METAL HOUSEHOLD FURNITURE

NAICS Code

337124 Metal Household Furniture Mfg.

Section 9

SAFETY RULES, POLICIES, AND PROCEDURES

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

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ALL PERSONNEL

General Rules

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

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

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

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, pallet jacks or 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. Wear protective gloves when lifting objects with sharp corners or jagged edges.

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

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.

MATERIALS HANDLING/PACKAGING/WAREHOUSING PERSONNEL

Hoists

Floor Operated

1. Do not use load hooks that are cracked, bent, or broken.

2. Read the capacity plate on the control panel box. Do not exceed the rated load capacity as specified by the manufacturer.

3. Do not leave the hoist unattended with a suspended load.

4. Do not hoist loads over people.

Forklifts

Pre-Use Inspection

1. Do not use forklift if any of the following conditions exist:
2. The mast has broken or cracked weld-points.
3. The roller tracks are not greased, or the chains are not free to travel.
4. Forks are unequally spaced, or cracks exist along the blade or at the heels.
5. Hydraulic fluid levels are low.
6. Hydraulic line and fitting have excessive wear or are crimped.
7. Fluid is leaking from the lift or the tilt cylinders.
8. The hardware on the cylinders is loose.
9. Tires are excessively worn, split, or have missing tire material.
10. Air filled tires are not filled to the operating pressure indicated on the tire.
11. Batteries have cracks or holes, uncapped cells, frayed cables, broken cable insulation, loose connections, or clogged vent caps.

Starting the Forklift

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

Picking up a Load

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

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

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

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

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

Putting a Load Down

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

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

3. Slowly lower the load to the floor.

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

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

Stacking One Load on Top of Another

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

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

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

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

Forklift Safety Rules

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

2. Follow the manufacturer's guidelines concerning changes in the lift capacity before adding an attachment to a 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 a 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 a 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 icy or wet floors.

8. Approach railroad tracks at a 45° angle.

9. Do not drive over objects in your pathway.

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

11. Steer wide when making turns.

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

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

14. Obey all traffic rules and signs.

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

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

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

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

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

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

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

22. Drive loaded forklifts forward up ramps.

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

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

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

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

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

Hand Trucks

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

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

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

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

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

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

7. Move hand trucks at a walking pace.

Packaging

1. Wear protective gloves when building boxes for packaging.

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

3. Slide all containerized packages or use hand trucks, pallet jacks or other lifting aids to move merchandise.

Pneumatic Staplers

1. Do not discharge the pneumatic stapler unless it is touching the cardboard of the box being built.

2. Keep your free hand from behind the box flap that is being stapled.

3. If something or someone distracts you from your work, discontinue the stapling operation until it is safe to resume.

Conveyors

1. Do not climb over floor conveyors.

2. Do not ride on any conveyors.

3. When using a conveyor for loading into a trailer bed, keep in constant communication with the person on the other end of the conveyor.

SAW OPERATORS

General Power Saws

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

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

3. Do not wear loose clothing or jewelry.

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

5. Read and obey safety warnings posted on or near any power saw.

6. Replace the guards before starting power saws, after adjusting or repairs.

7. Do not remove, alter, or bypass any safety guards or devices when operating any power saw.

8. Do not use power saws that have cracked, broken, or loose guards, or other visible damage.

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

10. Remove all nails from the stock before using the power saw to cut the stock.

11. Do not make measurements to the stock while the power saw is running. Make the measurements before turning the power switch to the "On" position.

12. When using the power saw, do not hold the workpiece against your body when making the cut.

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

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

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

16. Use the pusher stick to guide materials through the power saw when cutting short stock.

17. Do not try to stop a workpiece as it goes through any power saw. If the power saw becomes jammed, disconnect the power before clearing the jam.

18. Turn the power switch of the saw to "Off" and allow the blade to stop before attempting to pull out an incomplete cut.

19. Do not feed the material faster than the power saw can cut it.

Radial Arm Saws

1. Stop using the saw if the lower portion of the blade hood is not adjusting itself to the thickness of the material being cut as the blade passes through the material.

