LAMINATED PLASTICS PLATE,

SHEET, AND SHAPE MFG.

NAICS Code

326130 Laminated Plastics Plate, Sheet (except Packaging), and Shape Mfg.

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.

ALL EMPLOYEES

 Housekeeping 3

 Lifting Procedures 3

 Ladders and Step Ladders 4

OFFICE PERSONNEL

 Office Safety 4

MANUFACTURING PERSONNEL

 General Rules 5

 Housekeeping 5

 Work Clothing and Personal Protective Equipment 5

 Hazardous Materials 6

 Machine/Equipment Safety 6

 Molding Operations 7

 Carts and Pallet Jacks 7

 Lifting Equipment 7

 General Hand Tool Safety 7

 Plastics Trimming and Cutting 8

MATERIALS HANDLING/WAREHOUSE PERSONNEL

 Housekeeping 8

 Personal Protective Equipment 8

 Hazardous Materials 8

 Stocking Shelves 8

 Conveyor Operations 9

 Packaging/Unpacking 9

 Supplying Feedstock/Materials to Equipment 9

 Knives/Sharp Instruments 9

 Hand Truck Operations 9

 Pallet Jack Use 10

 Forklifts 11

 Driving Safety 11

MAINTENANCE PERSONNEL

 Personal Protective Equipment 11

 Machine/Equipment Maintenance 12

 Hand Tool Safety 12

 Electrically Powered Tools 14

 Welding/Cutting/Brazing 14

 Compressed Gas Cylinders 15

 Pneumatic Tools 16

 Hazardous Materials 16

ALL EMPLOYEES

Housekeeping

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

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

 3. Do not store or leave items on stairways.

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

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

 6. Use caution signs/cones to barricade slippery areas such as freshly mopped floors.

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 or 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 from a pick-up truck. Do not lift over the walls or tailgate of the truck bed.

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 footpads, or other visible damage.

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

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

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

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

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

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

 Climbing a Ladder

 1. Face the ladder when climbing up or down.

 2. 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.

 3. Do not carry items in your hands while climbing up or down the ladder.

OFFICE PERSONNEL

Office Safety

 1. Close drawers and doors immediately after use.

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

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

 4. Open one file cabinet drawer at a time.

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

 6. Do not block your view by carrying large or bulky items; get assistance from a fellow employee.

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

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

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

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

 11. Carry pencils, scissors, and other sharp objects with the points down.

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

 13. Do not jump from ladders or step stools.

 14. Position hands and fingers onto the handle of the paper cutter before pressing down on the blade.

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

 16. Do not use paper-cutting devices if the finger guard is missing.

 17. Keep fingers away from the ejector slot when loading or testing stapling devices.

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

 19. Point the ejector slot away from yourself and bystanders when refilling staplers.

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

 21. Do not place your fingers in or near the feed of a paper shredder.

 22. Do not connect multiple electrical devices into a single outlet.

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

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

 25. Use the staple remover, not your fingers, for removing staples.

 26. Turn off and unplug office machines before adjusting, lubricating, or cleaning them.

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

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

 29. Obey all posted safety and danger signs.

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

 31. Do not store or leave items on stairways or walkways.

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

 33. Clean up spills or leaks immediately by using a paper towel, rag or a mop and bucket.

MANUFACTURING PERSONNEL

General Rules

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

 2. Do not work alone in the manufacturing area.

 3. Do not smoke, drink, or eat in the manufacturing area.

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

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

 6. Follow the safe handling instructions listed on the label of the container or listed on the corresponding Safety Data Sheet when handling each chemical stored in the stockroom.

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

 8. After leaving the manufacturing area wash hands and exposed skin surfaces of arms.

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

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

 11. No personal stereo systems are permitted for use while on the job.

Housekeeping

 1. Sweep up plastics feedstock, resins, scrap plastics, and reinforcing materials from around equipment such as laminators, heated presses, or molds by using a broom and a dustpan.

