ELECTRICAL WORK

NAICS Code

 238210 Electrical Contractors & Other Wiring Installation Contractors

 561621 Security Systems Services (except Locksmiths)

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.

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Housekeeping

 1. Use caution signs/cones to barricade slippery areas.

 2. Do not store or leave items on stairways.

 3. Return tools to their storage places after using them.

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

 5. Do not place materials such as boxes or trash in walkways and passageways.

 6. Do not use gasoline for cleaning purposes.

 7. Mop up water around drinking fountains, drink dispensing machines and ice machines.

Lifting Procedures

 General

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

 2. 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.

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

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

 When lifting

 1. Face the load.

 2. Position your feet 6"-12" apart with one foot slightly in front of the other.

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

 4. Keep your back straight.

 5. Have a firm grip on the object using your hands and fingers. Use handles when they are present.

 6. Hold the object as close to your body as possible.

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

 8. 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.

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

 10. 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.

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

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

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

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

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

 Climbing a Ladder

 1. Face the ladder when climbing up or down it.

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

 3. 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 the ladder.

Driving/Vehicle Safety

 Fueling Vehicles

 1. Turn the vehicle off before fueling.

 2. Do not smoke while fueling a vehicle.

 3. Wash hands with soap and water if you spill gasoline on your hands.

 Driving Rules

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

 2. Always obey all traffic patterns and signs.

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

 4. Do not leave keys in an unattended vehicle.

OFFICE PERSONNEL

Office Safety

 General

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

 2. Do not throw matches, cigarettes, or other smoking materials into trash baskets.

 3. Do not kick objects out of your pathway; pick them up or push them out of the way.

 4. Keep floors clear of items such as paper clips, pencils, tacks, or staples.

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

 6. Mop up water around drinking fountains and drink dispensing machines.

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

 8. Store sharp objects, such as pens, pencils, letter openers or scissors in drawers or with the points down in a container.

 9. Carry pencils, scissors and other sharp objects with the tips pointing down.

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

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

 12. Keep doors in hallways fully open or fully closed.

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

 14. Obey all posted safety and danger signs.

 Furniture Use

 1. Open only one file cabinet drawer at a time. Close the filing cabinet drawer you are working in before opening another filing drawer in the same cabinet.

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

 3. Put heavy files in the bottom drawers of file cabinets.

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

 5. Do not stand on furniture to reach high places.

 Equipment Use

 1. Do not use fans that have excessive vibration, frayed cords, or missing guards.

 2. Do not place floor type fans in walkways, aisles, or doorways.

 3. Do not plug multiple electrical cords into a single outlet.

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

 5. Do not use frayed, cut, or cracked electrical cords.

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

 7. Turn the power switch of the local exhaust fans to "On" when operating the blueprint machine.

 8. Do not use lighting fluid to clean drafting equipment; use soap and water.

ELECTRICIANS/JOURNEYMEN/MECHANICS

General Rules

 1. Do not use a metal ladder on rooftops or within 50 feet of electrical power lines.

 2. Do not block the walking surfaces of elevated working platforms, such as scaffolds, with tools or materials that are not being used.

 3. Do not work outdoors during lightning storms.

 4. Do not stand on sinks, toilets, or cabinets; use a stepladder.

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

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

Heat Exhaustion/Sun Exposure

 1. Keep your shirt on to avoid dehydration and sunburn.

 2. Drink plenty of clear liquids during your breaks.

 3. Take breaks in shaded areas.

Work Area Protection

 1. Place signs (lights) well in advance of the work area to permit upcoming motorists time to react.

 2. Erect protective barriers or guards and warning signs prior to removing maintenance hole covers or making excavations where accessible by vehicular or pedestrian traffic.

 3. Position the work vehicle to guard the work area while work is in progress.

Personal Protective Equipment

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

 2. Wear your safety glasses when operating drills and when cutting or snipping copper or light gauge wire.

 3. Wear your safety goggles when welding or soldering.

 4. Do not continue to work if your safety glasses become fogged. Stop work and clean the glasses until the lenses are clear and defogged.

