when exposed to sound that is 85 decibels or higher
    - Eye protection is very important when working with lumber, because wood can shatter and send debris flying under the pressure of power tools
    - Gloves help prevent splinters and other injuries to the hand
    - Hardhats and safety vests play an important role in any jobsite

Strain on the Body:

- Using proper body mechanics: When picking up heavy materials, keep your back straight and bend at the knees. Also, avoid twisting while carrying any load.
- Keep the load close to your body so you don't throw off your center of gravity.
- Get help: If the load is more than you can comfortably carry, make sure to get help.
- Consider wearing back support on days you will be doing more heavy lifting than usual
- If there is nobody available to help you, there are many tools you can buy or rent to make any heavy lifting job easier on your body, such as drywall lifts or panel rollers.

Front-End Loader Safety

Policy

Front-end loader may have many hazards associated with them but are usually safe when they are operated correctly. Understanding the potential hazards, the pre-boarding operations and following safe work practices should all help to ensure employee safety.

Safe Work Practices

- Seat belts should always be worn.
- Always know the weight limit that the loader can carry.
- Avoid jerking movements when starting and stopping.
- Be wary of drainage washouts, potholes and ditches.
- Travel up and down on hills, not horizontally.
- Keep the load up hill at all times (back down a hill when there is a full load and drive up a hill when there is a full load.
- Drive in a slow safe manner.
- Avoid turning too quickly.
- The buckets should be loaded evenly.
- Always use loader in a well ventilated area.
    - If used indoors, make sure it is not used for extended periods of time.
- For visibility purposes, the bucket should always be kept low while driving the loader, especially with a full load.
- Never walk or work under a raised loader.
- Only operate a loader from the operator's seat.
- Watch for overhead wires and obstacles when you raise the loader.
- Lower the loader when parking or servicing.
- Be certain anyone operating the loader is aware of safe operating practices and potential hazards.

Furniture Store Safety

Policy

Furniture stores, like many other types of retailers, can be safe places to work; however, employees could still be exposed to harm. Furnitures stores can have narrow walkways, service animals, aggressive costumers, etc. By following the safe work practices presented in this lesson, employees can help minimize their chances of an accident occurring while on the sales floor.

Safe Work Practices

When working on the sales floor of a furniture store, employees should do the following:

- Be aware of your surroundings.
- Remain calm when dealing with aggressive customers.
- Ensure that walkways, stairways, entrances, and exits remain clear of obstructions.
- Do NOT store items in stairways (if applicable).
- Warn other employees and customers about wet floors by placing caution signs or cones around spills or freshly mopped surfaces.
- Immediately clean up any spilled liquids.
- Practice good housekeeping.
- Assemble furniture in accordance with the manufacturer's instructions.
- Use tools in accordance with the manufacturer's instructions.
- Wear the appropriate personal protective equipment for the tools that are being used for furniture assembly.
- Ensure that tools are properly stored when not in use.
- Do NOT touch broken pieces of glass or ceramics.
- Use a broom, dust pan, and vacuum to clean up broken pieces of glass or ceramics.
- Use proper ergonomics when lifting items.
- Do NOT lift heavy items on your own.
- Use dollies, team lifts, pallet jacks, or a cart to lift heavy items.
- Ensure that drawers are properly secured prior to moving items.
- Use all cleaning chemicals in accordance with the manufacturer's instructions.
- Do NOT mix chemicals.
- Ensure that chemicals are properly stored when they are not being used.
- Ensure that all mounted TVs are mounted in accordance with the manufacturer's instructions.
- Do NOT overreach for items.
- Ensure that rugs and mats are straight. Rugs and mats that are not lying straight should be removed from the floor as they could pose a tripping hazard.
- Ensure that all appliance doors are closed if they open out into walkways (if applicable).
- Ensure that boxes in storerooms are not too high or unstable.

Good Housekeeping

Policy

Good housekeeping will not only prevent accidents and injuries, but it will save space, time and materials. Keeping a clean workplace that is orderly and free of obstructions will help to get work done safely and properly.

Safe Work Practices

Good housekeeping should be a habit and should become natural to all employees. Some things that can be done to make sure things are kept clean and safe are:

- Put items such as tools, away as soon as you are done using them.
- Clean up spills, broken glass, etc. as soon as they happen and place signage, cones etc. if needed.
- Clean up your work space as you work instead of leaving it all until the end of the day.
- Clean tools as soon as you're finished using them.
- Empty trash receptacles often.
- Keep aisles clear at all times.
- Keep clutter out of the workplace.
- Close cabinet doors and drawers.
- Report any unsafe item or area to a supervisor if you are not able to fix the problem.

Good Hygiene Practices

Policy

Employees can reduce distracting odors, contamination, pest control problems, and safety hazards by applying good hygiene practices in their personal lives and at work.

Safe Work Practices

- Never eat, drink, or apply cosmetics in any work areas where possible chemical or bacterial contamination may occur.
- Wash your hands before eating lunch or going home.
- Wear all personal protective equipment required to shield your clothing from possible splashes of workplace substances.
    - Remove personal protective equipment in a way that will not contaminate your clothing.
- At home, do not wash workplace clothing in the same load as your home laundry if you handle chemicals or dangerous substances at work.

Good Manufacturing Practices (Non-Food Facilities)

Policy

Whether they are referred to as good manufacturing or best practices, the guidelines presented in this lesson can help protect employees while on the floor. Each employee is responsible for their own safety and following the guidelines presented in this lesson can help with that responsibility. Employees should follow their company's good manufacturing or best practices when performing their routine tasks.

Safe Work Practices

Before beginning their work, employees should conduct an inspection of their work area and equipment. This can help identify and eliminate or mitigate hazards. When performing an inspection, employees should do the following:

- Identify hazards and obstructions in the work area.
- Remove obstructions and take care of any slipping or tripping hazards.
- Ensure that all manufacturer-provided guards are in place and secure.
- Tag equipment that is malfunctioning, damaged or has missing guards. Report tagged equipment to your supervisor.
- Record all inspections as required by your company.

Employees should keep their work areas clean. Clean work areas help mitigate or eliminate hazards in the work area. Employees should do the following to ensure that their work area is clean:

- Immediately clean up any spills. Spills should be cleaned up in accordance with the manufacturer's and company's instructions.
- Put tools in their proper place.
- File paperwork in its designated area.
- Do NOT allow items to pile up in one area.
- Keep aisles and walkways clear of obstructions and slipping and tripping hazards.
- Properly store chemicals and flammable items in their designated areas.
- Do NOT eat or drink in the work area.
- Throw items away in their designated containers.

Hand Tool Safety

Policy

Not following the appropriate safe work practices may lead to various injuries depending on what tool is misused. Possible injuries include abrasions, lacerations, puncture wounds, contusions, burns, or muscles sprains. Even common, non-powered hand tools must be handled and treated with caution at all times.

Safe Work Practices

- Know how to safely operate any tool before using it.
- Keep all tools in good condition by using them for their intended purpose.
- Wear personal protective equipment as required.
- Inspect your tool for cracked or bent pieces, loose or missing parts, and rust or corrosion.
- Make sure that handles are not loose, cracked, or splintered.
- Tools that you strike must be intact and ground down to reduce chipping.
- Store tools in a safe place – elevated work areas and ladders are not appropriate storage areas.
- All applicable guards should be in place.
- Use spark proof hand tools when working near flammable materials.
- Do not try to fix a tool that is in disrepair unless you are specifically trained.
- Use insulated hand tools when working near electrically energized equipment.
- Make sure the area that you are working in is properly lit.
- Keep the floor neat and clean – tripping with a tool in your hand can be very dangerous!
- Do not try to get your coworker's attention while they are using a tool.
- If somebody tries to get your attention while you are working with a tool, stop what you are doing to talk to them.
- Use a wrist lanyard to help keep tools from falling when working at elevated locations.
- Do not modify tools in any way.
- In some situations, clamping down materials will help to keep it from shifting.

Hazard Communication and GHS

Policy

Effective Hazard Communication promotes safe use and handling of chemical substances in the workplace. It is vital that employees are active participates in company hazard communication procedures and use safe work practices to assure a safe work environment.

Safe Work Practices

- Be aware of all chemicals hazards in your work area.
- Always know where to access hazard communication material.
- DO NOT handle chemicals until the SDS has been reviewed and employee is properly trained.
- Make sure there is an SDS for every chemical substance.
- Comply with SDS safe use, handling, and storage requirements.
- Inform supervisor if there is no SDS for a chemical substance or if the SDS is not up-to-date.
- DO NOT handle chemicals or containers if there is no label.
- DO NOT handle containers if you do not understand how to read labels.
- Make sure every chemical substance container is labeled.
- Make sure labels are up to date and are presented in the GHS format, which includes:
    - Signal word(s).
    - Pictogram(s).
    - Manufacturer information
    - Precautionary statements/ first aid.
    - Hazard Statement(s)
    - The product identifier or name.
- Abide by label statements and use the appropriate precautionary actions, such as use of PPE.
- Do not remove, alter, or deface labels.
- Inform supervisor if there is no label for a chemical substance or if the label is defective.

Hazard Communication: GHS Labels

Policy

It is important that workers understand and identify various chemicals throughout the workplace and know how to work with them safely. Not only does this eliminate accidents, but also gives workers a greater sense of confidence and peace of mind while working.

Safe Work Practices

- DO NOT handle chemicals or containers if there is no label.
- DO NOT handle containers if you do not understand how to read labels.
- Make sure every chemical substance container is labeled.
- Make sure labels are up to date and are presented in the GHS format, which includes:
    - Signal word(s).
    - Pictogram(s).
    - Manufacturer information
    - Precautionary statements/ first aid.
    - Hazard Statement(s)
    - The product identifier or name.
- Abide by label statements and use the appropriate precautionary actions, such as use of PPE.
- Do not remove, alter, or deface labels.
- Inform supervisor if there is no label for a chemical substance or if the label is defective.

Hazard Communication: Safety Data Sheets (SDS)

Policy

It is important that workers understand and identify various chemicals throughout the workplace and know how to work with them safely. Not only does this eliminate accidents, but also gives workers a greater sense of confidence and peace of mind while working.

Safe Work Practices

- DO NOT handle chemicals until the SDS has been reviewed.
- Make sure there is an SDS for every chemical substance.
- Make sure SDSs are up to date and are presented in the 16-section GHS format.
- Comply with SDS safe use, handling, and storage requirements.
- Inform supervisor if there is no SDS for a chemical substance or if the SDS is not up-to-date.

Heat Illness Prevention

Policy

A healthy body temperature is maintained by the nervous system. As the body temperature increases, the body tries to maintain its normal temperature by transferring heat. Through sweating and blood flow to the skin, our bodies cool down. A heat-related illness occurs when our bodies can no longer transfer enough heat to keep us cool.