2. When cutting, pull the radial arm saw to the point necessary to complete the cut, release it, and then let it return to its stored position. If the saw movement is sluggish or hesitant and it does not return to its stored position in a smooth and timely fashion, turn the power switch of the saw to "Off" and tag it "Out of Service".

3. Allow the radial arm to saw to return to its stored position before removing the stock from the table.

4. Place the stock "squarely" and "solidly" on the table for cross-cutting.

5. Use a clamp to secure cylindrical stock to the table before cutting the stock with a radial arm saw.

Circular Saws

1. Disconnect the plug from the power supply when the circular saw is not being used, before changing blades, when making cutting depth or bevel adjustments, or when inspecting or cleaning the saw.

2. Do not use the circular saw if the lower guard does not close briskly and completely over the saw blade.

3. Do not wedge or tie the lower guard of the circular saw "open".

4. When pocket cutting, raise the lower guard of the circular saw by pulling the retracting lever.

5. Finger-tighten the depth and bevel adjustments before using the circular saw.

6. Do not use a washer or bolt to adjust the arbor size of the blade of the circular saw.

7. Grip the circular saw only by its handles when operating or transporting the saw.

Band Saws

1. If the material binds or pinches on the blade, turn the power switch of the band saw to "Off" and allow the blade to stop before attempting to back the work away from the blade.

2. If the saw blade breaks, follow this procedure:

a) Shut off the power.

b) Lock the start switch in the "Off" position.

c) Do not attempt to remove any part of the saw blade until the machine has completely stopped.

3. Set the workpiece securely against the jig before beginning the cut.

4. Guide the workpiece using a clinched fist. Do not lay your hand flat on the workpiece.

5. Do not use your hands to clear scraps around the cutting blade of the band saw; use the pusher stick.

PRESS AND BENDER PERSONNEL

General Rules

1. Do not remove, alter, or bypass any safety guards or devices when operating a press or bender.

2. Do not wear loose clothing or jewelry.

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 press or bender.

Drill Tables

1. Insert the workpiece into the table grooves before starting the drilling process.

2. Use brushes or vacuum machinery to remove metal chips, shavings, and other debris from the drill table. Do not use your bare hands.

Riveting

1. Wear safety goggles while riveting.

2. Do not point the handheld riveters toward any part of your body or at anyone else.

WELDING PERSONNEL

Compressed Gas Cylinders

Storage and Handling

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

2. Store all cylinders in the upright position.

3. Place valve protection caps on gas cylinders that are in storage or not in use.

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

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

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

Use of Cylinders

1. Do not use dented, cracked, or other visibly damaged cylinders.

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

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

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

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

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

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

Welding

General Rules

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. Do not wear contact lenses when welding.

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

Arc Welding

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

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

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

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

SANDING PERSONNEL

Sanding Equipment

1. Wear gloves, aprons, dust masks, goggles, and hearing protection.

2. When using a disk sander, sand on the downward side of the disk.

3. Do not use your hands to hold the part to be sanded. Use clamps and fixtures.

4. Keep your hands away from the abrasive surface.

5. Turn off the sander and disconnect the power supply before changing the abrasive surface.

6. Do not eat, drink, or use tobacco products while using sanders.

7. After leaving the sanding area, wash your hands and any exposed areas of your arms.

Pneumatic Tools/Compressed Air

1. Do not point a compressed air hose at bystanders or use it to clean your clothing.

2. Lock and/or tag tools "Out of Service" to prevent usage of the tool.

3. Do not use tools that have handles with burrs or cracks.

4. Do not use compressors if their belt guards are missing. Replace belt guards before use.

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

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

POWDER COATING/SPRAY PAINTING PERSONNEL

General Rules

1. Powder coating and spray paint operators must use respirators provided by their supervisor for their assigned duties.

2. Wear goggles, gloves, face shields, long sleeve shirts and long pants when powder coating or spray painting is being performed.

3. Follow the instructions on the label and in the corresponding Safety Data Sheet (SDS) for each chemical product used in the powder coating or spray-painting operations.

