Painting & Wall Covering Contractors  
Highway, Street, and Bridge Construction

NAICS Code

238320 Painting & Wall Covering Contractors

237310 Highway, Street, and Bridge Construction

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

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

Ladders and Step Ladders

General

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 of grease. Remove buildup of material such as dirt or mud.

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

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

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

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

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

Climbing the 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 a ladder.

Driving Safety

Fueling Vehicles

1. Turn the vehicle off before fueling.

2. Do not smoke while fueling a vehicle.

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

Driving Rules

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

2. Always obey all traffic patterns and signs.

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

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. Remove protruding nails or bend them down into the lumber by using a claw hammer.

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

OFFICE PERSONNEL

Office Safety

General

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

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

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

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

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

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

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

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

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

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

11. Do not jump from ramps, platforms, ladders, or step stools.

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

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

14. Obey all posted safety and danger signs.

Furniture Use

1. Open one file cabinet drawer at a time.

2. Close drawers and doors immediately after use.

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

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

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

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

Equipment Use

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

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

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

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

PAINTING PERSONNEL

Painting Safety

1. Store rags that have oil or paint on them in closed metal containers labeled "oily rags".

2. Press the pressure relief valve on painting canisters and painting guns prior to disconnecting them.

3. Do not store food or eat where spray painting is being performed.

4. Close the lids of containers of paint and thinner tightly after each use or when not being used.

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

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

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

12. 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.

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

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

Hammers

1. Use a claw hammer for pulling nails.

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

3. Do not strike one hammer against another hammer.

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

Screwdrivers

1. Always match the size and type of screwdriver blade to fit the head of the screw.

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

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

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 use pliers that are cracked, broken, or sprung.

Toolboxes/Chests/Cabinets

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

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

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

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

Electrically Powered Tools

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

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

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

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

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

Scaffolding

1. Follow the manufacturer's instructions when erecting the scaffold.

2. Do not work on scaffolds outside during stormy or windy weather.

3. Do not climb on scaffolds that wobble or lean to one side.

4. Initially inspect scaffold prior to mounting. Do not use a scaffold if any pulley, block, hook, or fitting is visibly worn, cracked, rusted, or otherwise damaged. Do not use a scaffold if any rope is frayed, torn or visibly damaged.

5. Do not use any scaffold tagged "Out of Service."

6. Do not use unstable objects such as barrels, boxes, loose brick, or concrete blocks to support scaffolds or planks.

7. Do not work on platforms or scaffolds unless they are fully planked.

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

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

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

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

12. Do not climb the cross braces for access to the scaffold. Use 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 debris chutes or lower things by hoist or by hand.

19. Do not move a mobile scaffold with anyone on the scaffold.

20. Lock and chock wheels on rolling scaffolds before using.

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

5. Do not use chemicals from unlabeled containers.

6. Do not use gasoline for cleaning purposes.

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. Do not use knives that have dull blades.

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

6. Do not pick up knives by their blades.

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

Personal Protective Equipment

1. Wear safety glasses, goggles or face shields when performing work such as sanding or spray painting.

PAPER HANGING PERSONNEL

Hand Tool Safety

1. Keep the blade of all cutting tools sharp.

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

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

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

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

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

8. 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.

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

Hammers

1. Use a claw hammer for pulling nails.

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

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

Screwdrivers

1. Always match the size and type of screwdriver blade to fit the head of the screw.

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

Pliers

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

Toolboxes/Chests/Cabinets

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

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

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

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

Electrically Powered Tools

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

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

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

Scaffolding

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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 dull blades.

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

6. Do not use knives with broken or loose handles.

7. Do not pick up knives by their blades.

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

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

Personal Protective Equipment

1. Wear safety glasses, goggles or face shields when performing work such as sanding.

BLASTING AND CLEANING PERSONNEL

Blasting Safety

1. Only blasters may use blasting equipment.

2. Visually inspect hoses or fittings on blasting equipment for wear and tear prior to use. Do not use if the hose or fitting is cracked or damaged.

3. Do not use compressed air to clean equipment or yourself.

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. 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 impact tools such as hammers, chisels, punches, or steel stakes that have mushroomed heads.

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

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

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

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