Safe Work Practices

Most heat related health problems can be prevented or risk reduced by following a few basic procedures.

- Good ventilation of an indoor facility
- Fans, evaporative cooling or mechanical refrigeration
- Acclimatization using short exposures followed by longer periods of work in the hot environment.
- Drink plenty of water
- Take frequent shade breaks
- Stay away from caffeinated drinks when working in hot environments
- Learn to recognize the symptoms of heat-related illnesses
- Use protective equipment (Hats, cool fabrics, etc.)

Heat Illness Prevention: Acclimatization

Policy

Acclimatization may not be rushed, because the body needs time to adjust. The majority of heat-related injuries and illnesses are due to improper or absence of heat acclimation procedures, so it is important that this step is not skipped or seen as optional!

Safe Work Practices

During acclimatization:

- Employees should do the heaviest work of the day during cooler hours, if possible.
- At least two hours in the heat are required each day.

Gradually increase your intensity level a little bit each day – don't push yourself too hard too early.

- Make sure you are drinking enough water – before becoming acclimated to the heat, your thirst reflex will not be very strong so you will have to remind yourself to drink even before you are thirsty (about one quart of water per hour).
- Employees who are not acclimated to the heat are required to take more frequent shade breaks than acclimated employees.

Heat Illness Prevention: High Heat

Policy

Working in the heat could be hazardous, and is especially so in weather of 95 degrees or hotter. Be sure to drink enough water, take shade breaks, and keep in communication with your supervisor or a partner so you can avoid heat illness and death for you or your coworkers.

Safe Work Practices

- Drink about four 8-oz cups per hour during hot weather
    - That's how much your body loses when you sweat
    - Know where the water is located
    - Do NOT drink too much water: "too much" is usually about 48 cups in a 24 hour period
- If possible, start work earlier in the day when it's coolest
- Try to do the heaviest jobs during the cooler hours of the morning or late afternoon when the sun is down
- Wear light colors and loose clothing to allow the body to breathe
- Get help if you are experiencing the symptoms of heat illnesses
- Rest in the shade when you need it
- If you are new, be sure someone is supervising you for the first 14 days until you are acclimatized (used to) the high heat

Heat Illness Prevention: Hydration

Policy

Water makes up about 80% of the brain and is an essential element in neurological transmissions. Poor hydration adversely affects our mental performance and learning ability.

Safe Work Practices

How much should we drink?

- The standard recommendation is at least 6-8 glasses a day.
- Drink regularly throughout the day, ensuring that plenty of additional fluid is taken in during warm weather.
- Replace electrolytes by drinking fluids that replace the electrolytes.

How does hydration work?

- The skin is the key to the body's ability to regulate its temperature (thermoregulation). Once the brain senses that there is an increase in temperature, it initiates thermoregulatory mechanisms.
- The skin is the main cooling organ. It maximizes heat loss by using radiation, convection, conduction and evaporation.
    - Radiation – heat is directly lost to the atmosphere.
    - Convection – heat loss is facilitated by moving air or water vapor.
    - Conduction – heat loss by direct contact with a cooler body.
    - Evaporation – heat is lost by turning liquid (sweat) into vapor (the skin's major heat loss mechanism).

Heat Illness Prevention: Indoor Workplace

Policy

Employees who work in high-heat areas are at risk for heat illness whether they work inside or outside. Even during the winter, employees should know the steps to prevent heat illness.

Safe Work Practices

- Identify work areas where heat illness may be a concern.
- Employees must be acclimated to high temperatures before working in the heat.
    - Increase workloads gradually and allow frequent breaks during the first few weeks.
- Whenever possible, distribute the workload evenly between warm and cool areas.
    - If you can, plan to rotate with another employee for efficiency.
- Schedule heavier work tasks during the cooler parts of the day, if possible.
- Drink one quart of water per hour.
- Employees should know the symptoms of heat illness, and procedures to follow if these symptoms are spotted in themselves or another coworker.

Irrigation Safety

Policy

Irrigation systems are so necessary, but may come with their own hazards as well. Employees who wear the required personal protective equipment, inspect the system before use, and follow all of the safe work practices can reduce the risk of accidents.

Safe Work Practices

To avoid slips and falls, electrical hazards, spider bites and more, employees must practice the following safety guidelines:

- Employees should always check for spiders when opening boxes or reaching for valves in corners and other dark places.
- When working with electrical equipment or machines, make sure you are not standing in water and the machine or electrical system

- Never touch electrical equipment or machinery that is smoking or making odd noises.
    - Report signs of damage like this to a supervisor and lock and tag it out.
- Watch your step when walking around fields and vineyards to avoid tripping.
- Never stack materials or park machinery on irrigation pipes or systems.
- When moving pipes for surface irrigation, keep them horizontal and make sure to take a mental note of where the powerlines are before moving.

Jackhammer Safety

Policy

Jackhammers are hazardous in many ways, more than just accidentally hitting your toe with the tip. In addition, using a jackhammer can lead to problems such as occupational vibration syndrome, and dust contamination. Remember the following so you can be prepared to protect yourself while using a jackhammer.

Safe Work Practices

- Be aware of your surroundings and work accordingly
    - Many times jackhammers are used in areas with vehicular traffic; be sure you set up the proper warning devices, such as cones or flags, and wear the required visibility clothing
    - Make sure the work area is barricaded from any unauthorized personnel
- Lift the jackhammer with your legs, not your back
- Keep the cords and hoses over your shoulder to make sure the jackhammer tip does not accidentally cut into them
    - Never carry the jackhammer by the cords or hoses
- Hold the jackhammer at an angle so the tip doesn't get stuck
- Make sure you're not in an awkward stance while using the jackhammer
- Completely disconnect the jackhammer and relieve any pressure in the hoses whenever you aren't using it or when you need to perform maintenance so it does not accidentally go off
    - The tips can get very hot, so be careful when handling them

Kitchen Fire Prevention and Safety

Policy

Kitchens are a very common place for accidental fires to start because there are many heat sources and ignition sources in a kitchen. Fire prevention must be actively practiced at all times while in a kitchen to reduce this risk.

Safe Work Practices

- Thoroughly remove spilled foods from the oven, microwave, and burners before turning them on. Any leftover or spilled food materials may ignite when introduced to a heat source.
- Do not leave any heat source unattended while cooking.
- Do not wear loose or baggy clothing when in the kitchen.
- Keep towels and pot holders clear from any areas where grease may splatter.
- Do not over load the electrical outlets with cords of the kitchen appliances.
- Inspect the electrical cords regularly for damaged outer coating.
- Make sure there are properly working smoke detectors installed where necessary.

Kneeling and Squatting Techniques

Policy

Improper kneeling and squatting at work can put unnecessary strain on your body and lead to injury. Since back and knee injuries are incredibly slow-healing, it is best to avoid them altogether by practicing safe techniques when kneeling or squatting at work.

Safe Work Practices

Proper form during squatting includes:

- Keeping your spine straight, or in neutral position.
- Feet should be hip distance apart.
- Bend at the waist and use your leg muscles to lower yourself down.
- Keep your abs, glutes, and leg muscles activated so your back muscles are not strained.
- Avoid letting your knees go past your toes.

Proper form while kneeling includes:

- Keep your back straight, or in neutral position, as often as possible while kneeling.
- Stay in a “high kneeling” position with your body elevated and knees at a 90 degree angle.
- If you will be staying in one spot, kneel on a pad or cushion to protect your knees.
- Do not sit back, because your body weight will put too much pressure on your ankles.
- Try to change the kneeling position from time to time, this may include “half kneeling” on your left or right sides, or in a half lunge position with one leg propping up your body.

Additional Safety Steps:

- If possible, move your work from the floor to waist height to decrease the amount of kneeling.
- If available, switch to tools with extension handles that allow you to stand up while working.
- Do NOT twist while bending your back, particularly when using force to lift or push objects.
- Take breaks in between long periods of kneeling or squatting to stretch your muscles.

Knife Safety

Policy

While employers have the responsibility for safe work practices that will protect the health and safety of their workers, employees have the responsibility of following the safe work practices that have been implemented by their employers. This is especially true when working with knives. Knife training that demonstrates proper cutting techniques is essential and should be provided before any employee is allowed to use a knife unsupervised.

Safe Work Practices

- Never use a knife as a screwdriver, or as a tool to pry open a jar or bottle, or anything else.
- Do not use knives to cut string or rope or to cut boxes open. A box cutter should be provided for opening boxes.
- Always cut with the blade of the knife directed away from you.
- Never cut anything that is in your hand; always use a cutting board.
- Prevent slippage by placing a damp cloth underneath the cutting board.
- Be sure to tuck in the fingers and thumb of the hand holding the item being cut to keep fingers out of the cutting line.
- If a knife should start to fall off of a work surface, or if you should happen to drop a knife, do not try and catch it. Step out of the way and let it fall.
- If you are interrupted while cutting, it is your responsibility as the knife user to properly secure the knife until you return. This can be done by placing the knife down flat, and away from the edge of the work surface.
- Never allow horseplay with knives.
- Never throw a knife.
- If a knife is not being used, it should be stored out of harm's way.
- Never leave knives soaking in a sink full of water. Knives should be washed and dried thoroughly after every use.
- Knives should be kept in good condition and sharpened regularly by an experienced employee specifically trained in the correct procedure for sharpening knives.
- Knives should be stored in a designated storage area when not in use. Magnetic holders, knife blocks and knife racks are some methods of knife storage. If storing knives in a drawer, blade guards should be used so that the cutting edge is not exposed, and the knives should be kept separate from other utensils.

Ladder Selection

Policy

Selecting the right ladder for a job is the first step in preventing ladder-related accidents and injuries. There are a few factors that employees need to consider while selecting the right ladder; such as ladder type, height, duty rating, and material. Proper ladder selection and following safe work practices can reduce the risk of accidents and injuries.

Safe Work Practices

- Do not use a ladder until properly trained.
- Consider environmental and job operation factors before selecting ladder.
- Select the ladder that is the proper length for the job, consider:
    - Height to be reached.
    - Overlap requirement.
    - Permitted standing level.
- Inspect ladder prior to selection and use.
    - If ladder appears to be in poor condition, tag/label damaged and do not use.
- Read and follow all labels and markings on the ladder.
- Do not remove safety decals from ladders.
- Do not exceed the maximum load rating of a ladder.
- Do not use metal ladders near electrical exposure.
- Only use ladders for the purpose for which they were designed for.
    - Includes ladder accessories, such as levelers, jacks or hooks.