4. Use personal protective clothing or equipment such as neoprene gloves, rubber boots, shoe covers, rubber aprons, and protective eyewear, when using chemicals labeled "Flammable", "Corrosive", and “Caustic" or "Poisonous".

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

6. 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.

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

8. Before pouring, dispensing, or transferring any liquid from a bulk container labeled "Flammable", observe the following safety procedure:

□ Only use red color-coded, plastic or metal containers for transferring the liquid.

□Electrically ground and bond the containers as follows:

(1) Attach the clip at one end of the grounding wire to the rim of the dispensing container and then attach the clip at the other end of the grounding wire to a ground source, such as a ground driven steel stake.

(2) Attach the clip at one end of the bonding wire to the rim of the dispensing container and then attach the clip at the other end of the bonding wire to the rim of the receiving container.

(3) You are now ready to dispense the liquid from the bulk container into the opened receiving container. Upon completion, replace the lid on the receiving container and remove the bonding wire.

9. Perform all spray-painting operations in the spray booth or spray room.

10. Return containers of thinners, mineral spirits and other liquids labeled "Flammable" to the storage cabinet labeled "Flammable Storage" when painting is finished.

11. Do not point the spray gun toward any part of your body or at anyone else.

12. Turn the control switch to the "On" position to operate the mechanical ventilation system before and during all spraying operations.

Respirators

1. Shave daily to prevent facial hair from interfering with the face seal of the respirator.

2. Do not wear contact lenses when wearing a respirator.

3. Return respirators to their carrying cases or cartons and store them in your locker or in the storage area when your work is completed.

4. Only use the respirator that has been issued to you.

Dip Tanks

1. Slowly pour liquid solvents into the dip tank to minimize splashing.

2. Slowly dip pieces into the dip tank to minimize splashing.

3. Wear Neoprene gloves, aprons and goggles when dipping workpieces into the dip tank.

Conveyors

1. Do not climb over floor conveyor equipment.

2. Do not ride on any conveyors.

3. When taking down workpieces that are still hot from the oven, wear protective gloves.

UPHOLSTERY PERSONNEL

Sewing Machines

1. Stand up and stretch once every hour.

2. Move your chair so that the sewing machine is directly in front of you.

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

Electric Knives

1. Clear cutting surface of pins, needles, scissors and cutting wheels before making a cut.

2. Keep your hands at least 6 inches away from the path of the blade.

3. Replace the blade guard after changing or tightening blades.

4. If the knife has difficulty cutting through the layers of fabric, reduce the number of fabric layers per cut.

5. Hold the blade by the flat edge when changing blades.

Pneumatic Staplers

1. Do not point the pneumatic stapler at anything other than the wood of the workpiece. Do not point the pneumatic stapler at your coworkers.

2. Do not discharge the pneumatic stapler unless it is touching the fabric against the wood of the workpiece.

3. Keep your eyes on your work. Stop stapling if something or someone distracts you.

4. Keep your free hand out of the stapling path on the workpiece.

5. Use a jig or fixture to hold the workpiece; do not use your free hand to hold the workpiece.

ASSEMBLY PERSONNEL

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

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

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

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

Files

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

4. Do not hammer on a file.

Screwdrivers

1. Do not hold the workpiece against your body while using a screwdriver.

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

Wrenches

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

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

3. Use a split box wrench on flare nuts.

4. Do not use a wrench with broken or battered points.

Vises

1. When clamping a long workpiece in a vise, support the far end of the workpiece by using an adjustable pipe stand, sawhorse, or box.

2. Position the workpiece in the vise so that the entire face of the jaw supports the workpiece.

3. Do not use a vise that has worn or broken jaw inserts or has cracks or fractures in the body of the vise.

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. Use the locking clip on the snips after use.

Strap Application

1. Wear protective gloves when applying straps that are hot from the oven.

Riveting

1. Wear safety goggles while riveting.

2. Do not point the handheld riveters toward any part of your body or at anyone else.

DISTRIBUTION PERSONNEL

Delivery Trucks

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.

Hand Trucks

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

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

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

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

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

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

7. Move hand trucks at a walking pace.

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