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

 3. Return tools to their storage places after use.

 4. Keep your work area clean and free of paper and rags. Dispose all wastepaper in the paper bin.

 5. Store rags that have oil on them in closed metal containers labeled "oily rags".

Work Clothing and Personal Protective Equipment

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

 2. Do not wear loose clothing or jewelry around machinery or equipment.

 3. Long hair must be contained under a hat or hair net, regardless of gender.

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

 5. Wear face shields over goggles or safety glasses during open oven operations.

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

 7. Wear heat-resistant gloves when cleaning hot ovens, hot laminating machines or heated presses.

 8. Use heat resistance gloves when removing hot products from the oven.

 9. Wear work gloves when handling rough, sharp-edged, or abrasive material such as chains, cables ropes or slings.

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 protective clothing or equipment that has split seams, pinholes, cuts, tears, or other signs of visible damage.

 3. Each time you use your gloves, wash your gloves before removing them 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 store chemical containers labeled "Oxidizer" with containers labeled "Corrosive" or "Caustic."

 6. Always use chemical goggles and a face shield before handling chemicals labeled "Corrosive" or "Caustic."

Machine/Equipment Safety

 General

 1. Do not leave tools, clothes, oil cans, or other materials on the equipment frames or housings, or in the aisles.

 2. Do not operate equipment on which you have not been trained.

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

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

 5. Keep body parts and clothing away from running equipment.

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

 7. Do not try to stop the work piece as it goes through any machine. If the machine becomes jammed, de-energize the machine before clearing the jam.

 Laminator

1. Do not touch the rollers or any metal parts of the heat shield after using the laminator.

 Hydraulic Press

 1. Do not override any limit switch.

 2. Do not touch any moving parts of the press.

 3. Do not rely on someone else to push the "Stop/Safe" buttons; Do it yourself.

 4. Do not release "Stop/Safe" buttons on the press engaged by another press operator or janitor.

 5. Do not stand in the aisles between units while the press is running.

 6. Give the verbal command "All Clear" before starting the press.

 7. When using a rag for cleaning, fold the rag so that there are no loose ends exposed to the moving parts of the press.

 Lockout/Tagout

 1. Do not remove a lock from any equipment unless you placed it there.

 2. Attach your own lock or tag when you need to isolate an energy source.

Molding Operations

 1. Do not leave the molder unattended while it is in use.

 2. Do not adjust when the molder is in operation.

 3. Do not touch any moving parts of the molder while it is in operation.

 4. Give the verbal "All Clear" command before starting or re-starting the molder.

Carts and Pallet Jacks

 1. Do not exceed the rated load capacity noted on the manufacturer's label on the cart.

 2. Do not use pallets or skids that are cracked, split, or have other visible damage.

 3. Do not leave pallet jack unattended with the load suspended.

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

 5. Use a spotter to help guide carts around corners and through narrow aisles.

 6. Do not stand on the cart or float or use it as a work platform.

Lifting Equipment

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

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

 3. Do not use a kinked chain.

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

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

 6. Wear work gloves when handling rough, sharp-edged, or abrasive material such as chains, cables ropes or slings.

 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.

General Hand Tool Safety

 1. Keep the blade of all cutting tools sharp.

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

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

 4. When handing tools to another person, direct the sharp points and cutting edges away from yourself and the other person.

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

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

Plastics Trimming and Cutting

 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. Do not use knives with broken or loose handles.

 5. Do not pick up knives by their blades.

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

MATERIALS HANDLING/WAREHOUSE PERSONNEL

Housekeeping

 1. Keep walking surfaces of elevated working platforms clear of tools and materials that are not being used.

 2. Return tools to their storage places after use.

 3. Do not place materials such as pellet or granule boxes in walkways and passageways.

 4. Sweep up plastic feedstock from leaking boxes and passageways in the warehouse by using a broom and a dustpan.

Personal Protective Equipment

 1. Wear chemical goggles when using, applying, or handling chemicals from containers labeled "CAUSTIC" or "CORROSIVE."

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

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

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

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 protective clothing or equipment that has split seams, pinholes, cuts, tears, or other signs of visible damage.

 3. Each time you use your gloves, wash your gloves before removing them 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 store chemical containers labeled "Oxidizer" with containers labeled "Corrosive" or "Caustic."

 6. Only dispense a liquid labeled "Flammable" from its bulk container located in areas posted "Flammable Liquid Storage."