Ladder Storage

Policy

Even if you use a ladder correctly, you can still be injured around ladders if the correct storage guidelines are not followed. If you take the necessary precautions to prevent damage, the ladder will be able to do the job that it was intended to do.

Safe Work Practices

General Ladder Storage

- Ladders and all of their accessories must be maintained in good condition.
- Ladders should be stored in a dry and safe place.
- Never use ladders in any way which they are not intended to be used. For example: sitting on a ladder while it is in storage can be dangerous.
- Do not stack or store materials on ladders.
- All ladders must be properly secured during transport.
- Ladders should be stored on ladder racks specifically made for that purpose.
    - Ladder racks should be spaced out at intervals of 6 feet for proper support.
- Do not store ladders in the middle of walkways.
- Always return ladders to their storage areas after use.
- Ladders should be kept clean and free of contaminants that may deteriorate them or cause them to become slippery.

Wooden Ladders

- Wooden ladders that are to be used outside should be treated with a preservative to prevent damage from the elements, as well as an oil treatment to help keep the metal parts free of rust.
- Paint is not a suitable weather sealer, because it can fill or hide any dangerous cracks.
- Keep wooden ladders stored in well-ventilated areas where they will not be exposed to excessive heat or moisture.
- After removing a wooden ladder from storage and before using it, you should inspect the rungs and nails, and check for cracks, splinters, or any loose parts.

Metal Ladders

- Never store metal ladders where they may be exposed to fire or chemicals.
- Do not store metal ladders in areas with excessive moisture.
- After removing a metal ladder from storage and before using it, you should inspect it for loose rungs or other metal parts, dented rungs or rails, sharp edges or burrs, or corrosion damage.

Fiberglass Ladders

- Do not store fiberglass ladders where they can be exposed to fire, strong chemicals, sunlight or other ultraviolet light.
- After removing a fiberglass ladder from storage and before using it, you should inspect it for cracks, chips, or splinters, deformed rails or rungs, and any bends or breaks.

Ladders

Policy

Employees who exercise safe ladder use and safe work practices minimize their risk from falling, which can lead to serious injury and even death.

Safe Work Practices

- Select the proper ladder for the job, consider load capacity, height, and type of ladder.
- Avoid electrical hazards - do not use a metal ladder around exposed energized electrical equipment.
- Thoroughly inspect ladder before use.
    - Check joints between steps and side rails.
    - Make sure ladder rung is free from oil or grease.
    - Check for splints, loose bolts, or any defective or damaged parts.
- Remove defected ladders from service for repair or replacement.
- Use ladder only as designed, do not alter from manufacturer's specifications.
- Use proper erecting and positioning procedures, to ensure:
    - Footing support.
    - Top support.
    - Ladder security.
    - Safe angle of inclination.
- Wear appropriate attire and PPE.
- Do not erect ladders in front of unlocked or unblocked doors.
- Ascend and descend facing the ladder, while maintaining 3 points of contact.
- Do not lean out or overreach while on ladder.
- Ask for a helper to support the base of ladder for added ladder stability.

Landscaping: Brush Clearing

Policy

Clearing brush has many advantages to both private and public landowners. Due to the tools and equipment involved, employees could potentially be exposed to harm when clearing brush. By following the safe work practices presented in this lesson, employees can help minimize their chances of an accident occurring when clearing brush.

Safe Work Practices

Before clearing brush, employees should do the following:

- Ensure that you are wearing clothing that is appropriate for tools and equipment that you are going to be using, the day's weather, and location of the job.
- Inspect all provided PPE for damage. Report damaged PPE to your supervisor. Do NOT wear damaged PPE.
- Inspect all tools for wear or damage. Report worn or damaged tools to your supervisor. Do NOT use worn or damaged tools.
- Inspect all equipment for malfunctioning parts or damage. Report all equipment that has malfunctioning parts or damage to your supervisor. Do NOT operate equipment that has malfunctioning parts or damage.
- Ensure that all manufacturer-provided guards are in place and secured. Report missing guards to your supervisor. Do NOT operate a tool or piece of equipment that has missing guards.
- Check gas levels in all gas-powered tools. Refill as needed.
- Remove as much debris (rocks, branches, etc.) as possible from the location before starting to clear the brush. Debris that is not removed could become a flying hazard during the clearing process.

When clearing brush, employees should do the following:

- Be aware of your surroundings.
- Only authorized employees should operate equipment such as ride-on mowers, brush cutters, bobcats, etc.
- Operate all tools and equipment in accordance with the manufacturer's instructions.
- Do NOT hold chainsaws in the air when starting them (if applicable).
- Ensure that all equipment operators can see you (if applicable).
- Warn co-workers of brush that is going to be removed from overhead (example: tree branches).
- Maintain solid footing while operating equipment and tools on slopes.
- Ensure that all powered equipment (bobcats, ride-on mowers, etc.) is stable while working on slopes (if applicable).
- Do NOT force equipment or tools.

- If your tools or equipment create sparks, stop working and inspect the area where the sparks fell to see if there is any smoke. Report areas where sparks occurred to your supervisor.
- Maintain control of brush cutters and other powered equipment and tools.
- Stop clearing if you encounter an animal. Report any encountered animals to your supervisor.
- Report injuries such as cuts, eye injuries, etc. to your supervisor.
- Ensure that all scratches and cuts are properly cleaned.

Landscaping: Irrigation

Policy

Landscape irrigation can be very dangerous if safe work practices are not observed and followed. These guidelines have been established to ensure the safety of all employees working in this field.

Safe Work Practices

- Employees shouldn't dig without knowing what's underground, call 811.
- Work slow and easy, rushing can lead to mistakes and injuries
- Wear the following personal protective equipment (PPE):
    - Heavy closed-toe shoes
    - Long pants
    - Eye protection
    - Gloves
- Gloves should be worn to prevent blisters and to keep PVC cement and primer off of your hands.
- Don't get sunburned, wear a hat and sunblock.
- Never get into a trench that is deeper than your knees.
- Trenches should not be left open when not being worked on.
- If trench cannot not be backfilled boards should be placed over trench.
- Drink lots of liquid to remain properly hydrated.
- Watch out for overhead wires especially when handling metal pipe.
- Do not leave tools lying around, this presents slipping/tripping hazards.

Lawn Mowers: Pushing

Policy

Push lawn mowers can be dangerous if precautions are not taken to ensure safety. While accidents can happen, they are certainly preventable if you understand the equipment and are aware of your surroundings.

Safe Work Practices

- Read the instruction manual to better understand the lawnmower.
- Add fuel when the engine is cool (usually before operating, if need be let engine cool before adding fuel)
- Distance should be kept from the engine as it could be hot.
- Safety devices and guards should be left in place at all times.
- Shut the engine off if the mower is to be left unattended.
- Jams should be cleared while the lawnmower is locked out/tagged out.
- A broom handle or other like object is preferred to be used instead of your hand.
- The engine should be shut off, and power sources secured before maintenance is performed.
- Debris should be cleaned up before mowing in any area, Rocks and other particles can cause injures to employees or bystanders.
- Check to see if there are any pets in the area.
- Always use proper lifting techniques when clearing debris.
- Keep body parts, jewelry and hair away from any moving parts.
- Use caution when mowing on hills and slopes. The proper method is to mow across and not up and down.
- Employees should take periodic shade breaks and remain hydrated
- Distractions should be avoided while operating a mower.

Lifeguard Safety

Policy

Lifeguards play an important role in protecting swimmers at pools, water parks, and beaches. Besides rescuing victims from the water, lifeguards may also be required to provide first aid or function as the primary emergency medical service (EMS) provider. This important role can potentially expose employees to harm. Following the safe work practices presented in this lesson will help ensure employee safety.

Safe Work Practices

Lifeguards may work in a variety of locations including outdoor pools, waterparks, or beaches. Areas that are open to the sun and rising temperatures could put employees at risk of developing heat-related illness. To help minimize or eliminate the risk of developing a heat-related illness, employees should do the following:

- Wear clothing appropriate for the days weather. Such clothing could include hats, sunglasses, and shirts.
- Inspect provided umbrellas for damage. Report damaged umbrellas to your supervisor. Do NOT use damaged umbrellas.
- Stay hydrated by drinking plenty of water before, during, and after shifts.
- Take regular breaks in cool or shaded areas.
- Gradually build up and adjust to working in warm environments.
- Take cool showers or frequent dips in the water on hot days when not on surveillance duty.
- Avoid excessive caffeine consumption.
- Do NOT drink alcoholic beverages before your shift.

Lifting

Policy

Back injuries are considered one of the most painful and costly problems plaguing the workplace today. Back Injuries are second only to the common cold for lost time on the job.

Safe Work Practices

- Test every load before you lift by pushing the object lightly with your hands or feet to see how easily it moves. This tells you about how heavy it is.
- Remember, a small size does not always mean a light load.
- Make sure the weight is balanced and packed so it won't move around.
- Loose pieces inside a box can cause accidents if the box becomes unbalanced. Be sure you have a tight grip on the object before you lift it.
- Handles applied to the object may help you lift it safely.
- To avoid hurting your back, use a ladder when you're lifting something over your head.
- Get as close as you can to the load. Slide the load towards you if you can.
- Don't arch your back--avoid reaching out for an object.
- Do the work with your legs and your arms--not your back.
- How to Avoid a Back Injury
    - Plan ahead before lifting: Knowing what you're doing and where you're going will prevent you from making awkward movements while holding something heavy. Clear a path, and if lifting something with another person, make sure both of you agree on the plan.
    - Lift close to your body: You will be a stronger and more stable lifter if the object is held close to your body rather than at the end of your reach. Make sure you have a firm hold on the object you are lifting, and keep it balanced close to your body. Keep the load close to your body. Having to reach out to lift and carry an object may hurt your back.
    - Feet shoulder width apart: A solid base of support is important while lifting. Holding your feet too close together will be unstable, too far apart will hinder movement. Keep the feet about shoulder width apart and take short steps.
    - Bend your knees and keep your back straight: Practice the lifting motion before you lift the object, and think about your motion before you lift. Focus on keeping you spine straight--raise and lower to the ground by bending your knees.
    - Tighten your stomach muscles: Tightening your abdominal muscles will hold your back in a good lifting position and will help prevent excessive force on the spine.
    - Lift with your legs: Your legs are many times stronger than your back muscles--let your strength work in your favor. Again, lower to the ground by bending your knees, not your back. Keeping your eyes focused upwards helps to keep your back straight.
    - If you're straining, get help: If an object is too heavy, or awkward in shape, make sure you have someone around who can help you lift.

- Wear a belt or back support: If you are lifting in your job or often at home a back belt can help you maintain a better lifting posture. A back belt or support will not prevent you from straining or hurting your back.

