CARPENTRY

NAICS Code

238130 Framing Contractors

238350 Finish Carpentry Contractors

321918 Other Millwork (including Flooring)

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 conducting assigned duties.

ALL EMPLOYEES

ELECTRICALLY POWERED TOOLS 3

GARAGE DOORS 3

HAND TOOLS 3

Chisels 4

Clamps 4

Files/rasps 4

Hammers 4

Knives/Sharp instruments 5

Pliers 5

Saws 5

Screwdrivers 5

Snips 6

Vises 6

HAZARDOUS MATERIALS 6

HOUSEKEEPING 6

LADDERS AND STEP LADDERS 6

LIFTING PROCEDURES 7

PERSONAL PROTECTIVE EQUIPMENT 8

PNEUMATIC TOOLS 8

POWDER ACTUATED TOOLS 8

SCAFFOLDING 8

STAIRWAYS, FLOORS AND WALL OPENINGS 9

ELECTRICALLY POWERED TOOLS

1. Do not use power equipment or tools on which you have not been trained.

2. Keep power cords away from the path of drills, saws, vacuum cleaners, floor polishers, mowers, slicers, knives, grinders, irons, and presses.

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

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

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

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

9. Do not operate spark-inducing tools such as grinders, drills or saws near containers labeled "Flammable" or in an explosive atmosphere such as a paint spray-booth.

10. Turn off electrical tools and disconnect the power source from the outlet before attempting repairs or service work. Tag the tool "Out of Service."

11. Do not connect multiple electrical tools into a single outlet.

12. Do not run extension cords through doorways, through holes in ceilings, walls, or floors.

13. Do not drive over, drag, step on or place objects on a cord.

14. Do not operate a power hand tool or portable appliance with a two-pronged adapter or a two-conductor extension cord.

15. Do not use a power hand tool while wearing wet cotton gloves or wet leather gloves.

16. Never operate electrical equipment barefooted. Wear rubber-soled or insulated work boots.

17. Do not operate a power hand tool or portable appliance while holding a part of the metal casing or holding the extension cord in your hand. Hold all portable power tools by the plastic hand grips or other nonconductive areas designed for gripping purposes.

18. Do not operate a power hand tool or portable appliance that has a frayed, worn, cut, improperly spliced or damaged power cord.

19. Do not operate a power hand tool or portable appliance if the ground pin from the three-pronged power plug is missing or has been removed.

GARAGE DOORS

1. Do not use undersized rods or other improvised tools to wind garage door springs.

2. Engage garage door lock in the "locked" position before winding the springs.

3. Do not attempt to adjust winding cones or bars when the garage door is in the fully open position.

HAND TOOLS

1. Use tied-off containers to keep tools from falling off scaffolds and other elevated work platforms.

2. Keep the blades of all cutting tools sharp.

3. Carry all sharp tools in sheaths or holsters.

4. Tag worn, damaged or defective tools "Out of Service" and do not use them.

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

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

7. When handing a tool to another person, direct sharp points and cutting edges away from yourself and the other person.

8. Do not chop at heights above your head when working with a hand axe.

9. Do not carry sharp or pointed hand tools such as screwdrivers, scribes, aviation snips, scrapers, chisels, or files in your pocket unless the tool or pocket is sheathed.

10. Do not perform "make-shift" repairs to tools.

11. Do not use "cheaters" on load binders or "boomers."

12. Do not carry tools in your hand when climbing. Carry tools in tool belts or hoist the tools to the work area with a hand line.

13. Do not throw tools from one location to another, from one employee to another, from scaffolds or other elevated platforms.

