ELEMENTARY AND

SECONDARY SCHOOLS

NAICS Code

611110 Elementary and Secondary Schools

SECTION 9

SAFETY RULES, POLICIES AND PROCEDURES

The rules contained on these pages have been prepared for your guidance and protection in your daily work. Employees are to study these rules carefully, review them often, observe these precautions and use good common sense in carrying out his or her duties.

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ALL EMPLOYEES

Lifting Procedures

1. Plan the move before lifting; ensure that you have an unobstructed 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. Have a firm grip on the object using your hands and fingers. Use the handles when they are present.

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

11. While keeping the weight of the load in your legs, stand to an erect position.

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

13. 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.

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

15. 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.

16. Wear protective gloves when lifting objects that have sharp corners or jagged edges.

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

FACULTY AND SUPPORT STAFF

Aggression Control Procedures

1. If you perceive no immediate physical threat:

a. Notify other staff members and have a stand-by to render assistance.

b. State clearly who you are, what you can do to help and what your time limits are as a staff member.

2. If you perceive the possibility of severe physical injury:

a. Assume a non-threatening physical posture and voice tone.

b. State in clear concise terms what you want the individual to do.

c. State what you can do to help.

d. Speak with authority.

e. Make direct commands.

f. Set a time limit. At the end of set time, seek assistance from a staff member.

3. If you are assaulted:

a. Discontinue care; leave the area.

b. Report assault to your supervisor.

c. Do not return alone. Bring assistance with you.

4. Breaking up an altercation:

a. Do not attempt to break it up alone.

b. Call for help from staff members or call security.

c. Stay out of the immediate area.

d. Wait for help from at least one other person. Do not intervene alone.

Classroom and Office Safety

1. Close desk and filing cabinet drawers slowly to prevent injuries to your fingers.

2. Open doors slowly and keep them in either a fully open or fully closed position.

3. Do not use paper-cutting devices unless the finger guards are in place.

Office

1. Do not work on any computer, typewriter, or other electrical office machines if your hands are wet, nor while standing on damp floors.

2. Never use carbon tetrachloride for typewriter cleaning.

3. Do not mount pencil sharpeners so that they protrude beyond the edges of desks or tables.

4. Do not stand on a swivel chair.

5. Do not raise the seats on swivel chairs beyond the point where your feet can touch the floor.

6. Do not compact material in the wastebasket with your hands or your feet.

7. Do not use cardboard boxes as waste receptacles.

File Cabinets

1. Do not leave file drawers open; always use the handles to close them.

2. Do not stack file cabinets on top of one another.

3. Open one file cabinet drawer at a time.

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

Lab Safety

1. Do not store reagents on the lab bench.

2. Do not eat, drink, and chew gum or tobacco in a science laboratory or storage area. Do not store food or beverages in the refrigerator located in the laboratory.

3. Safety glasses must be worn when working the lab area.

4. Wash your hands before and after working in the lab, and after spill cleanups.

5. Wear your lab smock when you are working in the lab.

6. Using tape, cover the opening of the Dewar flasks that have test samples in them for storage.

7. Never leave gas burners, hot plates, heating mantles, or other heat sources unattended, when they are "on".

8. Do not lean into the fume hood when the hood is "on", and open containers of chemicals have been placed under the hood.

9. Do not use the fume hood as a storage area.

10. Obtain and read the Safety Data Sheet (SDS) for each chemical you will be using before beginning any experiment. Read and follow the safety instructions and use the stated required personal protective equipment.

11. Do not mix chemicals in the sink drain.

12. Wear your safety goggles while working in the lab.

13. Do not block the access to the laboratory eye wash, safety shower, fire alarm pulls, or fire extinguishers.

14. Wear shoes or boots that cover your feet completely; do not wear thongs, or open-toe shoes or sandals.

15. Do not block any escape routes in the lab.

16. Never block a fire door "open".

17. Never store materials in lab or storage area aisles.

FOOD SERVICE PERSONNEL

Cafeteria/Food Service Safety

1. Unplug electrical appliances, such as blenders, grinders, and coffeepots from their power source before cleaning them.