Lockout/Tagout (LOTO): Affected Employees

Policy

Lockout/tagout procedures may seem to be nothing but a hassle; however, these procedures help protect all employees who work with machines or equipment. Everyone may play a different role when it comes to carrying out the procedures, but everyone is a team when it comes to ensuring safety. The time taken away for maintenance and repair may seem unnecessary at times; however, when machines are properly repaired and maintained, employees will find that their work is more productive and safer.

Safe Work Practices

When a lockout/tagout is needed, affected employees should do the following to ensure everyone's safety during the process:

- Listen to all authorized employees when they notify you of a lockout/tagout. The information that they give you will be important as lockout/tagout could affect the lighting, air conditioning, or other factors of the work environment.
- Do NOT attempt to remove any locks or tags. These items are meant to be seen as a warning to other employees. Removing a lock or tag is illegal and could result in an authorized employee being injured or worse.
    - If a lock and tag needs to be removed, only your supervisor is allowed to do it and only after it has been established that the authorized employee is not at work and only when it is safe to do so.
- Do NOT attempt to turn on any machine or piece of equipment that has a lock and tag. Depending on the machine, attempting to turn it on could release any stored energy that didn't get removed from the machine, which could result in an injury or worse for the authorized employee.
- If a shift change is going to occur, ask who the authorized employee is in case you or other affected employees need to get in contact with them.
    - Tags should have the name of the authorized employee written on them.
- Remove yourself from the area or stay a safe distance away when authorized personnel are working on a machine or piece of equipment. This includes the time when authorized personnel are removing the locks and tags from machines.
- Do NOT work on a machine until you have been notified that the lockout/tagout is over.

Lockout/Tagout (LOTO): Authorized Employees

Policy

Lockout/tagout is an essential part of protecting employees while they perform certain tasks on a machine or piece of equipment. It takes everyone to make these procedures work; however, employees need to remember that they are responsible for their own safety. Lockout/tagout doesn't take too much time and it helps protect everyone.

Safe Work Practices

In addition to following the procedures of a lockout/tagout, employees should do the following to ensure their safety while performing maintenance or repair work:

- Assume responsibility for own safety while looking out for the safety of others.
- Communicate as much as possible with coworkers, especially during shift changes. Always provide as much information as possible to the person who will be taking over and do not leave until they have put their lock on and you have removed yours.
- Remember that each machine may have a different lockout/tagout procedure.
- Do NOT remove guards or other safety features while the machine is turned on or has power running to it.
- Only use your lock. Do NOT lend or trade locks with other authorized employees.
- Do NOT rush. It is better to take a few minutes and make sure everything has been properly performed than having an accident occur.

Machine Safeguards

Policy

Machines enable amazing things to be done. But machines can also cause disfiguring injuries and death, especially during operation, examination, lubrication, adjustment, and maintenance of the machine. Therefore, it is important to have some sort of safeguards to protect workers from machines.

Safe Work Practices

Safeguards must:

- Prevent contact
  - The safeguards must prevent any part of the worker's body from coming into contact with moving parts
- Be secure
  - The worker should not be able to easily remove the safeguard
- Protect employees from objects falling off the machine
- Create no new hazards
  - The guard should not have sharp edges or other dangers
- Create no interference
  - A safeguard must not impede the job the machine is meant to do
- Allow for safe, simple maintenance
  - If possible, safeguards must allow for simple maintenance, such as lubrication

Machine Shop Safety

Policy

Machine shop employees play an important role in the economy. However, they work in a very dangerous environment. By following the safe work practices provided in this lesson, employees can take proactive steps to minimize their chances of experiencing an injury while working in a machine shop.

Safe Work Practices

Before an employee enters the shop floor to begin work, they should do the following:

- Tie back long hair. Buns are preferred over ponytails.
- Remove all jewelry.
- Ensure that they are not wearing loose-fitting clothing. Loose clothing can get caught by machines which leads to injuries.

Before an employee starts their shift, they need to conduct an inspection of their PPE and the machine that they are going to be working with. Inspections should include:

- Checking all PPE for damage. Do NOT wear damaged PPE.
- Unplugging and ensuring that a machine cannot be turned on while the inspection is taking place.
- Checking the sharpness of blades. Dull blades should be removed from service and replaced.
- Ensuring that all covers and guards are in place. Machines that are missing covers and guards should NOT be operated.
- Checking to see if the machine has been modified. Modified machines should NOT be operated.
- Visually look for any signs of damage.
- Making adjustments to the machine.

Once an inspection has been completed, employees should do one of the following:

- Report any modified or damaged machines to your supervisors. Damaged machines should be locked and tagged out until they have been repaired.
- Plug in the machine. Depending on the machine, employees might want to turn on the machine to see if they can hear any changes in the machine. Changes in sound could indicate a problem.

While working on the floor, employees should do the following to ensure their safety:

- Use proper ergonomics when lifting heavy objects. If the object is too heavy for you to lift on your own, either ask a coworker to help you lift or use a mechanical lifting device.
- Ensure that you are operating the machine in accordance with the manufacturer’s instructions.
- Keep the work area clean. This includes not placing tools or other objects on machinery.

- Walk while in the shop. Do NOT run.
- Utilize all safety guards and covers.
- Roll up long sleeves (if applicable).
- Do NOT try to catch falling objects.
- Do NOT force objects into blades, grinders, etc. If an object gets stuck, turn the machine off, let it come to a complete stop, and then dislodge the object.
- If adjustments need to be made during a job, turn off the machine and unplug it.
- Do NOT leave machines unattended when they are turned on. If you need to leave a machine, turn it off.

Machine and Tool Safety

Policy

If you cannot do a job safely with the machinery or tool that you are using, don't do it! Your safety and the safety of your coworkers is of extreme importance. Do a safety check each and every time you use machinery or tools. Do not take short cuts.

Safe Work Practices

General Machine Safety

- Know the hazards.
- Make a safety check.
- Make sure everyone is clear of the machine before starting it up.
- Check the guards and safety devices to make sure they are in place and properly adjusted.
- Do not operate power tools or machinery when you are ill, taking strong medications, fatigued or consuming alcoholic drinks. If you cannot do a job safely, don't do it.
- Do not smoke while working with tools and machinery.
- Keep your machine and tools clean and free of debris as well as the area you are working in.
- Avoid distractions and keep your mind on your work.
- Electrically powered machines and tools need to be grounded. Extension Cords are not to be used as a permanent source of electricity.

Proper Clothing and Personal Protective Equipment

- Do not wear loose-fitting clothing when working with machinery and tools.
- Jewelry and long hair could get caught in certain types of machinery and certain types of tools. Remove jewelry such as necklaces, rings and bracelets before using machinery and tools. Long hair should be secured so as to not get caught in machinery or tools.
- Long sleeves should be rolled up and secure so as not to get pulled into a machine or tool.
- Impact resistant safety glasses or goggles should be worn to protect your eyes.
- With some tools and machinery, safety shields, hard hats and aprons might be required.

Material Handling: Lifting

Policy

There are many back injuries that occur every year due to improper lifting. Using proper lifting techniques, following company policies and procedures, and these safe work practices should help to prevent such injuries from occurring.

Safe Work Practices

- Before lifting, always test the load for stability and weight.
- For loads that are unstable or extremely heavy, follow management guidelines for:
  - Equipment use
  - Reducing the weight of the load
  - Repacking containers to increase stability
- Wear appropriate slip resistant shoes.
- Only wear gloves (if necessary) that fit and allow you to maintain a proper grip.
- Know your limitations, lift only as much as you can handle by yourself.
  - Seek assistance or use mechanical means if it is too heavy.
- Keep the lift in your “power zone”. The power zone includes the following:
  - Above the knees
  - Below the shoulders
  - Close to the body
- Preventative maintenance is important, whenever possible you should:
  - Reduce reaching and bending.
  - Reduce the stress on your back and shoulders.
  - Reduce the effort and force needed to perform the task at hand.

Nail Gun Safety

Policy

Nail guns significantly reduce the time it takes to build houses, refinish floors, and do other jobs. However, as is often with efficient tools, they can cause serious injuries and death if safety procedures aren't followed.

Safe Work Practices

- Dos of using the nail gun
  - Be properly trained
  - Read the owner's manual
  - Inspect the nail gun, nails, and power sources to make sure they are working properly
  - Wear Personal Protective Equipment, such as eye protection and ear protection
  - Set up jobs to minimize the need for nailing at a high level
  - If you must nail in an awkward position, consider using a hammer instead of a nail gun
  - Keep your fingers away from the trigger when you aren't driving nails
  - Keep your hands and feet away from the place you are driving nails
  - Follow your workplace procedures for nail guns
- Don'ts of using the nail gun
  - Do not rest the gun against any part of your body
  - Do not carry the gun by the electrical cord or air power source
  - Do not modify or tamper with the operating controls
  - Do not point the gun at anybody
  - Do not carry the gun with your finger on the trigger
  - Do not try to service the nail gun with the air supply still attached to the gun
  - Do not use a nail gun with your non-dominant hand
  - Do not use a nail gun if you are tired or unable to focus

Night Shift Safety

Policy

Working night shift can make ordinary tasks more dangerous than they might be during the day, but you can stay safe by following all of the appropriate safety guidelines.

Safe Work Practices

- Employees transitioning from days to nights must be conditioned slowly into working night shift.
    - Starting a night shift schedule without letting your body adjust will make injuries and stress more likely.
- Try to stick with a night shift schedule or just a day shift schedule instead of switching back and forth. Each time you switch, your body will attempt to adjust your circadian rhythm which will cause physical and mental fatigue.
- Employees must understand their job duties and corresponding safety responsibilities.
- Make sure that adequate lighting is used to avoid working in the dark.
- Take frequent, short breaks - especially during the early morning hours when employees are more likely to have lower energy levels than any other time.
- There should always be an emergency plan in place regarding emergencies such as natural disasters or even attacks or robberies. Night shift workers must be aware of the procedures and be prepared to follow protocol if needed.
- Never working alone in confined spaces.
- Do not operate dangerous equipment or tools unless you have been properly trained and authorized to work on that specific piece of equipment by yourself.
- When working alone, always make sure somebody knows where you are.
- Keep your cell phone charged and have important numbers stored in case of an emergency.
- Before starting your tasks, and throughout the task, pay attention to your surroundings to assess any potential hazards.
- If you will be driving, have a clear travel plan and make sure others are aware of this plan.
- Be extremely careful and aware of your surroundings when walking to your car in the dark, especially if you are alone.

Office Ergonomics

Policy

Neutral posture is a comfortable working posture in which your joints are naturally aligned and your risk of developing a musculoskeletal disorder is reduced. The following are the important components of neutral posture while seated.