 5. Wear the dielectric gloves when working on electric current.

 6. Do not wear jewelry or coats with metal zippers to work.

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

Electrically Powered Tools

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

 2. Keep power cords away from path of drills and wire soldering and cutting equipment.

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

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

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

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

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

 10. Do not use extension cords or other three-pronged power cords that have a missing prong.

 11. Do not remove the ground prong from electrical cords.

 12. Do not use an adapter such as a cheater plug that eliminates the ground.

 13. Do not plug multiple electrical cords into a single outlet.

 14. Do not stand in water or on wet surfaces when operating power hand tools or portable electrical appliances.

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

 16. Do not operate a power hand tool or portable appliance

 • That has a frayed, worn, cut, improperly spliced or damaged cord.

 • That has a two-pronged adapter or a two-conductor extension cord.

 • Or if a prong from the three-pronged power plug is missing or has been removed.

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

 18. Do not use electrical tools if its housing is cracked.

 19. Do not use electrical tools while working on a metal ladder unless the ladder has rubber feet.

 Power Saws

 1. Wear safety goggles, protective gloves, a dust mask, and hearing protection when operating a power saw.

 2. Do not wear loose clothing or jewelry.

 3. Clean any residue from the blade or cutting head before making a new cut with the power saw.

 4. Do not use a power saw that has cracked, broken, or loose guards or other visible damage.

 5. Keep your hands away from the exposed blade.

 6. Operate the saw at full cutting speed, with a sharp blade, to prevent kickbacks.

 7. Do not alter the anti-kickback device or blade guard.

 8. Do not perform cutting operations with the power saw while standing on a wet or slippery floor.

 9. When using the power saw, do not reach across the cutting operation.

 10. Cut away from your body and below your shoulder level when you are using a power saw.

 11. If the saw becomes jammed, turn the power switch of the saw to "Off" before pulling out the incomplete cut.

Machine/Equipment Safety

 1. Replace the guards before starting machines, or after adjusting or repairs to the machine.

 2. Do not remove, alter, or bypass any safety guards or devices when operating any piece of equipment or machinery.

 3. Read and obey safety warnings posted on or near any machinery.

Lockout/Tagout

 1. Notify all affected employees of the impending lockout situation, the reason for it, and estimated start and duration times.

 2. Place the breaker or switch in the "Off" or "Safe" position.

 3. Lockout and tagout all in-line points of control. In most cases, this may be more than one place or more than one lock if several people are working on the equipment.

 4. Lockout verification:

 • Verify that the locked-out switch or control cannot be overridden.

 • Test the equipment to be certain that the locked-out switch is de-energized and not simply malfunctioning.

 • Press all start buttons to see if the equipment starts.

 • Ensure the system you will be working on is the same one that has been locked out.

 5. All locks and tags are to be left in place until work is finished. A lock is never to be removed except by the person who placed it there. Only immediate supervisors are to authorize emergency removal of a lock or tag.

 6. Before restarting the equipment, verify the following:

• All tools and other items have been removed.

• All machine guards are in place.

• All electric systems are reconnected.

 • All employees are clear of equipment.

Portable Welding/Soldering Operations

 1. Do not perform welding or soldering tasks while wearing wet cotton gloves or wet leather gloves.

 2. Use the insulated work gloves when using welding or soldering equipment.

 3. Do not use the welding or soldering apparatus if the power cord is cut, frayed, split or otherwise visibly damaged or modified.

 4. Do not perform "hot work" such as welding, soldering or other spark producing operations within 50 feet of containers labeled "Flammable" or "Combustible."