2. Wear your closed-toe, low heel, non-slip shoes that have rubber soles while you are at work.

3. Do not store cleaning products along with food products.

4. Turn the power switch of the exhaust hood fans to "on" when the ranges are in operation. Use the spray can labeled "Degreaser" to clean the grease off the hood filters.

5. Store cleaning equipment such as brooms, mops, carts, and buckets in the utility closet.

Storage Area

1. Do not place more weight on the shelves than the rated, load limit imprinted on the label, which is located on the sides of the shelving.

2. Store heavy items on lower shelves; store items that are used often at a height between the knee and waist level.

3. Use the ladder to reach items that are above your chest level.

4. Store cartons and materials labeled "flammable" at least 18 inches from the overhead light bulbs and sprinklers.

5. After changing light bulbs, replace the screen guards.

Food Preparation Area

1. Do not use mixers, blenders, and other electrical equipment if the three-pronged cord has a missing or broken prong.

Knives/Sharp Instruments

1. When handling knife blades and other sharp 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 the knives.

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 named.

8. When opening cartons, use the 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 use knives as screwdrivers, pry bars, can openers or ice picks.

11. Do not leave knives in sinks full of water.

12. Do not pick up knives by their blades.

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

14. Follow this procedure before picking up any bags that have sharp objects protruding from them: Grab the top of the bag above the tie-off, using two hands, and hold the bag away from your body.

15. Do not submerge hot glass in icy water nor submerge a cold glass in hot water.

MAINTENANCE AND REPAIR PERSONNEL

Electrical

1. When using an extension cord:

a. Look to see that the wattage labeled on the tool, appliance, or equipment does not exceed the wattage limit labeled on the cord

b. Do not run the cord through doorways, holes in ceilings, walls, or floors

c. Never remove, bend, or modify any metal prongs on the plug of the cord

d. Do not use the cord under wet conditions

e. Do not plug one extension cord into another

f. Never drive over, drag, step on or place objects on a cord, or walk on it

g. Always unplug the cord when you have finished using it

h. Do not use the cord as a permanent power source

2. When working on live circuits, use the tools that have the blue rubber handgrips, and that have the UL approval label on the tool; these tools are insulated.

3. When doing electrical work from a ladder, do not use a metal ladder.

4. Never connect a heating unit that has a wattage label reading more than 1500 watts into a utility 15-amp outlet.

5. Use the fuse handling equipment when removing or installing fuses where fuse terminals are energized.

6. Post the "Electrical Hazard" safety signs or symbols, or the accident prevention tags, to warn personnel of electrical hazards.

7. Wear your protective gloves and aprons, as well as your face protection when you are working in the battery service rooms.

8. Unplug the electrical cord before making any mechanical or electrical adjustments to the machine to which it is connected.

9. Visually inspect light poles, stadium poles, and court poles for decay before climbing them. Do not climb any poles that are decayed.

10. Use your safety belt when climbing poles.

11. Wear your safety glasses when you are working with the drill.

12. When working in an area that has signs posted "High Voltage Area", wear your insulated gloves. If the gloves have cracks or "pin pricks", do not use the gloves.

Handling Materials-custodial workers, relocation unit, labor and construction crews, plumbers, carpenters

1. Wipe off greasy, wet, slippery, or dirty objects before trying to handle them.

2. Prior to adjusting or changing your grip, set the object down.

3. When moving materials on hand trucks or dollies, push rather than pull.

Glass

1. When carrying glass, carry it on the outside of your arm, with the palm of your hand facing outward and the other hand reaching across the body and grasping the glass on top.

2. Never carry a sheet of glass under your arm.

3. Keep your shirt sleeves buttoned around the wrists.

4. Protect your wrists by wearing the leather cuffs.

Lockout/Tagout (Basic Rules)

Service Maintenance Workers, Custodians Food Service Personnel.

