COMMERCIAL PRINTING

NAICS Code

32311 Commercial Printing

(Except Screen and Books)

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.

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ALL PERSONNEL

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, pallet jacks or carts, or get assistance from a coworker.

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

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.

LAYOUT PERSONNEL

Office Safety - Video Display Terminal Ergonomics

1. Stand up and stretch once every hour.

2. Move your computer screen and keyboard so that they are directly in front of you.

3. Adjust the height of your chair so that when you are sitting, your elbow and keyboard height are the same.

4. If the chair height is too high, use a book or other object as a footrest.

5. For additional lower back support, place a pillow or bundled clothing in the chair at the small of your back.

Stripping

1. Do not tape blades to the cutting edge of the tape dispenser.

2. Manage single edged blades only on the shielded end. Use a blade holder or exacto knife if available.

3. Store knives and blades in sheaths after use.

4. Do not use dull blades or knives.

5. Spray glass cleaner away from your face and body when cleaning the light table.

6. Keep your free hand away from the path of the blade.

Manual Paper Cutter

1. Keep the paper cutter handle in the closed/locked position when it is not in use.

2. Use an extended finger guard when cutting long materials.

Camera Operations - Vertical Camera

1. Do not look directly into the camera lights. Use the ground glass for measuring and centering the piece.

2. Lower the ground glass slowly.

Film/Proof Processing

1. Lock out the power of the processor before making any adjustments or repairs.

2. Wear gloves goggles and a rubber apron when cleaning the processor, when adding developing agent and when washing the roller racks.

PRINTING PERSONNEL - Letterpress, Flexography, Embossing, Screen Printing, Thermography

General Printing Rules

1. Do not work alone in the shop.

2. Wear your hearing protection when working in areas posted "High Noise".

3. No personal stereo systems are permitted to be used while on the job.

4. Wear closed toe, non-slip soled shoes.

5. Do not wear any loose-fitting clothing, ties, or jewelry. Tuck in your shirt tails.

6. Long hair must be tied into a ponytail regardless of gender.

7. No eating, drinking, or smoking, in the work area.

8. Wash your hands, arms, and face, to remove all ink and contaminants before eating, drinking, smoking, or applying make-up.

Chemical Handling

1. Wear goggles, gloves and a rubber apron when diluting and pouring printing solvents, when cleaning ink trays, and when working at the gumming table.

2. Clean up spills immediately.

Printing Operations

1. Read and follow all warning signs. Do not ignore warning bells.

2. Keep all guards in place. Replace all guards after adjusting or repairing equipment before starting machinery.

3. Do not override any limit switch.

4. Do not oil or grease machines while they are in operation.

5. Give the verbal "All Clear" command before starting any printing machinery.

Web Press

1. Do not attempt to stop a spinning lead roller with your hand after a web break or at any other time.

2. Do not try to stop a runaway roll of paper. Move out of the way.

3. Do not drop empty paper rolls on the floor.

4. Use a roll cart and roll clamps to move web rolls.

Housekeeping

1. Wear goggles and gloves when cleaning the printing machinery.

2. Keep your work area clean and free of paper and rags. Do not leave wastepaper on the floor.

3. Clean up spills immediately.

4. Place soiled rags in the sealed metal rag container.

5. Do not attempt to clean moving parts of the printing machinery while it is operating.

6. When using a rag for cleaning, fold the rag so that there are no loose ends exposed.

Silk Screen Printing

General Rules

1. Do not climb over the conveyors.

2. Do not ride on any conveyors.

3. Replace the underside guard of the heat tunnel before starting the drying process and after adjusting or repairs.

Screen Cleaning/Reuse

1. Turn on the ventilation and exhaust system before removing inks and stencils from silk screens.

2. Do not direct the high-pressure water toward yourself nor toward any of your coworkers when cleaning screens for reuse.

3. Clean up any spills of solvents immediately.

4. Wash any exposed portion of skin with water after cleaning screens for reuse.

Thermography

1. Replace the underside guard of the heat tunnel before starting the drying process and after adjusting or repairs.

2. Vacuum the press area at the scheduled times and whenever you can visually see powder compound in the air.

PAPER STAGING/WAREHOUSE PERSONNEL

General Warehouse Safety

1. Stand clear of motorized carts, forklifts, and other moving vehicles in and around the warehouse area.

2. Do not attempt to catch falling materials.

3. Do not try to kick objects out your pathway; push or carry them out of the way.

4. Move slowly when approaching blind corners.

5. Do not jump from elevated places such as truck beds, platforms, or ladders.

6. Obey all safety and danger signs posted in the workplace.

Unpacking Materials

1. Use long handled snips when cutting strapping bands away from a shipping container.

2. Stand to the side of the strapping band when cutting it.

3. Do not leave used banding straps on the floor.

4. When cutting shrink wrap with a blade, always cut away from you and your coworkers.

5. Store case cutters, X-Acto knives or other tools with cutting edges in sheaths when they are not in use.

Packing Merchandise

1. Do not drag your hands along the sharp edges of the box as you are building it; wear protective gloves as you build the boxes.