Hand Tool Safety

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

 2. Keep the blade of all cutting tools sharp.

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

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

 5. Do not use impact tools such as hammers that have mushroomed heads.

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

 7. When using knives, shears, or other cutting tools, cut in a direction away from your body.

 8. Do not carry sharp or pointed hand tools such as screwdrivers in your pocket unless the tool or your pocket is sheathed.

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

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

 11. 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.

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

 Hammers

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

 2. Do not strike one hammer against another hammer.

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

 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 a 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. When you are performing electrical work, use the screwdriver that has the blue handle; this screwdriver is insulated.

 7. Do not carry a screwdriver in your pocket.

 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.

 Pliers

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

 2. When you are performing electrical work, use the pliers that have the blue rubber sleeves covering the handle; these pliers are insulated.

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

 4. 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.

 Wrenches

 1. Do not use wrenches that are bent, cracked, badly chipped or that have loose or broken handles.

 2. Do not use a shim to make a wrench fit.

 3. Size the adjustable wrench to fit the nut before turning.

 4. Use a split box wrench on flare nuts.

 5. Do not use a wrench that has broken or battered points.

 6. Discard any wrench that has spread, nicked, or battered jaws or if the handle is bent.

 7. Use box or socket wrenches on hexagon nuts and bolts as a first choice, and open-end wrenches as a second choice.

 Saws

 1. Keep control of saws by releasing downward pressure at the end of the stroke.

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

 3. Oil saw blades after each use of the saw.

 4. Keep your hands and fingers away from the saw blade while you are using the saw.

 5. Do not carry a saw by the blade.

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

 Clamps

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

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

Toolboxes/Chest/Cabinet

 1. Use the handle when opening and closing a drawer or door of a toolbox, chest, or cabinet.

 2. Tape over or file off sharp edges on toolboxes, chests, or cabinets.

 3. Do not stand on toolboxes, chests, or cabinets to gain extra height.

 4. Lock the wheels on large toolboxes, chests, or cabinets to prevent them from rolling.

 5. Push large chests, cabinets, and toolboxes; do not pull.

 6. Do not open more than one drawer of a toolbox at a time.

 7. Close and lock all drawers and doors before moving the tool chest to a new location.

 8. Do not use a toolbox or chest as a workbench.

 9. Do not move a toolbox, chest, or cabinet if it has loose tools or parts on the top.

Knives/Sharp Instruments

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

 2. Cut in the direction away from your body when using knives.

 3. Store knives in knife blocks or in sheaths after using them.

 4. Use the knife that has been sharpened; do not use knives that have dull blades.

 5. Use knives for the operations for which they are made.

 6. Do not use knives that have broken or loose handles.

 7. Do not use knives as screwdrivers.

 8. Do not pick up knives by their blades.

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

 10. Do not carry knives or other sharp tools in your pockets unless they are first placed in their sheath or holder.

Hot Line Safety

 1. Clean all protective line equipment after each use, prior to storage.

 2. Wear rubber gloves or use hot sticks when removing tree branches, limbs, or similar objects from contact with high voltage lines, panels, or equipment.

 3. Do not wear rubber protective gloves while climbing or descending a pole.

 4. Wear 100% cotton or flame-resistant shirts or jumpers (with sleeves rolled down) and protective hats when working on or near live parts, lines, and panels or when climbing poles.

 5. Wear body belts with straps or lanyards when working at an elevated position (poles, towers, etc.).

 6. Visually inspect body belts and straps before use for defects, wear, and damage.

 7. When working with lines of 600 volts or more:

 • Wear rubber gloves or use hot sticks when placing protective equipment on/around energized voltage conductors.

 • Do not work on the line that is removed from service until the line is cleared, tagged, tested, and grounded.

 • Treat bare wire communication conductors on structures as energized lines unless they are protected by insulated conductors.

 8. Treat bare wire communication conductors on power poles and structures as energized lines (with voltages more than 600 volts) unless the conductors are protected by insulating materials.

 9. Do not remove any ground until all employees are clear of the temporary grounded lines or equipment.

 10. After a capacitor has been disconnected from its source of supply, wait five minutes before short-circuiting and grounding it.