Safe Work Practices

- Keep your head level or tilted slightly downward.
- Place your work in front of you so that you are looking straight ahead.
- Sit with your shoulders relaxed, not elevated, hunched or rotated forward.
- Keep your elbows close to your sides and bent at about a 90 degree angle, not extended out in front of your body.
- Use the chair's backrest to support your lower back or lumbar curve.
- Sit with your entire upper body upright or leaning slightly back.
- Keep your wrists straight while you work, not bent up, down or to the side.
- Sit with your knees at the same level or slightly below the level of your hips. There should be no pressure points along the backs of your thighs or at the backs of your knees.
- Place your feet lightly out in front of your knees and make sure they are comfortably supported, either by the floor or by a footrest.

Office Operations

Policy

The importance of maintaining a safe office environment cannot be understated. Any and all accidents can be prevented if employees are aware of the surroundings and follow these safe work practices.

Safe Work Practices

- When working with a computer, adjust and position all furniture to minimize strain on the body.
- Cabinets and desk drawers that are lower to the ground should not be left open, this could cause a tripping hazard.
- Use caution while opening and closing drawers to avoid pinching fingers.
- All appliances (coffee pots and microwaves) should be kept in working order, watch for signs of wear and tear or fraying of electrical cords.
- Material should not be stacked precariously on top of lockers, file cabinets or other high places.
- Equipment such as scissors, staplers etc., should be used for their intended purposes only.
- Periodic breaks should be taken to rest your eyes if you constantly work with a video terminal.
- Use caution to avoid the sharp edges of furniture.
- Exercise caution when using any cutting devices.
- Everybody should be familiar with all location of exits, alarms, fire extinguishers, first aid kits and telephones.
- Upon hearing fire alarm, proceed to the nearest exit in an orderly fashion.
- Never try to lift an object that is too heavy alone. Get help from a co-worker if necessary.
- Never disconnect plugs by pulling on the cord, grasp the plug firmly and pull straight out.

Office Safety

Policy

Office safety is an essential practice that needs to be reviewed periodically in order to prevent common office mishaps.

Safe Work Practices

- Slips, Trips, and Fall
  - Make sure carpeted areas are flat with no signs of fraying, tears, and lifts.
  - Use mats in entry ways to prevent slippery/wet floors; especially in the rainy seasons.
  - Do not run wires or cables in the middle of common walkways.
  - Keep hallways and walkways clear of boxes, filing cabinets, and other excess clutter.
  - Office chairs are never to be used for horseplay or as a step stool.
  - Chairs must remain on all legs on the ground at all times; do not recline in a chair unless it is made to do so.
  - Do not sit on counter tops, desktops, or any surface not intended to be used as a seat.
- Cuts and Punctures
  - When using sharp objects such as knives, scissors, letter openers, etc. cut away from your body.
  - Keep your fingers clear when using staplers, paper cutters, and when closing drawers.
  - Check the office for exposed nails, sharp edges, and any objects that could puncture the skin.
- Lifting
  - Keep a balanced stance with feet shoulder-width apart.
  - When lifting from the ground, bend your knees, and keep your back straight. Do not bend over and arch your back.
  - Never carry a load that is so large it will block your vision.
  - If something is too heavy ask someone for help. You are not impressing anyone by carrying something that is excessively heavy alone.
- Space Heaters
  - Never leave the heater unattended for any reason.
  - Do not use a heater that has a damaged cord, plug, has been dropped, or shows any signs of damages or malfunctions.
  - The heater must be at least 3 feet from any combustible materials such as furniture, papers, boxes, clothing, purses, etc. at all times.
  - Disconnect the heater by setting the power control to the OFF position and then unplug. Unplug the heater when not in use.
  - Wait for it to cool completely before moving or handling the heater.

- You may not plug the heater into an extension cord, power strip, or an outlet that has other electrical appliances plugged into it. This may overload the circuit and create a fire hazard.
- Heaters are not to be used in areas with an excess amount of moisture or water (i.e.: bathrooms) unless the heater is specifically manufactured to do so.

Painter Safety

Policy

Painting involves several different areas of safety, from being aware of the chemicals you are using to being sure you are following the proper procedures for working at heights. Although it seems like a lot, if you remember the following tips you can avoid negative consequences of painting.

Safe Work Practices

Paint Safety

- Always consult the Data Safety Sheet (SDS) or the instructions for the paint you are using
  - Be especially aware of what is and isn't safe to mix
- Close the lids tightly when you are finished with the paint
- Only buy as much paint as you need at a time
- If you do have paint leftover after you finish a project, do not store it near heat or ignition sources
- Wear the proper Personal Protective Equipment such as goggles and gloves, and even respirators if necessary

Working at Heights

- Stay away from power lines if you can
  - If you must work around power lines, do NOT use an aluminum ladder (use a fiberglass ladder instead)
- Be sure you set the ladder at a safe angle
- Keep the ladder free of paint, mud, or anything else that will cause it to be slippery
- Do not overreach while you are on the ladder
  - A good rule of thumb is to make sure your left shoulder doesn't pass the right side of the ladder, and vice versa
- Be sure you always have three points in contact with the ladder to avoid falling
  - "Three points" means at least two feet and a hand, or two hands and a foot

General Tips

- Keep unauthorized people and pets away from painting
- If you are working inside, be sure you have proper ventilation while painting
- Do not use flammable materials, such as gasoline, to clean your brushes
- Rotate tasks throughout the day so you do not overstrain yourself

Paints and Solvents

Policy

Some paints and solvents can be toxic, and most solvents are also very flammable. Employees who handle dangerous paints or solvents at work must first read the Safety Data Sheet (SDS) for the specific chemical they will be working with and agree to follow all of the necessary safety procedures.

Safe Work Practices

- Only work in areas with proper ventilation measures.
- Remove all ignition sources from areas where flammable materials are handled or stored.
- Make sure solvent containers are properly labeled and closed tightly when not in use.
- Never store solvents in areas that are not cool and well-ventilated.
- Paints, solvents and solvent-soaked rags must be disposed of appropriately. In some instances this may require a hazardous waste pickup service.

Parking Lot Safety

Policy

Accidents happen but for the most part they can be easily avoided if people are aware of their surroundings. Knowing what to do if you hit another car, or if somebody hits your car and how to avoid break-ins are vital elements to maintaining parking lot safety

Safe Work Practices

Avoiding Accidents

- The most important thing is not to become distracted and be aware of your surroundings at all times.
- While not convenient, sometimes it is best to park further away from the entrance, this could:
    - Make backing out easier
    - May help to avoid damaging vehicles
    - Provide more space to enter and exit the vehicle.
    - Provide exercise to help burn calories.
- Keep headlights on so other vehicles will notice you easier.
- Use proper turn signals.
- Avoid parking near large vehicles.
- Avoid pulling into spaces that are too tight.
- If your vehicle has a back-up camera, do not rely solely on this method. It is still wise to turn and look around.
- If possible, make eye contact with drivers and pedestrians.
- Drive only in the proper aisles, do not cut through parking spaces.

If You Hit a Car

- DO NOT drive away! If you are spotted by another person or security camera you could be charged with hit and run.
- Attempt to contact the owner of the vehicle, if this is not possible leave a note with the following:
    - Name
    - Phone number
- Notify your supervisor immediately.

If Somebody Hits Your Vehicle

- Notify your supervisor immediately.
- Take pictures of the damage, if at all possible.
- If the driver is around make sure to get all of their information.
- Ask others if they witnessed anything and would be willing to provide a “back up” statement.
- Ask owners of the building if they have security cameras in the parking lot.

Avoiding Break-Ins/Vandalism

- Locking the doors.
- Making sure the windows and/or sunroof are closed.
- Set the alarm if applicable.
- Items such as a steering wheel lock could act as a deterrent.
- Only parking in well, lit areas.
- Not leaving valuables in car (or at least not in plain sight)

Polite Driving

- Give pedestrians plenty of space.
- Avoid stealing parking places that other drivers have been waiting for.
- Angry glances, staring and finger gestures should be avoided.
- Do not tailgate or otherwise harass other drivers.

Patient Handling

Policy

Patient handling becomes a safer and quicker task when the safe work practices are followed. It ensures the safety of both patients and healthcare professionals and/or caregivers.

Safe Work Practices

- Read and understand the operator/owner manual of any equipment that you will be using.
- Attend any available trainings and/or demonstrations on equipment that you will be using.
- Assess the environment.
- Clean up any spills that are on the floor.
- Explain to the patient what you will be doing.
- Do not exceed your limits.
- Ask for help when needed.
- Based on the patient's need, choose the best piece of equipment for moving the patient safely.
- Explain to family members as well as the patient what type of equipment you will be using when handling them.
- If you have been placed on a "lift team", ensure that you have your communication device (tablet, walkie talkie, cell phone, etc.) on you at all times.
- Adjust the bed to the height needed to make the lift safe.
- Keep everything within reach.
- Communicate any changes about the patient with others that work with the patient.
- Remove any hazards.
- Make sure that brakes are put in the "On/Locked" position before moving the patient into the lifting device.
- Avoid twisting or stooping.
- Ensure that all patient handling equipment is in working order.
- If the patient handling equipment has a broken or malfunctioning part, do not use it until the broken or malfunctioning part has been fixed or replaced.

Plasma Cutting Safety

Policy

Plasma cutting poses many dangers, including electrocution and UV damage. However, if you remember and use the following tips and precautions, you can remain safe.

Safe Work Practices

- Use the right machine- a good rule of thumb is to choose a machine that can handle approximately twice the normal cutting thickness.
- When piercing the metal, approach it at an angle instead of straight down so the molten metal is blown away from the torch.
- Travel at the right speed so the molten metal spray will blow out at a safe angle.
- Never touch the torch body, workpiece, or the water in a water table when the plasma system is working.
- Do not pick up the workpiece as you cut.
- Do not stand, sit, lie on, or touch any wet surface when using the plasma cutter system.
- Do not grip the workpiece near the cutting path.
- Never leave the plasma cutter running unattended.
- When you are finished cutting, leave the work area and welding bench in a safe, clean, and tidy condition.

Plumbing Safety

Policy

Plumbing is essential to everyday life, so it is easy to forget to follow safe practices. However, if you remember to follow safety procedures, you can avoid illness and injury from the job.

