PAINTS, VARNISHES, LACQUERS,

ENAMELS, AND ALLIED PRODUCTS

NAICS Code

325510 Paint and Coating Manufacturing

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; 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. Get a firm grip on the object by using your hands and fingers. Use 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. Never lift anything if your hands are greasy or wet.

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

18. 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.

Housekeeping

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

2. Sweep up shavings from around equipment by using a broom and a dustpan.

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

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

5. Do not block the walking surfaces of elevated working platforms, such as scaffolds, with tools or materials that are not being used.

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

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

8. Return tools to their storage places after using them.

9. Do not use any solvent (ex. xylene, toluene) for cleaning purposes.

10. Use caution signs or cones to barricade slippery areas such as freshly mopped floors.

OFFICE SAFETY (General)

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

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

3. Do not jump from ladders or step stools.

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

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

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

7. Do not tilt the chair you are sitting in. Keep all chair legs on the floor.

Doors

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

2. Use the handle when closing doors.

Files

1. Open only one file cabinet drawer at a time. Close the filing cabinet drawer you are working in before opening another filing drawer in the same cabinet.

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

3. Use the handle when closing drawers and files.

Sharp Objects

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

2. Carry pencils, scissors and other sharp objects with the tips pointing down.

Paper Cutter/Shredder

1. Put hands & fingers on the handle of the paper cutter before pressing down on the blade.

2. Keep the paper cutter handle in the closed or locked position when it is not being used.

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

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

Staplers

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

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

3. Use a staple remover, not your fingers, for removing staples.

Electrical

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

2. Do not plug multiple electrical cords into a single outlet.

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

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

5. Turn the power switch to "Off" and unplug office machines before adjusting, lubricating, or cleaning them.

Fans

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

2. Do not place floor type fans in walkways, aisles, or doorways.

Stairs

1. Use the handrails when ascending or descending stairs or ramps.

2. Do not store or leave items on stairways.

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

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 side rails, missing rubber footpads, 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 rooftops or 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 with the ladder and post signs that will detour traffic away from your work.

6. Do not place a ladder at a blind corner or doorway without diverting foot traffic by blocking or roping off the area.

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

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

9. Maintain a three-point contact by always keeping hands and one foot or both feet and one hand on the ladder when climbing up or down the ladder.

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

11. Do not stand on tables, chairs, boxes, or other improvised climbing devices to reach high places. Use the ladder or stepstool.

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

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

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

15. Secure the ladder in place by having another employee hold the ladder if it cannot be tied to the structure.

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

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

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

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

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

PLANT SAFETY

ALL EMPLOYEES (General)

1. In the event of a paint spill, spread an absorbent material (e.g., cat litter) onto the paint to absorb the spill. Clean the area using a broom and dustpan to clean up the absorbent material. Place the material in the designated waste container.

2. Smoking is prohibited in all areas of the plant.

3. Do not use any solvent (e.g., xylene, toluene) for cleaning purposes.

4. Do not use compressed air to clean yourself (e.g., blowing pigment off your clothes).

5. Do not clean inside any holding tank without following the employer confined space procedure.

6. Use only explosion-proof equipment in areas designated "Hazardous".

7. At the end of your work shift, change your work clothes prior to leaving the work site.

8. Do not wear loose clothing or jewelry in the plant.

9. Read and obey safety warning signs posted on or near any machinery.

10. Do not try to stop a work piece as it goes through any machine. If the machine becomes jammed, unplug it before clearing the jam.

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

Hazardous Materials

1. Follow the instructions on the label and in the corresponding Safety Data Sheet (SDS) for each chemical product you will be using in your workplace.

2. Use personal protective clothing or equipment (e.g., neoprene gloves, rubber boots, shoe covers, rubber aprons) and protective eyewear, when using chemicals labeled "Flammable", "Corrosive", “Caustic" or "Poisonous".

3. Always use your chemical goggles and the face shield when handling chemicals labeled "Corrosive" or "Caustic".

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

5. When dispensing or transferring any chemical labeled "Flammable" from one metal container to another metal container, bond the receiving container to the grounded dispensing container.

6. Do not use chemicals from unlabeled containers or unmarked cylinders.

7. Do not perform "hot work", such as welding, metal grinding or other spark producing operations, without the approved hot work permit in hand.

8. Do not store chemical containers labeled "Oxidizer" with containers labeled "Corrosive", "Flammable,” or "Caustic". Do not store chemical containers labeled "Acids" with containers labeled "Bases".

9. Do not store chemicals labeled "Flammable" near sources of ignition such as space heaters and sparking tools.

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

Personal Protective Equipment

1. Do not drill holes in or paint your hard hat.

2. Do not wear hard hats that are dented or cracked.

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 your earplugs or earmuffs in areas posted "Hearing Protection Required".

Respiratory Protection

1. Do not perform operations requiring respirators, unless you have been approved for use of respirators, trained, and fitted.

2. Inspect respirators for cracked or worn parts before and after each use and after cleaning.

3. Do not work in an area that requires the use of respiratory equipment, if you fail to obtain a tight seal between the respirator and your face.