Chisels

1. Keep the cutting edge of the chisel sharp.

2. Do not use chisels with damaged striking ferrules.

3. Hold a chisel with a tool holder if possible.

4. Clamp a small work piece in a vise and chip towards the stationary jaw when working with a chisel.

Clamps

1. Do not use the C-clamp for hoisting materials.

2. Do not use the C-clamp as a permanent fastening device.

Files/Rasps

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

2. When using a file or a rasp, grasp the handle in one hand and the toe of the file in the other.

3. Do not hammer on a file.

Hammers

1. Use a claw hammer for pulling nails and driving nails.

2. Do not strike nails or other objects with the cheek of the hammer.

3. Do not strike a hardened steel surface, such as a cold chisel, with a claw hammer.

4. Do not strike one hammer against another hammer.

5. Do not use a hammer if your hands are oily, greasy, or wet.

6. Do not use a hammer as a wedge, a pry bar or for pulling large spikes.

7. Use only a sledge-type hammer on a striking face wrench.

Knives/Sharp instruments

1. When handling knife blades and other cutting tools, direct sharp points, and edges away from you.

2. Store knives in knife blocks or in sheaths after use.

3. Do not use knives with dull blades.

4. Do not use honing steels that do not have disc guards.

5. Do not attempt to catch a falling knife.

6. Use knives for the operation for which they are named.

7. Do not use knives with broken or loose handles.

8. Do not use knives as screwdrivers, pry bars, can openers or ice picks.

9. Do not pick up knives by their blades.

10. Carry knives with their tips pointed towards the floor.

Pliers

1. Do not attempt to force pliers by using a hammer on them.

2. Do not slip a pipe over the handles of pliers to increase leverage.

3. Use pliers with insulated handles for electrical work.

4. Do not use pliers that are cracked, broken, or sprung.

5. When using diagonal cutting pliers, shield the loose pieces of cut material from flying into the air by using a cloth or your gloved hand.

Saws

1. Do not use an adjustable blade saw such as a hacksaw, coping saw, keyhole saw or bow saw, if the blade is not taut.

2. Do not use a saw that has dull saw blades.

3. Keep hands and fingers away from the saw blade while using the saw.

4. Do not carry a saw by the blade.

5. When using a hand saw, hold the work piece firmly against the worktable.

6. Do not use woodworking equipment such as circular saws, radial saws, or jointers if they do not have guards on the saw blade.

7. Keep control of saws by decreasing downward pressure at the end of the stroke.

8. When operating scroll saws, stop the machine before removing scrap pieces from the table.

9. Clamp work when using a hole saw.

Screwdrivers

1. Always match the size and type of screwdriver blade to fit the head of the screw.

2. Do not hold the work piece against your body while using a screwdriver.

3. Do not put your fingers near the blade of the screwdriver when tightening a screw.

4. Use an awl, drill, or a nail to make a starting hole for screws.

5. Do not force a screwdriver by using a hammer or pliers on it.

6. Do not use a screwdriver as a punch, chisel, pry bar or nail puller.

7. Use a screwdriver that has an insulated handle for electrical work.

8. Do not use a screwdriver if your hands are wet, oily, or greasy.

9. Do not use a screwdriver to test the charge of a battery.

10. When using a spiral ratchet screwdriver, push down firmly and slowly.

Snips

1. Wear safety glasses or safety goggles when using snips to cut materials.

2. Wear work gloves when cutting materials with snips.

3. Do not use straight cut snips to cut curves.

4. Keep the blade aligned by tightening the nut and bolt on the snips.

5. Do not use snips as a hammer, screwdriver, or pry bar.

6. Use the locking clip on the snips after use.

Vises

1. When clamping a long work piece in a vise, support the far end of the work piece by using an adjustable pipe stand, sawhorse, or box.

2. Position the work piece in the vise so that the entire face of the jaw supports the work piece.

3. Do not use a vise that has worn or broken jaw inserts or has cracks or fractures in the body of the vise.

4. Do not slip a pipe over the handle of a vise to gain extra leverage.

HAZARDOUS MATERIALS

1. Follow the instructions on the label and in the corresponding Safety Data Sheet (SDS) for each chemical product used in your workplace.

2. Do not use chemicals from unlabeled containers and unmarked cylinders.

HOUSEKEEPING

1. Do not place material such as boxes or trash in walkways and passageways.

2. Sweep up shavings from around equipment such as drill presses, lathes, or planers by using a broom and a dustpan.

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

4. Keep walking surfaces of elevated working platforms, such as scaffolds, clear of tools and materials that are not being used.

5. Remove protruding nails or bend them down into the lumber by using a claw hammer.

6. Return tools to their storage places after use.

7. Do not use gasoline for cleaning purposes.

LADDERS AND STEP LADDERS

1. Read and follow the manufacturer's instructions label affixed to the ladder if you are unsure how to use the ladder.

2. Do not use ladders that have loose rungs, cracked or split side rails, missing rubber foot pads, or are otherwise visibly damaged.