1. Do not remove locks from equipment unless it is your own lock.

2. If you need to have an energy source tagged, do it yourself.

3. Use tag out/lock out when you are working alone, and out of visual contact of the controlling switch or valve.

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 nor within 50 feet of electrical power lines.

5. Do not place ladders in a passageway or doorway without posting warning signs or cones that detour pedestrian traffic away from the ladder. Lock the doorway that you are blocking and post the sign "Detour".

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

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

8. 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.

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

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

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

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

13. Secure the ladder in place by having another employee hold it.

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

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

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

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

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

Scaffolding

1. Read and 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 the 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 you are 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 a 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.

Hand Tool Safety

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

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

3. Keep the blade of all cutting tools sharp.

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

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

6. Do not use a tool if its handle has splinters, burrs, cracks, 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. When handing a tool to another person, direct sharp points and cutting edges away from yourself and the other person.

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

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

11. Do not carry tools in your hand when you are climbing. Carry tools in tool belts or hoist the tools to the work area, using a hand line.

12. Do not throw tools from one employee to another, from scaffolds nor from other elevated platforms.

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

Files/Rasps

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

2. Do not hammer on a file.

Hammers

1. Use the claw hammer for pulling 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, nor to pull large spikes.

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

Pliers

1. Do not use pliers as a wrench or a hammer.

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

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

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

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

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

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

8. Do not carry a screwdriver in your pocket.

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

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

Wrenches

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

2. Do not slip a pipe over a single head wrench handle for increased leverage.

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

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

5. Use the split box wrench on flare nuts.

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

7. Use a hammer on striking face wrenches.

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

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

MAINTENANCE AND REPAIR PERSONNEL

Machines/Power Tools

1. When using a trencher or "ditch witch", do not begin work until you have another person on the job to assist you in spotting underground utilities.

2. Use a hair net, rubber band, cap, clamp, or other mechanism to contain long hair that could get caught in the moving parts of machinery.

3. Only adjust machinery after the power switch of the machinery has been turned to the "off" position.

4. When using a jackhammer, wear earmuffs, safety shoes, and protective gloves and goggles.

Drills

1. Do not use dull, cracked, or bent drill bits.

2. Wear your safety glasses or the face shield when using the drill press.

Grinders

1. Do not use grinding wheels that have chips, cracks, or grooves.

2. Do not use the grinding wheel if it wobbles. Tag it "Out of Service".

3. Do not try to stop the grinding wheel with your hand.

Handsaws

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

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

3. Do not use a saw if it has a dull saw blade.

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

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

6. Do not carry a saw by the blade.

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

8. The first cut of a handsaw must be made toward you.

Bow Saws

1. When inserting a blade in the bow saw frame, keep your hands and fingers "in the clear" before the tension lever snaps into or against the saw frame.

2. When removing the blade from the bow saw frame, remove the blade in the direction away from your body.

Crosscut Saws, Band Saws, Power Table Saws

1. Use the teeth guard on the blade of the saw when carrying the saw to and from work.

2. Only power saw operators may use the power saws.

3. Use the push sticks when operating power table saws.

GROUNDSKEEPING PERSONNEL

Gas Powered Lawn Tools

1. Read and follow the manufacturer's routine and preventive maintenance schedule posted on the workshop wall.

2. Tag damaged tools "Out of Service" to prevent accidental start up or use.

3. Only use grip locations as specified by the manufacturer as a handhold when operating the unit.

4. Do not pour fuel into the tank of a running engine.

5. Do not smoke while servicing, using, or refueling a gasoline powered tool.

6. Do not run a gasoline engine inside the storage shed.

7. Turn the power switch of the engine to "off" when you are not cutting or trimming.

8. Allow the engine to cool before performing maintenance or refueling.

9. Stop the engine and disconnect the spark plug wire from the spark plug before cleaning, inspecting, adjusting, or repairing cutting blades or other rotating parts.