Safe Work Practices

Preparation

- Read the Safety Data Sheet (SDS) for any chemical you may use for plumbing
- Gather together your Personal Protective Equipment (PPE).
- Be sure the working area is free from clutter and debris so you can stay focused on your work and avoid tripping or slipping on unnecessary items
- Check the air quality before you begin work in a confined space. If the air quality is not good, be sure to have a respirator or some type of ventilation in order to stay safe
- Turn off water or gasoline pipes if needed
- Know the emergency numbers, such as the numbers of the utility companies, in case you need them to quickly shut things off

Tools

- Electric Equipment
  - Only use power tools that are safe for a wet environment
  - Do not automatically assume the electricity is off, even if it should be
  - If you feel a tingling when touching a metal pipe, stop working immediately
- Welding Equipment
  - Be sure the area is free of grease and oil so nothing will catch on fire from the welding torch
  - Consider setting up a fire resistant shield to protect the area around the pipes being welded
  - Do not perform welding or soldering tasks while wearing wet gloves
  - Do not perform welding near containers labeled “flammable” or “combustible”
- Plumbing Snakes
  - Only use a snake if you have been trained to do so
  - Do not wear loose clothing, jewelry, or anything else that might get tangled in the snake

General Safety Tips

- Try to switch tasks and avoid awkward positions as best you can to prevent muscle fatigue
- Do not look down the drain after pouring a chemical to avoid breathing in toxic fumes
- Wash your hands after dealing with raw sewage
- If you encounter asbestos, stop working and inform your supervisor

- Do not work if you are too tired, sick, or under the influence of drugs or alcohol

Pool Safety: Chemical Hazards

Policy

While swimming pool chemicals help keep pools clean for everyone, handling and storing them involves risks. It doesn't matter if it is for a residential or community pool, handling chemicals safely should be the first priority. When employees follow the safe work practices, they will find that they minimize the risks to the public and themselves.

Safe Work Practices

- Ensure that you are complying with all manufacturer's instructions for storing and handling of all chemicals.
- Do NOT store chemicals on the floor.
- Do NOT store liquid chemicals above dry chemicals. When possible, store these items in separate areas.
- Do NOT store acids and chlorine-based chemicals together. If you have no choice but to place them in the same area, make sure that there is good distance between the products to avoid accidental mixing.
- Ensure that the storage area is well-ventilated.
- Store all chemicals in a cool, dry area.
- Do NOT reuse any chemical containers. An empty container should be disposed of in accordance with all local and federal regulations and laws.
- Make sure that all the labels on chemical containers are clean and can be read.
- Do NOT eat or drink in the storage area.
- Inspect all your PPE for damage. Report any damaged PPE to your supervisor. Do NOT use damaged PPE.
- When opening chemicals, turn your head away for a minute to avoid breathing in the chemical fumes. If you breathe in the fumes and start coughing, get a good distance away from the container and into an area with fresh air.
- Only use one chemical at a time.
- Do NOT mix chemicals. Mixing chemicals could cause an explosive reaction.
- Use one scoop per chemical. Do NOT use the same scoop for all chemicals.
- Do NOT add water to pool chemicals. Only add the chemicals to the pool water.
- Should you have a spill, consult the Safety Data Sheet (SDS) for instructions on how to clean up that specific chemical. Report all spills to your supervisor.
- Should any chemicals get into your eyes, flush them with fresh water for 15 minutes. Do NOT rub your eyes; you could damage them. Tell your supervisor that you got chemicals in your eyes.
- Should any chemicals get on your clothes, remove the clothing and flush the affected area with water from a sink or shower. Tell your supervisor that you got chemicals on your clothing.

Pouring Concrete Safety

Policy

Pouring concrete safely and following proper procedures can greatly reduce the risk of injury or illness. Employees should ask their supervisor if they are unsure about any polices or procedures regarding concrete pouring.

Safe Work Practices

- Wear appropriate PPE and attire.
- Make sure equipment is properly setup and used.
- Wash contaminated skin areas as soon as possible.
- Rinse eyes splashed with wet concrete or exposure to cement dust as soon as possible and follow appropriate first-aid procedures.
- Eat and drink only in dust-free areas.
- Mix dry cement in well-ventilated areas.
- When kneeling on fresh concrete, use a dry board or waterproof kneepads to protect knees from water that can soak through fabric.
- Remove jewelry such as rings and watches because wet cement can collect under them.
- Make sure there are procedures in place to rinse PPE and equipment.
- Communicate with crew and understand the job operation to know your responsibilities and risks.

Pressure Washers

Policy

Pressure washers operate at pressures from 1,000 to 5,000 psi, meaning that they are capable of causing serious property damage and personal injury. To avoid this, be sure to be smart and follow the proper procedures when using pressure washers.

Safe Work Practices

- Only use chemicals approved for use with that specific pressure washer
- Check the engine oil level every time you use the washer
- Check the parts of the safety washer to make sure they are in good shape and properly connected
- Never refuel a hot or running engine
- Wait at least two minutes after it is turned off before refilling
- Be sure electric pressure washers are properly connected and grounded
- Identify and know how to operate emergency fuel cut offs
- In winter:
    - Store the pump in a warm area
    - Use compressed air to release the remaining fluid
- Connect and turn on the water supply before you turn on the pressure washer
- Set the trigger safety lock when the gun valve is not in use
- Be aware of the location of electricity sources such as power lines and fuse boxes and keep the water away from them
- Get used to the pressure washer
- Begin with the spray far away from the surface and gradually find the right distance for cleaning-to close may destroy the surface being cleaned
- Be aware that the washer may “jump” when it is first turned on
- Do not exceed the manufacturer’s safe operating pressures for hoses, valves, and other fittings
- Never leave the unit unattended
- Try not to use gasoline-powered washers inside; if you must use them inside, be sure the area is well ventilated to avoid carbon monoxide poisoning
- Never point the gun at yourself or another person
- Personal Safety
    - Wear safety goggles or face shields when operating a pressure washer
    - Wear ear protection to prevent hearing loss
    - The pressure can cause loss of balance
    - Use an extension like a spray arm to help clean areas that are out of reach
    - Never wear open toed shoes

- Never attempt to rinse off any part of your body with the water jet; it can easily penetrate skin

Propane Safety

Policy

Propane, also known as liquid petroleum gas or LPG, is a trusted and reliable energy source. Many industrial vehicles use propane. Additionally, propane is used as a propellant for aerosol cans. Propane is a very useful gas in the workplace and in our homes. However, because of its chemical nature and flammability as a gas, it can, under certain circumstances, pose a safety risk.

Safe Work Practices

SPILLS OR LEAKS

- Eliminate all ignition sources.
- Ground all equipment used.
- Do not touch or walk through the spilled material.
- Have a qualified person stop the leak. Do not risk if you are not qualified!
- If possible, turn leaking containers so that the gas escapes rather than liquid.
- Use water spray to reduce vapors or divert vapor cloud draft. Avoid allowing water runoff to contact with the spilled material
- Do not direct water at spill or source of leak.
- Prevent spreading of vapors through sewers, ventilation systems and confined areas. Do not risk if you are not qualified!
- Isolate area until gas has dispersed.

FIRST-AID

- Call 911 if someone is overcome by fumes, burned or hurt.
- Move victim to fresh air if they are not physically hurt. If physically hurt, make sure the victim can be moved safely without causing more injury.
- Remove and isolate contaminated clothing and shoes.
- In case of physical contact with liquefied gas, thaw injured parts with lukewarm water.
- Keep victim warm and quiet.

Restaurant Safety

Policy

Employees who work in a restaurant environment can protect themselves from slipping and falling, musculoskeletal strains, burns, and cuts by following all of the appropriate safety steps.

Safe Work Practices

- Slipping and falling
  - Be careful when rounding corners - consider implementing a policy that requires employees to announce their presence before coming around a corner.
  - Clean up all spills immediately and place a caution sign near the wet floor.
  - Always wear slip resistant footwear.
  - Make sure there are no obstacles kept in walkways.
  - Pay attention when walking, particularly when walking over rugs.
- Sprains or strains
  - Avoid lifting or bending whenever you can.
  - Get help if you have to strain to carry an object.
  - Bend your knees and keep your back straight when lifting.
  - Keep the object as close to your body as possible.
  - Do not walk on slippery or uneven surfaces while carrying something.
- Burns
  - Wear heat protective gloves when handling anything hot.
  - Check to see if ovens, burners, or toasters are turned off before touching them.
  - Never reach over hot surfaces or burners.
  - Know where the nearest first aid kit is.
- Cuts
  - Make sure knives are kept sharp.
  - Cut on a cutting board instead of the palm of your hand.
  - Do not try to catch a knife or other sharp object if it falls.
  - Never use knives for anything besides cutting food.
  - Do not soak knives or other sharp objects in the sink before washing.

Restaurant: Bussing Tables

Policy

Bussing tables is a job that must be done quickly and carefully, but employees can't forget safety as well. If you buss tables at work, you are responsible for keeping yourself and others safe by minimizing the hazards associated with bussing.

Safe Work Practices

- General safety guidelines
  - Use proper body ergonomics when carrying trays, plates, or beverages.
  - Limit the number of items you carry to avoid excessive strain on your arms and back.
  - When doing tasks like pouring beverages, move the cup closer to you instead of extending the pitcher or coffee pot over the glass.
  - Use both your arms as well as your hands to balance trays.
  - Stack items on trays evenly, and place heavier items in the center of the tray.
  - Trays should be clean and dry and free from cracks or other defects before using.
  - Get help when moving tables and chairs, instead of lifting alone.
  - Always walk when carrying trays, and keep an eye out for wet spots on the floor.
- Ergonomics
  - Use both hands to carry items whenever possible.
  - Keep your elbows tucked close to your body.
  - Keep your shoulder, arms, and hands in a neutral position rather than bent or extended.
  - Carry trays and other items at waist level instead of raising them above your head.
  - Bend your knees and keep your back straight when picking something up.
- Knife safety
  - Only picking up knives by their handles.
  - Avoid grabbing multiple pieces of silverware at once.
  - Always look at what you are picking up when collecting dishes.
  - Make sure silverware and knives are not stacked haphazardly on trays.
  - Do not reach into a sink of water if you don't know what is in it.

Scaffold Safety

Policy

Always remember to follow the proper procedures with scaffolding, whether erecting it or using it. Protect yourselves and others from falls, electrocution, falling objects, and problems with the scaffold by having a qualified person present at all times, using fall protection, and remembering the dos and don'ts of working with scaffolds.

Safe Work Practices

- Dos
  - Stay as far away as possible from power lines
  - Secure tools and equipment to the area or put a net or toeboards in place to prevent them from falling on people below the scaffold
  - Make sure scaffolds are on solid surfaces
  - Inspect all scaffolds and materials before you erect them or use them
  - Wear a hard hat while working under and around scaffolds
  - Be aware of your surroundings and use common sense
- Don'ts
  - Don't forget to use fall protection equipment
  - Don't allow debris to build up on the scaffolds
  - Don't overload scaffolds
  - Don't overreach
  - Don't use the form or braces to climb up the scaffold; use a designated stairway or ladder instead
  - Don't work on a scaffold in high winds or a storm, and always scrape off ice and snow if you must be up there

Scaffolding Requirements

Policy

Scaffolding is a convenient way to work above ground, and is a requirement on job sites where work cannot safely be performed from a ladder. Safety is the most important thing and following these rules and safe work practices will help to ensure a safe work environment.