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

4. Do not use a metal ladder on roof tops or within 50 feet of electrical power lines.

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

6. Face the ladder when climbing up or down.

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

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

10. Do not stand on a ladder that wobbles, or that leans to the left or right.

11. When using a straight ladder, extend the top of the ladder at least 3 feet above the edge of the landing.

12. Do not move a rolling ladder while someone is on it.

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

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

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

16. Do not use a ladder as a horizontal platform.

LIFTING PROCEDURES

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

2. Evaluate 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 needed 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.

PERSONAL PROTECTIVE EQUIPMENT

1. Do not paint or drill holes in hard hats.

2. Do not wear hard hats that are dented or cracked.

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

4. Wear earplugs or earmuffs in areas posted "Hearing Protection Required."

PNEUMATIC TOOLS

1. Do not point a compressed air hose at bystanders or use it to clean your clothing.

2. Do not use tools that have handles with burrs or cracks.

3. Do not use compressors if their belt guards are missing. Replace belt guards before use.

4. Turn the tool "off" and let it come to a complete stop before leaving it unattended.

5. Disconnect the tool from the air line before making any adjustments or repairs to the tool.

6. Engage positive locks on hoses and attachments before use.

7. Shut off pressure valve and disconnect air line when not in use.

8. Tag damaged or defective pneumatic tools "Out of Service" to prevent usage of the tool by other employees.

POWDER ACTUATED TOOLS

1. Only employer-authorized personnel, with a valid certification card may operate powder-actuated tools.

2. Wear safety glasses, goggles or face shields when operating powder actuated tools.

3. Wear ear plugs or earmuffs when making fastenings.

4. Do not permit bystanders in the area when using a powder actuated tool.

5. Do not load tool until ready to make a fastening.

6. Keep tool pointed in a safe direction (away from personnel).

7. Post a sign alerting co-worker that a powder actuated tool is being used.

8. After use, lock powder actuated tools and powder loads in a container and store in a safe place such as a locker or the trunk of a car.

SCAFFOLDING

1. Follow the manufacturer's instructions when erecting the scaffold.

2. Do not work on scaffolds outside during stormy or windy weather.

3. Do not climb on scaffolds that wobble or lean to one side.

4. Initially inspect scaffold prior to mounting. Do not use a scaffold if any pulley, block, hook, or fitting is visibly worn, cracked, rusted, or otherwise damaged. Do not use a scaffold if any rope is frayed, torn or visibly damaged.

5. Do not use any scaffold tagged "Out of Service."

6. Do not use unstable objects such as barrels, boxes, loose brick, or concrete blocks to support scaffolds or planks.

7. Do not use a scaffold unless guardrails and all flooring are in place.

8. Level the scaffold after each move. Do not extend adjusting leg screws more than 12 inches.

9. Do not walk or work beneath a scaffold unless a wire mesh has been installed between the midrail and the toe board or planking.

10. Use safety belts and lanyards when working from scaffolds that are higher than 10 feet and that do not have top and mid-guard rails.

11. Do not climb the cross braces for access to the scaffold. Use a ladder.

12. Do not jump from, to, or between scaffolding.

13. Do not slide down cables, ropes or guys used for bracing.

14. Keep both feet on the decking. Do not sit or climb on the guardrails.

15. Do not lean out from the scaffold. Do not rock the scaffold.

16. Keep the scaffold free of scraps, loose tools, tangled lines, and other obstructions.

17. Do not throw anything "overboard" unless a spotter is available. Use debris chutes or lower things by hoist or by hand.

18. Do not move a mobile scaffold with anyone on the scaffold.

19. Lock and chock wheels on rolling scaffolds before using.

STAIRWAYS, FLOORS AND OPENINGS

1. Do not work on open sided floors, elevated walkways, or elevated platforms if there are no guardrails in place.

2. Stand clear of floor openings if guardrails or covers are removed or displaced.

Obtained from Toolboxtopics.com, Carpentry, https://www.toolboxtopics.com/menu\_programs.html (Accessed August 14, 2024).