10. Allow the engine to cool before covering or storing it in the storage shed.

Lawn Mowing

1. Visually inspect the area to be mowed. Remove or mow around hazards such as tree stumps, roots, rocks, branches, sprinklers, hoses, electrical cords, light fixtures, pipes, clothes lines, or toys.

2. Only the person operating the mower is permitted to ride on a riding mower.

3. Put the riding power mower into neutral before starting it or "shutting" it "off".

4. Never by-pass the kill switch on the mower handle.

5. Do not direct the grass discharge towards bystanders.

6. Keep the mower in gear when going down slopes.

7. Turn the power switch of the mower to the "off" position before dumping the grass catcher or removing clogged grass from the chute.

8. When using a riding mower, mow up and down the slope. Do not mow across a slope.

9. To mow across a slope, use the upright mower.

Edging

1. Do not start an edger if the blade is touching the ground.

2. Operate the edger at full blade speed.

3. When edging along roads, stay as close to the curb as possible.

Line Trimming

1. Before refueling the trimmer, remove it from your harness, place it on the ground, and allow the engine to cool.

Backpack Blowers

1. Do not use the blower to clean yourself.

2. Do not direct the blower toward bystanders when it is "on".

GROUNDSKEEPING PERSONNEL

Groundskeeper

1. When riding in the bucket of the boom truck, wear your safety gloves, safety glasses, and your safety belt.

2. When moving tables for school functions, always wear your gloves, and use the flat dolly.

3. When moving furniture, do not exceed the labeled weight limits for the dolly, posted on the arm of the dolly.

PEST CONTROL PERSONNEL

Pesticide and Fertilizer Application/Spraying

1. Read and follow the Safety Data Sheet (SDS) for, and the labeled instructions of, the pesticide or fertilizer you are going to use when applying weed killers, fertilizers, pesticides, or herbicides.

2. Cover open cuts and scratches by using the fluid impervious bandages before handling or applying pesticides.

3. Do not transfer pesticide or fertilizers into a container that is unmarked or does not have a label.

4. Do not store pesticides near hot lamps, in direct sunlight nor in or near other sources of heat.

5. Do not transport pesticide containers in the cab of your vehicle.

6. Do not smoke or use matches or lighters while handling or spraying pesticides or fertilizers.

7. Immediately after you have completed your work shift, ending your day's work of the application of pesticides and fertilizers, you must take a shower at the office.

8. Immediately remove clothing that has become saturated with pesticides and dispose of these clothing items by placing them in the metal container labeled "PESTICIDE CLOTHING".

9. Store pesticides on the metal shelves in the area posted "PESTICIDE STORAGE".

10. Only mix chemicals in the area posted "CHEMICAL MIXING AREA". Rinse containers three times, with water, after using the containers.

RELOCATION PERSONNEL

1. When using the hydraulic lift, do not enter or leave the lift until you have looked to ensure that the gate is all the way up.

2. If you are operating the lift gate on the truck, stand clear of the gate in case of gate failure.

3. Do not exceed the labeled weight capacity of the gate, posted on the front of the gate.

4. If the truck you are about to load or unload is parked on an incline, use the wheel blocks to chock the wheels, before loading the truck.

5. Do not operate the lift gate if there is not a minimum of three people to assist you.

6. Do not load or unload the truck until the lift is flush and "square" with the loading dock.

CUSTODIAL PERSONNEL

1. Wear your safety gloves when emptying trash containers.

2. Do not compact the trash using your hands or feet; use the "trash-mashing" tool for this purpose.

3. When handling trash, do not sling the bag over your shoulder or hang it by your side.

4. When stripping the floor:

• Move slowly.

• "Strip" lesser amounts of the area at a time.

• Avoid standing on slippery areas.

5. Read and follow the Safety Data Sheet of the chemicals you will be using, before mixing any chemicals.

6. Wear your protective gloves when you are using cleaning chemicals.

7. While working in the school lab, do not handle any lab chemicals.

HVAC PERSONNEL

1. When using acid to clean cooling coils, wear your goggles, plastic gloves, and the plastic jump suit.

2. When soldering system lines, do not work in an enclosed area or work alone in case of a phosphine gas emissions. Do not work in that area unless it is ventilated either naturally or with forced ventilation (fans).