Safe Work Practices

- Scaffolds should be anchored and braced to prevent swaying, tipping or collapsing.
- A safe and unobstructed means of access should be provided to all scaffold platforms.
- Workers should not be permitted to work where slippery conditions exist.
- Scaffolds should be visually inspected before use each day.
- Defective or damaged scaffold planks should not be used and removed from service.
- The maximum intended working load for each scaffold should be posted at a conspicuous location at each jobsite.
- Workers on scaffolds who are exposed to overhead hazards should be provided with overhead protection.
- Where materials are line-hoisted onto a scaffold, a tag line shall be used where necessary to control the load

Securing Ladders

Policy

Falls from ladders can be easily prevented with adherence to safe work practices and proper training. Proper placement, inspection and securing of ladders are also key factors in safety and fall prevention.

Safe Work Practices

SETUP
During set up the footing should be:

- Kept level by digging out the ground or using ladder levelers.
- On hard ground the feet of the ladder should be rested flat and free of debris.
- On grass or soft ground the feet could be flipped up and the spiked ends driven into the ground.
- The ladder should be positioned at a 75-degree angle.
- Secure the base of the ladder to prevent accidental movement by using one or more of the following:
    - Using a ladder with non-slip feet.
    - Nail a cleat to the floor.
    - Anchoring the ladder at the base with a strap or rope.

SECURING METHODS

- Using a cleat- Installing a cleat behind the feet of the ladder can prevent the ladder from slipping.
- Using a ladder stabilizer- This is especially essential when working around large windows.
- Tie off the ladder top- This can be done by attaching eye screws to a 2x4, then attaching the 2x4 to the fascia. Tie the ladder to the eye screws to avoid the top of the ladder slipping.

OSHA REQUIREMENTS

- A metal spreader or locking device should be provided on each stepladder to hold the front and back sections in an open position when the ladder is being used.
- Ladders should be used only on stable and level surfaces unless secured to prevent accidental displacement.
- Ladders should not be used on slippery surfaces unless secured or provided with slip-resistant feet to prevent accidental displacement.
- Extension ladders should always extend 3 feet above the point of contact when a person could potentially be walking on the surface.

Slips, Trips and Falls

Policy

On the average, workers who are injured as a result of a slip and fall accident, spend more days away from work than those who are injured as a result of other cause. Loss of productivity is often an unfortunate side effect of slips, trips and falls.

Safe Work Practices

Slips and falls can be avoided by:

- Keeping all passageways, storerooms, service rooms and work areas clean and orderly.
- Keeping floors maintained and in a clean and dry condition.
- Keeping floors free from debris, protruding nails, holes, large cracks or loose boards.
- Keeping passageways and aisles clear with no obstructions across or in the aisles.
- Keeping permanent aisles and passageways appropriately marked.
- Using mats and runners in areas where individuals may encounter slippery surfaces.
- Using warnings to identify slip/fall hazard areas.
- Making sure you can see where you are going and keeping work areas well lit.
- When walking on uneven surfaces such as gravel, uneven lawns, flaws in parking lots, walk a little slower and take smaller steps.

Smoking in the Workplace

Policy

Smoking can be very dangerous, but it is extremely so in the workplace. Remember to follow the rules and use common sense in the workplace so that smoking in prohibited places will not be the cause of injury or ill heath for you or your coworkers.

Safe Work Practices

Smoking laws vary from state to state. It is recommended that both employers and employees educate themselves on their state's smoking laws. Employees should follow their company's smoke-free policies. Some states prohibit smoking in an enclosed space. An enclosed space includes:

- Lobbies
- Lounges
- Waiting areas
- Elevators
- Stairwells
- Restrooms that are part of the building
- Within 50 feet of any area where explosive materials are being handled
- In places where the employees are exposed to asbestos
- In areas used for fueling

Solvents

Policy

Solvents are liquid chemicals that are used to dissolve oils, greases and paints or are ingredients in paints, glues, epoxy resins, mastics, inks and pesticides. They are often used in cleaning and degreasing materials and tools and in spray painting.

Safe Work Practices

- Know the hazards of the solvent you are using (Read the SDS and the manufacturer's labeling)
- Avoid skin contact
- Use appropriate personal protection equipment (Goggles, respirators, aprons, face shields, etc)
- Do not eat or smoke in areas where there are solvents
- Wash thoroughly after working with solvents
- Do not smoke, weld, burn or use any open flames (such as a match or a burning cigarette) in areas which may contain the vapor of chlorinated solvents as very toxic gases may be given off

Spill Plan

Policy

The best way to protect against spill-related damages is to be prepared for spills before they happen. Knowing what to do is the best first line of defense. Being prepared will act as a road map to direct your response to spills, whenever and wherever they may occur.

Safe Work Practices

The proper procedures for cleaning up an oil spill can effectively be divided into three steps:

- Oil Spill Control
  - If possible, stop the source of the spill.
  - Assess the area for possible ignition sources and remove hazards such as sparks.
  - Put on the appropriate personal protective equipment such as safety glasses, rubber boots, leather gloves, a hardhat, and a respirator depending on what kind of spill it is.
  - Inform management and other appropriate personnel immediately.
- Oil Spill Containment
  - Seal off all openings to any type of drainage systems.
  - Surround the oil spill with gelling agents or oil spill booms to enclose the area of contamination.
  - Be certain that you have secured all points of exit for the spill.
- Oil Spill Clean Up
  - Place oil absorbent pads, pillows or rolls directly on the spill.
  - Continue placing and replacing absorbent pads until all of the oil is completely absorbed.
  - Have a plastic bag ready for the soiled absorbents.
  - Double bag the soiled absorbents to prevent leakage.
  - Label or bag the container.
  - Immediately contact your waste handler for proper disposal.

Stair Safety

Policy

Stairs are such an overlooked part of the workday that they can easily become a hazard if employees do not pay attention when using them. Make sure to use the stairs safely and let a manager know if you notice that any part of the stairway is in disrepair.

Safe Work Practices

- Before using a staircase, visually make sure that it is in usable condition.
- Since each staircase may vary, pay attention to how steep and wide the steps are - especially when using a different staircase than usual.
- Hold the hand rail when using the stairs.
- Keep your eyes on the stairs to help you calculate more accurately how high you should raise your leg in order for your foot to land on the next step.
- If you feel yourself losing your balance, stop moving and firmly hold onto the handrails.
- Never store anything on or in front of a staircase.
- Do not run up or down stairs.
- Avoid distractions such as eating, using your cellphone, or reading while using the stairs.
- Immediately clean up all spills on or in front of staircases.
- Make sure the lights are always turned on in staircases.
- If you feel like it is necessary, get help when carrying bulky items up or down the stairs.

Step Ladder Safety

Policy

Step ladders are commonly used in all types of industries. Employees who use a step ladder could potentially be exposed to harm if the ladder is improperly set up or used. By following the safe work practices presented in this lesson, employees can help minimize their chances of an accident occurring when using a step ladder.

Safe Work Practices

Before using a step ladder, employees should do the following:

- Inspect the ladder for damage. Report a damaged ladder to your supervisor. Do NOT use a damaged ladder. Tag and remove damaged ladders from the work area.
- Ensure that you are wearing the appropriate footwear for step ladders.
- Ensure that the chosen ladder is free of slippery substances.
- Ensure that the area that the step ladder is going to be placed is level.
- Clean up any spills that are in the area where the ladder is going to be placed. Ensure that the area is dry before setting up the ladder.
- Ensure that there are no electrical hazards in the area. If there are electrical hazards, employees should use a wooden or fiberglass ladder in place of aluminum ladder.
- Ensure that there are no overhead obstructions.
- Remove clutter from the area.

When using a step ladder, employees should do the following:

- Ensure that you have the right ladder for the job. To help calculate the correct height, employees should add their height (including their reach) and the height of the ladder to the second rung together.
- Do NOT use the ladder on uneven or wet ground.
- Do NOT place the ladder in front of a closed door. If a ladder must be used by a door, the door should either be locked, blocked open, or guarded.
- When possible, employees should block off the area around the ladder.
- Ensure that the center braces are fully extended and locked before use.
- Only allow one person on the ladder.
- Use three points of contact when climbing or descending the ladder.
- Do NOT exceed the weight limit of the ladder. Employees should add their body weight and the weight of the materials they are going to be using together in order to determine the total weight that will be on the ladder.
- Keep your body between the rails of the ladder.
- Do NOT overreach. If you cannot safely reach, move the ladder closer to your work area.
- Do NOT step above the second rung.

- When possible, ask another person to support the base of the ladder for added stability.

Table Saw Safety

Policy

Table saws make cutting straight edges on large work pieces a little easier. Although they are relatively simple to operate, it is important to remember safety tips at all times to avoid injury to you or anybody else in the area.

Safe Work Practices

- Never reach over a moving blade
    - If you need to make adjustments, turn off the blade and wait until it comes to a full stop
- Push sticks, feather boards, etc. must be used whenever an operation is performed that would require the operator's hands to pass within 6 inches of the saw blade
    - A feather board is used to keep wood against the rip fence and are held in place with magnets or clamps
    - A push stick is what you use instead of your fingers to push the work piece through the saw
- Only cut when the saw blade is at full speed; do not start the saw with the blade engaged
- Stand with your weight equally balanced on both feet, so if the board suddenly collapses you won't lose your balance and fall onto the blade
- Always be alert: If you are making repetitive cuts, stop frequently to take a break so you won't be lulled into carelessness
- Never leave the saw while it is running
- Never saw freehand: use the fence, miter gauge, or sled
    - A fence is a piece on the table that runs parallel to the saw and acts as a guide
    - A miter gauge and sled also act as guides but are usually used to hold the work piece at a 90 degree angle to the blade
- The blade height should be set so that the top of the teeth extend no more than ¼ inch above the wood

Team Lifting Safety

Policy

Team lifting is a technique that must be used whenever handling or transferring anything that is too large for one person. Team lifting is required with large objects because working together will make the job easier, faster, and less dangerous.

Safe Work Practices

- Before lifting you should take certain precautions and plan the lift.
    - Note the size of the stove, refrigerator, or other object's size and possible weight.
    - Take note of the intended path and make sure it is clear from obstructions.
    - Designate one person of the lift team to instruct exactly when to lift and turn.
- There should be one employee to help lift for every 50 pounds of weight being lifted.