Stocking Shelves

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

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

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

 4. Remove one object at a time from shelves.

 5. Place items on shelves so that they lie flat and do not lean against each other.

Conveyor Operations

 1. Do not climb over floor conveyor equipment.

 2. Do not ride on any conveyor.

 3. When using the belt driven conveyor to load a trailer bed, the person inside the trailer shall give verbal commands to the person loading the conveyor.

Packaging/Unpacking

 1. Wear protective gloves when building boxes for packaging.

 2. When using tape dispenser, direct the cutting edge away from your body.

 3. Slide all containerized packages or use hand trucks, pallet jack or other lifting aids.

 4. Remove or bend nails and staples from crates by using the claw hammer before unpacking.

Supplying Feedstock/Materials to Equipment

 1. Do not remove, alter, or bypass any safety guards or devices on equipment.

 2. Do not wear loose clothing or jewelry in the machine shop.

 3. Long hair must be contained under a hat or hair net, regardless of gender.

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

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

 5. Do not pick up knives by their blades.

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

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

 8. When cutting shrink-wrap with a blade, always cut away from you and your co-workers.

Hand Truck Operations

 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. Keep the center of gravity of the load as low as possible by placing heavier objects below the lighter objects.

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

 5. Push the load so that the axle and not the handles will carry the weight. The operator should only balance and push.

 6. Place the load so that it will not slip, shift, or fall. Use straps, if provided, to secure the load.

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

 8. For extremely bulky or pressurized items such as gas cylinders, strap or chain the items to the hand truck.

 9. Do not walk backward with the hand truck, unless going up stairs or ramps.

 10. When going down an incline, keep the hand truck in front of you so that it can be always controlled.

 11. Move hand trucks at a walking pace.

 12. Store hand trucks with the tongue under the pallet, shelf, or table.

 13. Do not exceed the manufacturer's load rated capacity. Read the capacity plate on the hand truck if you are unsure.

Pallet Jack Use

 1. Only employer authorized personnel may operate pallet jacks.

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

 3. Do not ride on pallet jacks.

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

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

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

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

 8. Do not place your feet under the pallet jack when it is moving.

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

Forklifts

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

 2. Follow the manufacturer guidelines concerning changes in the lift capacity before adding an attachment to the forklift.

 3. 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 with a higher lift capacity.

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

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

 6. 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.

 7. Drive at a walking pace and apply brakes slowly to stop when driving on slippery surfaces such as wet floors.

 8. Do not drive over objects in your pathway.

 9. Do not drive into an area with a ceiling height that is lower than the height of the mast or overhead guard.

 10. Steer wide when making turns.

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

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

 13. Obey all traffic rules and signs.

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

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

 16. Drive in reverse and use a signal person when the load blocks your vision.

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

 18. Do not use bare forks as the man-lift platform.

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

 20. Drive loaded forklifts forward up ramps.

 21. Raise the forks an additional two inches to avoid hitting or scraping the ramp surface as you approach the ramp.

 22. Drive loaded forklifts in reverse when driving down the ramp.

 23. Drive unloaded forklifts in reverse when going up the ramp and forward when going down the ramp.

 24. Do not attempt to turn around on a ramp.

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

Loading Docks

 1. Keep the forklift clear of the dock edge while vehicles are backing up to the dock.

 2. Do not begin loading or unloading until the supply truck has come to a complete stop, the engine has been turned off, the dock lock has been engaged and the wheels have been chocked.

 3. Attach the bridge or dock plate before driving the forklift into the truck.

 4. Do not drive the forklift into a truck bed that has soft or loose decking or other unstable flooring.

 5. Drive straight across the bridge plates when entering or exiting the trailer.

 6. Use dock lights or headlights when working in a dark trailer.

Driving Safety

 1. Turn the vehicle off before fueling.

 2. Do not smoke while fueling the vehicle.

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

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

 5. Always obey all traffic patterns and signs.

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

MAINTENANCE PERSONNEL

Personnel Protective Equipment

 1. Wear safety glasses, goggles or face shields when operating grinders or drills.

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

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

 4. Wear dielectric gloves when working on electric current.

 5. Wear work gloves when cutting materials with snips.

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

 7. When welding, wear a welding helmet with filter plates and lenses, welding gloves, a long sleeve shirt, long pants, and an apron.

