Flooring Contractors

NAICS Code

238330 Flooring Contractors

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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ALL EMPLOYEES

CARPET LAYING

1. Carry knives in a leather pouch.

2. Keep sealing iron in the sealing iron tray when iron is energized.

3. When using power stretchers on long pulls, make sure the power head handle is locked down. Do not sit on handle or attempt to hold the handle down with your hand.

4. Do not leave knives and tools lying on the floor.

5. Wear kneepads.

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, 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 drills or saws near containers labeled "Flammable".

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 drive over, drag, step on or place objects on a cord.

13. Do not operate power hand tools or portable appliances with a two-pronged adapter or a two-conductor extension cord.

14. Do not operate power hand tools or portable appliances if the ground pin from the three-pronged power plug is missing or has been removed.

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

16. Do not operate power hand tools or portable appliances while holding a part of the metal casing. Hold all portable power tools by the plastic handgrip or other nonconductive areas designed for gripping purposes.

17. Do not operate power hand tools or portable appliances that have frayed, worn, cut, improperly spliced or damaged power cord.

HAND & POWER TOOLS

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. Keep the blade of all cutting tools sharp.

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

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, or splits, or if the head of the tool is loose.

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

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

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

11. 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.

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 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 or 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 a dull saw blade.

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 blades.

7. Clamp the work piece when using a hole saw.

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

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, 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. 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. Do not use gasoline for cleaning purposes.

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.

LIFTING PROCEDURES

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

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

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

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

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

6. Face the load.

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

8. Keep your back straight.

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

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

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

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

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

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

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

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

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

PERSONAL PROTECTIVE EQUIPMENT

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

2. When applying any kind of finish, wear an approved organic-vapor respirator with clean filters.

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

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

5. Wear goggles when using any power tool.

POWDER ACTUATED TOOLS

1. Only employer authorized personnel with valid certification cards may operate powder-actuated tools.

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

3. Wear earplugs 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 people).

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.

POWER NAILERS

1. Keep your hands well clear of the power nail plunger head and the hammer.

2. Do not use a steel hammer to strike the power nailer.

3. Always wear your safety glasses when nailing.

RESILIENT FLOOR COVERINGS

1. Before you begin installation of the floor coverings, ventilate the area by opening windows, doors, or by using an exhaust fan.

2. Read labels and safety recommendations on all materials used in installation, i.e., adhesives, solvents, seam sealers, polishers, patching compounds, and cleaners.

3. Never leave propane torches that are being used for heating unattended.

4. Keep all flammable materials away from flame or spark.

5. Flush your skin or eyes with water if they encounter hazardous material.

6. Use heat resistant gloves when using heating tools.

7. Wear kneepads.

8. Keep the work area well lighted and uncluttered.

NOTE: When work involves the removal of a resilient floor covering structure that contains or is assumed to contain asbestos, always check with supervisor before proceeding.

SANDING EQUIPMENT

1. Always leave the floor sanding machine(s) unplugged until ready for use.

2. Unplug the belt sander when changing the sander belt.

3. Always use approved dust mask when sanding.

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, Floor Laying, https://www.toolboxtopics.com/menu\_programs.html (Accessed August 14, 2024).