2. When using the tape dispenser with a cutting blade, direct the cutting edge away from your body when cutting the tape.

3. Slide all containerized packages or use a hand truck, pallet jack or other lifting aid to move merchandise.

Forklifts

Pre-Use Inspection

Do not use the forklift if any of the following conditions exist:

1. The mast has broken or cracked weld-points.

2. The roller tracks are not greased, or the chains are not free to travel.

3. Forks are unequally spaced, or cracks exists along the blade or at the heels.

4. Hydraulic fluid levels are low.

5. Hydraulic line and fitting have excessive wear or are crimped.

6. Fluid is leaking from the lift or the tilt cylinders.

7. The hardware on the cylinders is loose.

8. Tires are excessively worn, split or have missing tire material.

9. Air filled tires are not filled to the operating pressure indicated on the tire.

10. Batteries have cracks or holes, uncapped cells, frayed cables, broken cable insulation, loose connections, or clogged vent caps.

Starting the Forklift

1. Apply the foot brake and shift gears to neutral before turning the key.

Picking up a Load

1. Square up on the center of the load and approach it straight on with the forks in the travel position.

2. Stop when the tips of your forks are about a foot from the load.

3. Level the forks and slowly drive forward until the load is resting against the backrest of the mast.

4. Lift the load high enough to clear whatever is under it.

5. Back up about one foot, then slowly and evenly tilt the mast backwards to stabilize the load.

Putting a Load Down

1. Square up and stop about one foot from desired location.

2. Level the forks and drive to the loading spot.

3. Slowly lower the load to the floor.

4. Tilt the forks slightly forward so that you do not hook the load.

5. When the path behind you is clear of obstructions, back straight out until the forks have cleared the pallet.

Stacking One Load on Top of Another

1. Stop about one foot away from the loading area and lift the mast high enough to clear the top of the stack.

2. Slowly move forward until the load is squarely over the top of the stack.

3. Level the forks and lower the mast until the load is no longer supported by the forks.

4. Look over both shoulders for obstructions and back straight out if the path is clear.

Forklift Safety Rules

1. Do not exceed the lift capacity of the forklift. Read the lift capacity plate on the forklift if you are unsure.

2. Lift the load an inch or two to evaluate for stability. If the rear wheels are not in firm contact with the floor, take a lighter load or use a forklift with a higher lift capacity.

3. Do not raise or lower a load while you are in route. Wait until you are in the loading area and have stopped before raising or lowering the load.

4. After picking up a load, adjust the forks so that the load is tilted slightly backward for added stability.

5. Drive with the load at a ground clearance height of 4-6 inches at the tips and 2 inches at the heels to clear most uneven surfaces and debris.

6. Do not drive over objects in your pathway.

7. Do not drive up to anyone standing or working in front of a fixed object such as a wall.

8. Do not drive along the edge of an unguarded elevated surface such as a loading dock or staging platform.

9. Sound horn when approaching blind corners, doorways, or aisles to alert other operators and pedestrians.

10. Do not exceed a safe working speed of five miles per hour and slow down in congested areas.

11. Drive in reverse and use a signal person when your vision is blocked by the load.

12. Look in the direction that you are driving; proceed when you have a clear path.

13. Do not use bare forks as a man-lift platform.

14. Do not use the "Reverse" to brake.

Pallet Jacks

1. Do not exceed the manufacturer's load rated capacity. Read the lift capacity plate on the pallet jack if you are unsure.

2. Start and stop gradually to prevent the load from slipping.

3. Pull manual pallet jacks; push them when going down an incline or passing close to walls or obstacles.

4. Stop the pallet jack if anyone gets in your way.

5. Keep your feet and other body parts clear of the pallet before releasing the load.

Hand Trucks

1. Tip the load slightly forward so that the tongue of the hand truck goes under the load.

2. Push the tongue of the hand truck all the way under the load to be moved.

3. When loading hand trucks, keep your feet clear of the wheels.

4. Do not try to catch the load if it is falling or slipping. Get out of the way.

5. If your view is obstructed, use a spotter to assist in guiding the load.

6. Move hand trucks at a walking pace.

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