3. When working in attics, particularly during hot weather, do not work alone.

4. Look for "man working" tags on equipment before activating any equipment.

5. Wear your cloth gloves and safety goggles when working with sheet metals.

6. When installing air handlers, do not attempt to lift the air handlers by yourself.

7. Do not ride the lifts located in the shop area.

WELDERS

1. If you must weld in an area where you will be standing in water, wear your rubber boats.

2. Wear your protective leather jackets, leather sleeves, rubber boots, leather gloves and the welding hood before you begin welding.

Acetylene Welding

1. Do not work in an enclosed area unless that area is ventilated with natural or" forced ventilation".

2. When arc welding and arc cutting with open arcs, wear your helmet or use the hand shield that has the filter lenses and cover plates to view the arc; also, wear safety spectacles with side shields, or wear goggles.

3. When operating resistance welding or brazing equipment, wear your face shield or goggles.

4. Open the windows and doors and turn the power switch of the local exhaust fans to "on", to reduce air contaminants.

5. Wear the respirator issued to you when you are performing acetylene welding.

6. Do not transfer gases from one cylinder to another nor mix gases in a cylinder.

7. Do not use liquid acetylene when welding.

8. Do not handle oxygen cylinders, apparatus, and fittings if there is oil or grease on your hands or gloves.

9. Do not use electromagnets or rope when moving compressed gas cylinders.

10. Place oxygen and fuel gas cylinders, as well as acetylene generators, away from the welding position so that they will not be heated by radiation from heated materials, by sparks or slag, or by misdirection of the torch flame.

11. Welding must be done behind a screen if other workers who are not wearing hoods or goggles are present.

CARPENTERS

1. When ripping pressure treated wood, wear the respirator issued to you.

2. If you are working in a room where wood is being ripped, wear your dust mask to avoid breathing particles produced due to the ripping.

3. When nailing, grinding, or cutting, wear your safety goggles.

4. Do not remove floor tile until you have been told by your safety office whether the tile contains asbestos.

PAINTERS

1. When mixing paint and thinner, wear your face shield.

2. Use your safety line (lanyard) to haul paint up to a job.

3. Wear your face shield and safety gloves when using airless spray guns.

4. Do not use window jacks when painting windows; use a bucket instead.

5. Wear your protective gowns, read, and follow the MSDS sheet for the paint that you are using, as well as read and follow the label on the paint can, before mixing any paint.

6. When using a pressure washer on a swing station, secure yourself by using the safety line. Do not use a ladder for pressure wash work.

7. When applying epoxy paint, wear the respirator issued to you.

STEAM FITTERS

1. Use a backup wrench when loosening or tightening steam lines.

MASONS

1. Wear your goggles, safety glasses, or face shields when chipping or cutting concrete blocks.

2. Wear your safety shoes when working on concrete blocks.

3. When cleaning concrete blocks with acid, wear the plastic suit, your protective gloves, eye protection, rubber boots and the respirator issued to you.

GROUNDSKEEPERS, MAINTENANCE SUPPORT, RELOCATION UNIT, LABOR, AND CONSTRUCTION CREWS

Fueling Vehicles

1. Turn the vehicle "off" before fueling it.

2. Do not smoke while fueling a vehicle.

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

Driving Rules

1. Shut your door 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 mount or dismount a moving vehicle.

5. Set the parking brake before leaving the vehicle.

BUS DRIVERS

1. Do not coast with the clutch disengaged or with the automatic transmission in neutral.

2. Do not tailgate vehicles.

3. All personnel must be off the bus before refueling the bus.

4. Always shut the motor "off", remove the key, and set the parking brake before leaving the bus.

5. Stop the bus at all railroad crossings.

Procedures at Railroad Crossings

1. When crossing railroad tracks, bring the bus to a complete stop before crossing the tracks.

2. Do not shift the gears of the bus when crossing railroad tracks.

3. Do not drive the bus through, around, or under any crossing gate or barrier at a railroad crossing while such gate or barrier is closed or is being opened or closed.

