AUTOMOTIVE GLASS REPLACEMENT

SHOPS

NAICS Code

811122 Automotive Glass Replacement Shops

Section 9

SAFETY RULES, POLICIES, AND PROCEDURES

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

ALL EMPLOYEES

General Safety Rules 3

Lifting Procedures 2

Electrical Safety 3

AUTO GLASS TECHNICIAN

Shop Safety Rules 4

Vehicle Safety 4

Electrically Powered Tools 4

Hand Tool Safety 5

Ladders 5

ALL EMPLOYEES

General Safety Rules

1. Do not block or obstruct stairwells, exits or accesses to safety and emergency equipment such as fire extinguishers or fire alarms.

2. Straighten or remove rugs and mats that do not lie flat on the floor.

3. Use a ladder or step stool to retrieve or store items that are located above your head.

4. Use the handle when closing doors, drawers, and files.

5. Obey all posted safety and danger signs.

6. Use caution signs/cones to barricade slippery areas such as freshly mopped floors.

7. Do not run-on stairs or take more than one step at a time.

8. Do not block your view by carrying large or bulky items; use a dolly or hand truck or get assistance from a fellow employee.

9. Do not jump from ramps, platforms, ladders, or step stools.

10. Do not tilt the chair you are sitting in on its back two legs.

11. Use handrails when ascending or descending stairs or ramps.

12. Do not stand in front of closed doors.

13. Walk around wet, icy, slick, or oily areas if possible.

14. If required to cross a slippery surface, walk slow and flat-footed. Hold onto a handrail or solid object, if present, to maintain balance.

15. Use provided aisles, walkways, or sidewalks. Do not take shortcuts.

16. Clean shoes of ice, water, mud, grease, or other substances that could cause a slip or fall.

17. Pull merchandise carts through areas of restricted visibility.

18. Use a flashlight, turn on lights or take time for eyes to adjust when entering dark room or dim surroundings.

19. Use a cord cover or tape the cord down when running electrical or other cords across aisles, between desks or across entrances or exits.

Lifting Procedures

1. Plan the move before lifting; remove obstructions from your chosen pathway.

2. Test the weight of the load before lifting by pushing the load along its resting surface.

3. If the load is too heavy or bulky, use lifting and carrying aids such as hand trucks, dollies, pallet jacks and carts or get assistance from a co-worker.

4. If assistance is required to perform a lift, coordinate, and communicate your movements with those of your co-worker.

5. Position your feet 6 to 12 inches apart with one foot slightly in front of the other.

6. Face the load.

7. Bend at the knees, not at the back.

8. Keep your back straight.

9. Get a firm grip on the object with your hands and fingers. Use handles when present.

10. Never lift anything if your hands are greasy or wet.

11. Wear protective gloves when lifting objects with sharp corners or jagged edges.

12. Hold objects as close to your body as possible.

13. Perform lifting movements smoothly and gradually; do not jerk the load.

14. If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. Do not twist at the waist.

15. Set down objects in the same manner as you picked them up, except in reverse.

16. Do not lift an object from the floor to a level above your waist in one motion. Set the load down on a table or bench and then adjust your grip before lifting it higher.

17. Slide materials to the end of the tailgate before attempting to lift them off a pick-up truck. Do not lift over the walls or tailgate of the truck bed.

18. When practical, push objects into position for lifting, do not pull.

Electrical Safety

1. Do not use appliances with extension or power cords that have the ground prong removed or broken off.

2. Do not connect multiple electrical devices into a single outlet.

3. Do not overload electrical circuits with multiple outlets.

4. Turn off electrical appliances and equipment when not in use.

5. Turn off and unplug office machines before adjusting, lubricating, or cleaning them.

AUTO GLASS TECHNICIANS

Shop Safety

1. After removing a window or windshield from a vehicle, clean up dust and broken glass with the dustpan and broom or the vacuum.

2. Return chemical containers labeled "Flammable" such as adhesive cleaners, polyurethane, mineral spirits, and other solvents to their storage cabinet labeled "Flammable" after you have finished using them.

3. Wear safety goggles when installing or removing a window or windshield.

4. Do not install or remove glass outdoors during a lightning storm, rain, or windy weather.

5. Wear a protective apron, face shield and gloves when operating a glass grinder.

6. Do not operate the glass grinder if the cooling water is not flowing or if the belt is cut, cracked, or frayed.

Vehicle Safety

1. Only service vehicle personnel are permitted to operate a service vehicle.

2. Do not ride in the bed of a pick-up truck.

3. Turn headlights on when driving inside the shop area or on parking decks.

4. Do not drive over 5 mph in the shop area.

5. Shut all doors and fasten your seat belt before moving the vehicle.

6. Always obey all traffic patterns and signs.

7. Maintain a 3-point contact using both hands and one foot or both feet and one hand when climbing into and out of a vehicle.

8. Drive up the slope or down the slope, not across the slope.

9. Before leaving the vehicle, engage the parking brakes and chock the wheels.

10. Do not approach any vehicle until the vehicle stops and the driver exits the vehicle.

Electrically Powered Tools

1. Do not handle or operate electrical tools when your hands are wet or when you are standing on wet floors.

2. Turn the tool off before plugging or unplugging it.

3. Do not carry plugged in equipment or tools with your finger on the switch.

4. Do not carry equipment or tools by the cord.

5. Do not use extension cords or other grounded three-pronged power cords that have the ground prong removed or broken off.

6. Disconnect the tool from the outlet by pulling on the plug, not the cord.

7. Keep power cords away from path of vacuum cleaners, slicers, knives, and grinders.

8. Turn the power switch of the electrical tool to "off" and unplug it from the outlet before attempting repairs or service work. Tag the tool "Out of Service."

9. Do not leave tools that are "On" unattended.

10. Do not use cords that have splices, exposed wires or cracked or frayed ends.

Hand Tool Safety

1. Do not use a cold knife if its blade has nicks or jagged edges or is dull.

2. Do not use a blade with broken or loose handles.

3. Carry all sharp tools in a sheath or holster.

4. Transport hand tools only in toolboxes or tool belts. Do not carry tools in your clothing.

5. Wear safety glasses, goggles or face shields when operating chippers, grinders, lathes, or sanders.

6. Do not use a tool if its handle has splinters, burrs, cracks, or splits, or if the head of the tool is loose.

7. Do not use impact tools such as hammers, chisels, punches, or steel stakes that have mushroomed heads.

8. Place both hands on the tool when using a power tool. Do not place hand on or near the working surface.

Ladders and Step Ladders

1. Do not use ladders that have loose rungs, cracked or split side rails, missing rubber foot pads or other visible damage.

2. Keep ladder rungs clean and free of grease. Remove buildup of material such as dirt or mud.

3. Do not place ladders on barrels, boxes, loose bricks, pails, concrete blocks, or other unstable bases.

4. Do not carry items in your hands while climbing up or down a ladder.

5. Face the ladder when climbing up or down.

6. When performing work from a ladder, face the ladder and do not lean backward or sideways from the ladder.

7. Maintain a three-point contact by always keeping both hands and one foot or both feet and one hand on the ladder when climbing up or down.

8. Allow only one person on the ladder at a time.

9. Do not try to "walk" a ladder by rocking it. Climb down the ladder, and then move it.

10. Do not stand on the top two rungs of any ladder.

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