Moving a 150 pound aluminum pipe, for example, would require three employees.

- If there are handholds, handles, or other gaps, these areas should be utilized for gripping.
- All workers of the lift team should communicate anticipated actions.
- Lifting in a team
    - Stand at the point you will be lifting with your feet about shoulder-width apart.
    - Communicate that you are ready for the lift.
    - Squat down with your knees and grip the object with your palms at a proper lifting point.
    - Slowly extend your legs and tighten your abdominal muscles to lift.
    - Once lifting, never twist or bend to change directions.
    - Continue to communicate throughout the lift and before lowering the load. Lower the load by using your abdominal and leg muscles to slowly squat down and lower the object.

Tire Repair Safety

Policy

According to a rubber manufacturer's survey, 88% of tires are incorrectly repaired. When tires are incorrectly repaired, they can cause accidents, injuries, lawsuits, and even death. Therefore, be sure to properly prepare your tires, and keep these tips in mind.

Safe Work Practices

- Do not repair a tire unless you have been properly trained
  - Always follow the manufacturer's guide for both the tire and the repair kit
- Tires should be completely removed in order to be repaired
- Always inspect the inside of the tire before making the repair
  - The damage may be more than a small hole caused by the puncture
  - Sometimes the penetrating object will cause tread separation or loosen the fibers that make up the tire. The hole may be bigger on the inside, causing water to get inside the tire which will cause corrosion
- Find the object that caused the hole and mark the inside of the tire in order to find it again when you remove the object
  - If you did not mark it, put a soapy mixture around the whole inside of the tire, then pump it up
  - The air leaking out of the hole will cause bubbles to form, and you can find the hole again
- You may have to use a carbine cutter to smooth the fibers broken by the hole to make sure they do not unravel
- Fill the hole to prevent air from escaping or moisture from entering
- Buff the rubber on the tire so the patch will stay on better
  - Be careful not to buff too deeply
- Apply the patch on the inside of the tire

Tires: Lifting

Policy

Lifting tires doesn't have to be a hazard, so long as safe work practices are followed.

Safe Work Practices

- Do not attempt to lift a tire that you feel is too awkward by yourself.
- Ask for help in lifting big or awkward tires.
- Always use two hands to lift heavier tires.
- Try to pick the tire up using the hole in the middle.
- When manually lifting, an employee should remember ergonomics (Bend at the knees, move the tire (load) close to your body, have a straight back with your head up, and lift with your legs.) This type is lifting is good for tires that are on the floor. Manual lifting should only be done with small to medium tires that weigh less than 50 pounds.
- Do not twist your upper body.
- Do not attempt to manually lift if the tire is big or awkward.
- If you do not feel comfortable doing a manual lift on a tire, consider using a tire lift or other mechanical lift assist.
- Ensure that you are complying with the manufacturer's instructions when using any mechanical lift.
- Inspect the mechanical lift assist for any malfunctioning or broken parts.
- Do not use a mechanical lift that has malfunction or broken parts.
- Do not attempt to lift a tire located above you.
- If you need to reach a tire on an upper rack, use a mechanical lift to reach the shelf and utilize any fall protection provided with the mechanical lift.
- If the tire is too big to lift, roll it whenever possible.
- Watch the positioning of your fingers and toes so that should the tire fall, your fingers or toes will not be injured.

Tool and Die Maker Safety

Policy

Tool and die making can be very complex, so tool and die makers should especially remember proper safety procedures to prevent injuries, accidents, and damages to their equipment.

Safe Work Practices

- Heavy lifting
  - Look around before you lift and know where you are going to put down the load
  - The best zone for lifting is between your shoulders and your waist
  - Keep your back straight
  - Squat down, bending at the knees
  - Use the leg muscles to do the work and lift slowly
  - Do not bend over the load
  - Pay close attention to where you are walking and the objects around you
  - Avoid walking on slippery and uneven surfaces
- Housekeeping
  - Keep the workshop and storage spaces clean and dry
  - Clean up machines after use
  - Vacuum or sweep debris from the machine
  - Do not use compressed air. It will endanger people and the precision bearings in the equipment
  - Never place tools or other materials on the machine table
  - Use a bench or table near the machine for this purpose
- Equipment safety
  - Have the proper state of mind: do not operate machines or precision tools when you are ill, taking strong medications, fatigued, or consuming alcoholic drinks
  - Do not wear loose fitting clothing, jewelry, or other things that can get caught in the machine
  - If you have long hair or a long beard, tie it up so it doesn't get caught in the machinery
  - Be aware of what's going on around you
  - Listen to the machine
  - If something doesn't sound right, turn the machine off
  - Do not participate in horseplay
  - Don't let someone else talk you into doing something dangerous
  - Know where the fire extinguishers are located in the work area and how to use them

Towing Safety

Policy

If you follow the included safe work practices, you will avoid costly damage and possible injury to yourself and others. Towing a vehicle or trailer safely includes following all of the regular road rules as well as additional safety guidelines specific for towing.

Safe Work Practices

- Make sure the weight of the load is not too heavy for the tow vehicle.
- Consult the owner's manual to confirm appropriate towing weights.
- Employees must be trained on how to hookup properly before attempting to do so.
- All connections and safety chains must be secured and double-checked before towing.
- Avoid becoming distracted when hooking up a vehicle or trailer to tow.
- If you hear an unusual noise or suspect trouble while towing, employees must stop at a safe place to identify and correct the problem.
- Before driving, and at each fuel stop, you should perform a brief inspection of the following:
    - Attachments
    - Safety chains
    - Lights
    - Tire Pressure
- All of the general road rules for your area must be applied at all times while driving. In addition to that, when towing vehicles or trailers, you should:
    - Avoid sudden acceleration or braking, as these can be highly dangerous.
    - Allow much more time or distance when braking or passing other vehicles than usual.
    - Never pass on hills or curves.
    - Slow down, shift into a lower gear, and never ride the brakes when driving on downgrades.
    - A wider than normal turning radius may be required when towing.
    - Reduce your normal driving speed when towing.
- Trailer-specific towing safety rules that must be adhered to include the following:
    - Un-braked trailers must not weigh more than the empty weight of the towing vehicle.
    - Braked trailers and their loads may weigh more than the empty weight of the towing vehicle only if approved by the recommendations of the trailer manufacturer.
    - The component ratings must meet or exceed the trailer weight.
    - Load weight must be evenly distributed or as recommended by the trailer manufacturer.
    - Cargo must be properly secured against any movement.
    - If sway or whipping occurs, always let off the gas, and hold the steering wheel straight ahead.

Warehouse Safety

Policy

The warehouse is a very busy place with multiple high-priority jobs going on all at once. Employees may be tempted to cut corners on safety in order to save time in this fast-paced environment, but doing so may be very dangerous. If you work in a warehouse you are required to follow all of the safe work practices involved.

Safe Work Practices

- Safe lifting
  - Be familiar with proper ergonomics, such as keeping your back straight and lifting with your knees.
  - Prevent injuries by moving heavy loads with mechanical equipment whenever practical.
  - Avoid twisting while carrying anything - instead, turn by shifting your feet in small steps.
  - Always get help if a load seems like more than what you can comfortably lift alone.
- Forklift safety
  - Only use forklifts if you have been authorized, and if the forklift is in good working condition.
  - Ensure that all aisles or paths used by forklifts are kept clear.
  - All forklift operators must wear seatbelts while the forklift is in operation.
  - Warehouses should be kept well ventilated to allow the dissipation of forklift fumes.
  - Never move loads that exceed the forklift's maximum weight capacity.
- Loading dock safety
  - Visual warnings like signs and brightly colored tape along dock edges should be used to draw attention to the edge. These are not to be tampered with or removed by employees.
  - Forklifts should never back all the way up to the loading dock's edge.
  - Dock stairs and ladders are to be equipped with handrails.
  - Dock openings must be chained off when not in use.
  - Dock plates must be well secured, whenever used.
- General safety rules
  - Floors must be kept clear of spills or clutter that could cause employees to slip or trip.
  - Power cords ran across walkways must be secured or covered to prevent tripping hazards.
  - Employees who perform repetitive or physical work must take the required number of breaks.
  - Stored boxes must be stacked straight and properly secured to prevent them from toppling over.
  - Employees must know and follow the company's lockout/tagout procedures during any repairs.
  - Keep exits and fire extinguishers easily accessible at all times.
  - Employees should be knowledgeable on safe work practices to avoid heat stress during summer.

Welding Safety

Policy

There are a few different types of welding, but all of them can be made safer if certain tips are followed.

Safe Work Practices

WORK AREA

- Before you start welding:
  - Make sure there is a working fire extinguisher in reach
  - Remove clutter and unnecessary materials that could start a fire
  - Sparks and slag can fly up to 35 feet away from the source- be sure flammable and combustible materials are far enough away or protected from the sparks
  - Be sure you have the proper equipment before you start
- After you're finished:
  - Mark hot work pieces to alert others of the burn and fire hazards
  - Deposit all scraps and electrode butts in proper waste containers to avoid fire and toxic fumes
  - Keep a fire watch in the area during and after welding to be sure there are no smoldering materials, hot slag or live sparks which could start a fire

GENERAL SAFETY TIPS

- Only operate welding equipment you have been trained to use
- Never look directly at a flash (the arc of light), even for an instant
- Be sure anyone who would be exposed to the arc light has proper eye protection
- Avoid working in wet conditions since water is an electrical conductor
- Know what the substance is that's being welded and any coating that's on it so you can take the necessary precautions
- Don't coil the electrode cable around your body

Welding Torch Safety

Policy

Take your time to be sure you're using the welding torch correctly. Remember to wear the proper gear, inspect your equipment for irregularities, and take steps to prevent the different hazards from occurring.

Safe Work Practices

- Procedure
  - Inspect your torch, torch attachments, and hoses for irregularities.
  - Check the location of your hoses; be sure sparks or slag won't fall on them.
  - Purge your hoses by letting them run for about 2-3 seconds before lighting the torch.
  - Only use approved lighters.
  - Never use matches, cigarettes, or cigarette lighters to light a torch.
  - Turn on/light the fuel gas first.
  - Never light both the fuel gas and the oxygen at the same time.
  - If the flame smokes, increase the gas until the smoke disappears.
  - Add the oxygen until there is a well-defined cone of flame.
- Burn back
  - If the lines aren't properly purged before lighting, an explosion in the hose, regulator or cylinder might occur.
- Backfire
  - This can be prevented if you don't keep your torch too close to what is being welded.
- Flashback
  - Make sure your torch tip is clear of clogs
  - Use a flash arrestor on your torch: this piece of equipment stops the fire before it can get back into the hose
  - If you don't have a flash arrestor, destroy the fire by turning off the oxygen