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

Machine/Equipment Maintenance

 1. Replace the guards after adjusting or repairs to machinery.

 2. Do not wear loose clothing or jewelry in the machine shop.

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

 4. Read and follow the manufacturer's routine and preventive maintenance schedule.

 5. Allow the machine or equipment to cool before performing maintenance.

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

 7. Before starting or restarting machine after making repairs or adjustments give verbal command "move away from the machine" to nearby coworkers. Start or restart machine when coworkers have moved.

 Lockout/Tagout

 1. Do not remove the lock from any equipment unless you placed it there.

 2. Attach your own lock or tag when you need to isolate an energy source.

Hand Tool Safety

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

 2. Keep the blade of all cutting tools sharp.

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

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

 5. Do not use the 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 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. When using knives, shears, or other cutting tools, cut in the direction away from your body.

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

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

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

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

 Files/Rasps

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

 2. Clean the grooves of a file with the wire brush.

 3. Do not hammer on a file.

 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 the hammer if your hands are oily, greasy, or wet.

 Screwdrivers

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

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

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

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

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

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

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

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

 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 the wrench fit.

 4. Use a split box wrench on flare nuts.

 5. Discard any wrench with spread, nicked or battered jaws or if the handle is bent.

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

 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 an insulated handle 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.

 Vises

 1. When clamping a long work piece in the 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.

 Clamps

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

 Snips

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

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

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

 Toolboxes/Chest/Cabinet

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

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

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

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

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

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 and grinders and away from machinery.

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

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

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

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

 7. Do not operate spark-inducing tools such as grinders near containers labeled "Flammable."

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

 9. Do not use extension cords or other grounded three-pronged power cords that have the ground prong removed or broken off.

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

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

 12. Do place objects on the electrical cord.

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

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

 15. 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.

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

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

Welding/Cutting/Brazing

 1. Obey all signs posted in the welding area.

 2. Do not leave oily rags, paper, or other combustible materials in the welding, cutting or brazing area.

 3. Use the red hose for gas fuel and the green hose for oxygen.

 4. Do not use worn or cracked hoses.

 5. Do not use oil, grease, or other lubricants on the regulator.

 6. "Blow Out" hoses before attaching the torch.

 7. Ignite torches with friction lighters only. Do not use the cigarette lighter.

 8. Do not wear contact lenses when welding.

 9. Do not change electrodes with bare hands; use dry rubber gloves.

 10. Bleed oxygen and fuel lines at the end of the work shift.

Portable Welding Equipment

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

 2. Insulated work gloves are required for all maintenance when using welding equipment.

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

 4. When replacing power plugs and cords of welding apparatus, always check to ensure that the ground wire is connected and the notches on the power plug prongs are not worn off, allowing the plug to be inserted backward.

Compressed Gas Cylinders

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

 2. Store all cylinders in the upright position.

 3. Do not lift cylinders by the valve protection cap.

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

 5. Do not use dented, cracked, or other visually damaged cylinders.

 6. Use only an open ended or adjustable wrench when connecting or disconnecting the regulators and fittings.

 7. Do not transport cylinders without first removing regulators and replacing the valve protection caps.

 8. Close the cylinder valve when work is finished, when the cylinder is empty or at any time the cylinder is moved.

 9. Do not store oxygen cylinders near fuel gas cylinders such as propane or acetylene, or near combustible material such as oil or grease.

 10. Stand to the side of the regulator when opening the valve.

 11. If a cylinder is leaking around a valve or the fuse plug, move it to an outside area away from where work is performed and tag it to indicate the defect.

 12. Do not hoist or transport cylinders by means of magnets or choker slings.

 13. Do not use compressed gas to clean the work area, equipment, or yourself.

 14. Do not remove the valve wrench from acetylene cylinders while the cylinder is in use.

 15. Open compressed gas cylinder valves slowly. Open fully when in use to eliminate leakage around the cylinder valve stem.

 16. Purge oxygen valves, regulators, and lines before use.

Pneumatic Tools

 1. Do not point a compressed air hose at bystanders.

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

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

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. Only dispense a liquid labeled "Flammable" from its bulk container located in areas posted "Flammable Liquid Storage."

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

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

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