 11. Do not contact the terminals, jumpers or line wires connected directly to capacitors until the capacitors have been short-circuited and/or grounded.

 12. Visually inspect and wipe down all hot line tools each day before use.

 13. Do not wear rubber gloves with protectors while using hot line tools.

 14. Do not use defective hot line tools. Mark them as defective and turn them in for repair or replacement.

Stringing/Removing De-energized Conductors

 1. Keep conductors that are being strung in or removed under positive control to prevent accidental contact with energized circuits.

 2. Do not exceed the load rating for stringing lines, pulling lines, sock connections or load-bearing hardware and accessories.

 3. Do not use defective pulling lines or defective accessories. Mark the defective items and turn them in for repair or replacement.

 4. Do not use conductor grips on wire ropes unless the grips are designed for that particular purpose.

 5. If an existing line that crosses over a conductor is to be de-energized, ground the line on both sides of the crossing or treat the conductor being crossed as energized.

Bus/Bus Room Safety

 1. Do not enter or work in the bus room alone.

 2. Do not leave the bus room doors open.

 3. Do not carry any tools or materials above your waist while in the bus room.

 4. Do not work on any bus, bus structure, cable, or disconnect switch unless it is grounded.

General Electrical Device/Fixture Installation Safety

 1. Assume all electrical wires as live wires.

 2. Turn the main switch to "Off" before removing and replacing power fuses.

 3. Do not wear watches, rings or other metallic objects which could act as conductors of electricity around electrical circuits.

 4. Before leaving the job, test insulators and equipment to ensure they are free from defects.

 5. Do not work near any circuit that is in service without first installing barricades approved by your supervisor.

 6. Do not touch field brushes or a synchronous motor until the motor is up to synchronous speed and the field switch is closed.

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 the scaffold prior to mounting it. 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 work on platforms or scaffolds unless they are fully planked.

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

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

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

 11. Use your safety belts and lanyards when working on scaffolding at a height of 10 feet or more above ground level. Attach the lanyard to a secure member of the scaffold.

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

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

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

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

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

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

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

 19. Do not move a mobile scaffold if anyone is on the scaffold.

 20. Chock the wheels of the rolling scaffold, using the wheel blocks, and lock the wheels by using your foot to depress the wheel lock, before using the scaffold.

Lifting Equipment (chains, cables, ropes, slings, etc.)

 1. Do not use chain slings if links are cracked, twisted, stretched, or bent.

 2. Fabricate all wire in wire rope slings by using thimbles; do not form eyes by using wire clips or knots.

 3. Do not shorten slings by using makeshift devices such as knots or bolts.

 4. Do not use a kinked chain.

 5. Protect slings from the sharp edges of their loads by placing pads over the sharp edges of the items that have been loaded.

 6. Do not place your hands between the sling and its load when the sling is being tightened around the load.

 7. Do not alter or remove the safety latch on hooks. Do not use a hook that does not have a safety latch, or if the safety latch is bent.

 8. Lift the load from the center of hooks, not from the point.

Confined Spaces

 1. Do not enter the confined space without reading and following the "confined space entry procedure."

 2. Obtain a confined space entry permit from your supervisor before entering a confined space.

 Prior to Entry

 1. Get locking devices and labels from your supervisor to lock out and tag "Out of Service" all equipment in the confined space before entering the confined space.

 2. Open all windows, doors, or maintenance holes of the confined space for ventilation.

 3. Use a Combustible Gas Analyzer to test the confined space for an oxygen deficiency or accumulated combustible gases. Do not enter the confined space if the reading for the Combustible Gas Analyzer is above 10% LFL and the oxygen level is below 19.5% or greater than 23.5%.

When Entering

 1. Do not enter the confined space unless an assigned observer or lookout person posted at the entrance to the confined space. If you are assigned as the outside observer, do not go inside the confined space under any circumstances and always keep the entrant in your view.