WAREHOUSE PERSONNEL

Forklifts

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

• The mast has broken or cracked weld-points.

• The forks are unequally spaced, or cracks exist along the blade or at the heels.

• The hydraulic fluid levels are low.

• The hydraulic line and fitting have excessive wear or are crimped.

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

• The hardware on the cylinders is loose.

• The tires are excessively worn, split, or have missing tire material.

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

• The batteries have cracks or holes, uncapped cells, frayed cables, broken cable insulation, loose connections, or clogged vent caps.

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

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

5. 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.

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

7. 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.

8. Drive the forklift at a walking pace and apply the brakes slowly when driving on slippery surfaces such as icy or wet floors.

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

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

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

12. Do not exceed a safe working speed of five miles per hour and slow down when working in congested areas when driving the forklift.

13. Stay a minimum distance of three truck lengths from other operating mobile equipment.

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

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

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

17. Do not drive the forklift while people are on the attached man-lift platform.

18. Drive loaded forklifts forward up ramps.

19. Drive loaded forklifts in reverse when driving down a ramp.

20. Drive unloaded forklifts in reverse when going up a ramp and forward when going down a ramp.

21. Do not attempt to turn the forklift around on a ramp.

22. Lower the mast completely, turn the engine "off", and set the parking brake before leaving your forklift.

HEAVY EQUIPMENT OPERATORS

Mobile Cranes-relocation unit, labor, and construction crews,

window washers

1. Passengers are not permitted to ride inside the operator's cab of a truck crane.

2. Keep the crane windows clean. Do not use a crane if its windows are broken.

3. Do not exceed the rated load capacity of the crane as specified by the manufacturer.

4. Use the cribbing mats when operating the crane on "soft" ground.

5. Stay outside the barricades of the posted swing radius of the crane.

6. Do not hoist loads over people.

7. Do not leave the crane you are working in unattended if you have a hoisted load suspended in the air.

Bulldozers and Tractors

1. When coupling a tractor to other equipment, all workers must be clear of the space between the units. Stop the machine, place it in neutral, and set the brakes, before attempting to couple the equipment.

2. When you have finished using a bulldozer or loader, land the blade on the ground, set the brakes, turn the power "off" and shift the gear lever into neutral.

3. Keep heavy equipment in gear when going down grade. Do not use neutral.

Scrapers

1. When going downhill, do not "kick" the machine out of gear. Leave the machine in gear and use the brakes to control your speed.

2. All operators must wear seat belts when operating scrapers.

Shovels, Clamshells, Loaders

1. Do not swing the bucket or clamshell over other workers.

2. Do not stay in the cab of haulage vehicles while the payload is being loaded or unloaded by loaders.

3. When you have finished using the loader, land the blade on the ground, set the brakes, turn the power "off" and shift the gear lever into neutral.

MECHANICS

Garage and Repair Shop Safety

Jacks

1. Use hydraulic jacks only to raise a piece of machinery into position.

Pits

1. Keep covers over floor openings such as drain troughs. If any unguarded floor openings are found, inform your supervisor at once.

2. Keep steps into pits clean and free of grease, oil, and water by using the degreaser. Do not leave tools or parts on the steps.

Washing Parts

1. Do not use gasoline for cleaning parts or for degreasing jobs.

ROOFERS

1. Do not operate felt-laying machines or mechanical mops within three feet of any unprotected roof opening, nor within five feet of any unprotected roof edge.

2. If catch platforms are not being used, you must use your safety belt attached to a lifeline which has been fastened to the structure.

Kettles and Tankers

1. Do not work around kettles and tankers which are being used or heated up for use unless you are operating the kettle or tanker.

1. Never set a pumper or agitator into hot kettles or tankers.

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