 2. Stay in constant view of the observer when you are working inside the confined space.

Access and Egress Safety

 1. Use ladders, structural ramps, or stairways as a means of access or egress from excavations or restricted spaces.

 2. Do not climb a ladder unless it extends at least three (3) feet or three (3) rungs beyond the edge of the trench.

Driving/Vehicle Safety

 1. Turn the vehicle off before fueling it.

 2. Do not smoke while fueling a vehicle.

 3. Wash hands with soap and water if you spill gasoline on your hands.

 4. Shut your door and fasten your seat belt before moving the vehicle.

 5. Always obey all traffic laws and signals.

 6. Maintain a three-point contact using both hands and one foot or both feet and one hand when climbing into and out of vehicles.

STOREROOM/STOCKROOM PERSONNEL

General Storeroom/Stockroom Safety

 1. Wear leather gloves when handling materials such as copper or aluminum wire.

 2. Do not attempt to catch falling materials.

 3. Do not try to kick objects out of pathways. Push or carry them out of the way.

 4. Move slowly when approaching blind corners.

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

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

 7. Do not lift slippery or wet objects; use a hand truck.

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

General Housekeeping

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

 2. Do not store or leave items on stairways.

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

 4. Return tools to their storage places after using them.

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

 6. Mop up water around drinking fountains, drink dispensing machines and ice machines.

 7. Use caution signs or cones to barricade slippery areas such as freshly mopped floors.

Knives/Sharp Instruments

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

 2. Cut in the direction away from your body when using knives.

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

 4. Use the knife that has been sharpened; do not use knives that have dull blades.

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

 6. Do not attempt to catch a falling knife.

 7. Use knives for the operation for which they are made.

 8. When opening cartons use safety box cutters. Do not cut with the blade extended beyond the guard.

 9. Do not use knives that have broken or loose handles.

 10. Do not pick up knives by their blades.

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

 12. Do not carry knives, scissors, or other sharp tools in your pockets unless they are first placed in their sheath or holder.

Stocking Shelves

 1. When stocking shelves by hand, position the materials to be shelved slightly in front of you, so you do not have to twist when lifting and stacking materials.

 2. Place items on shelves so that they lie flat and do not wobble.

 3. Place heavier loads on the lower or middle shelves.

 4. Do not stack bulky merchandise on crushed boxes.

 5. Do not let items overhang from shelves into walkways.

 6. Remove one object at a time from shelves.

 7. Do not climb the racking to stock or retrieve merchandise; use a ladder.

Handling Chemicals

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

 2. Do not use protective clothing or equipment that has split seams, pinholes, cuts, tears, or other visible signs of damage.

 3. Each time you use your gloves, wash them before removing the gloves, using cold tap water and normal hand washing motion. Always wash your hands after removing the gloves.

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

 5. Do not drag containers labeled "Flammable."

 6. Do not store chemical containers labeled "Oxidizer" with containers labeled "Corrosive" or "Caustic."

 7. Do not smoke while handling chemicals labeled "Flammable."

 8. Do not store chemicals labeled "Flammable" near sources of ignition such as portable heaters.

 9. Do not handle or load any containers of chemicals if their containers are cracked or leaking.

Compressed Gas Cylinders

 Storage and Handling

 1. Do not handle oxygen cylinders if your gloves are greasy or oily.

 2. Store all compressed gas cylinders in the upright position.

 3. Place valve protection caps on compressed gas cylinders that are in storage or are not being used.

 4. Do not lift compressed gas cylinders by the valve protection cap.

 5. Do not store compressed gas cylinders in areas where they can encounter chemicals labeled "Corrosive."

 6. Hoist compressed gas cylinders on the cradle, sling board, and pallet or compressed gas cylinder basket.

 7. Do not place compressed gas cylinders against electrical panels or live electrical cords where the cylinder can become part of the circuit.

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