4. Do not wear a respirator if facial hair prevents a tight seal between the respirator and your face.

5. Clean and sanitize respiratory equipment according to manufacturer recommendations after each use.

6. Store respiratory equipment in a clean and sanitary location.

Machine Guarding

1. Replace the guards before starting machines, or after adjusting or repairs to the machine.

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

Hand Truck Operations

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

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

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

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

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

6. Push the tongue of the hand truck all the way under the load that is to be moved.

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

8. Push the load so that the axle and not the handles will carry the weight.

9. If your view is obstructed, ask a spotter to assist in guiding the load.

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

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

12. Move hand trucks at a walking pace.

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

Lockout/Tagout

NOTE: Devices such as padlocks shall be provided for locking out the source of power at the main disconnect switch. Before any maintenance, inspection, cleaning, adjusting or servicing of equipment (hydraulic, electrical, mechanical or air) that requires entrance into or close contact with the machinery or equipment, the main power disconnect switch or valve, or both, controlling its source of power or flow of material, shall be locked-out or blocked off with a padlock, blank flange or similar device.

1. Do not perform any maintenance, inspection, cleaning, adjusting, or servicing of any equipment without following the employer lockout / tagout program.

2. If required to work on powered equipment (hydraulic, electrical, air, etc.), you must always have your personal padlock with your name on it and personal key on your person.

3. Disconnect and padlock on all machine power disconnects in the off position before removing guards for the purpose of working "ON" or "IN" the machinery or approaching its unguarded parts. (NOTE: When more than one employee is working on a single piece of equipment, each employee must use his own padlock along with lockout tongs to lock out the equipment. When the work is completed, he must remove only his lock.)

4. Do not commence equipment repair or maintenance work until you have verified that the tagged/locked out switch or control cannot be overridden or bypassed.

5. Replace all guards before removing personal padlocks from the control.

6. Do not use or remove another employee's protective locks. Do not remove a lock from equipment unless you placed it there.

7. Before machinery is put back into use after LOCKOUT/TAGOUT, give a verbal announcement/sound warning to fellow employees.

Confined Space

1. Do not perform confined space operations until you have received initial indoctrination and training, regarding your duties and responsibilities.

2. If respirators are required, do not perform any operations until trained in the specifics of the respirator protection program.

3. Obtain a confined space entry permit from your supervisor before entering the space.

4. Do not enter a confined space more than five feet deep without a full body harness and lifeline attached to a man-rated winch for retrieval.

5. Lock and tag “OUT OF SERVICE “all agitators, mixing wheels, pumps, or any other equipment in the tank before entering the confined space.

6. Remove the top from the tanks for ventilation.

RECEIVERS AND STORAGE FACILITY EMPLOYEES

Forklifts (Pre-Use Inspection)

1. Only employer authorized personnel may operate the forklift.

2. Inspect the forklift before each shift and before initial usage.

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

1. The mast has broken or cracked weld-points.

2. The roller tracks are not greased, or the chains are not free to travel.

3. Forks are unequally spaced, or cracks exist along the blade or at the heels.

4. Hydraulic fluid levels are below manufacturer's recommended levels.

5. Hydraulic line and fitting have excessive wear or are crimped.

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

7. The hardware on the cylinders is loose.

8. Tires are excessively worn, split, or have missing tire material.

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

10. 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, slowly & 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 forks no longer support the load.

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 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 and slowdown 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 the load blocks your vision.

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. Do not use the "Reverse" to brake.

28. 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.

Storeroom/Stockroom:

1. Use long handled snips when cutting strapping bands away from a shipping container.

2. Wear your safety glasses when cutting strapping bands, uncrating materials, and driving nails.

3. Stand to the side of the strapping band when cutting it.

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

5. Stack heavy or bulky storage containers on middle and lower shelves of the storage rack.

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

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

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

9. Store case cutters, X-Acto knives, or other tools, with the cutting edges in sheaths when they are not in use.

Warehouse Safety

General

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

2. Visually inspect for sharp objects or other hazards before reaching into containers such as garbage cans, boxes, bags, or sinks.

3. Remove or bend nails and staples from crates before unpacking the crates.

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

5. Do not try to kick objects out of pathways. Push or carry them out of the way.

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

7. Move slowly when approaching blind corners.

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

9. Remove one object at a time from shelves.

10. Place items on shelves so that they lie flat and do not wobble.

Pallet Jack Use

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

2. Do not ride on pallet jacks.

3. Start and stop the pallet jack gradually to prevent the load from slipping.

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

5. If your view is obstructed, ask a spotter to assist in guiding the load.

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

7. Never place your feet under the pallet jack.

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

MIXERS AND GRINDERS

General

1. When cleaning the tanks or mixers, wear an apron, rubber gloves, and eye protection. When cleaning tanks that have contained solvent based paints, wear the above-mentioned items and a respirator (as prescribed by the employer's procedure for cleaning tanks and mixers).

2. When pouring powdered materials into the mixing tank, use the respirator required for handling these substances.

3. Lockout and tagout the motor on the mixer before cleaning or removing the mixer or grinding blade.

4. Use the "Lifting Procedure" when handling bags of raw materials.

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. Keep the knife blade sharpened. Do not use knives that have dull blades.

4. Use knives for the operations for which they are named.

5. Do not use knives that have broken or loose handles.

6. Do not use knives as screwdrivers, pry bars, can openers or ice picks.

7. Do not leave knives in a sink full of water.

8. Do not pick up knives by their blades.

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

10. Do not carry knives, scissors or other sharp tools in your pockets or an apron unless they are first placed in their sheath or holder.

11. Do not attempt to catch a falling knife.

12. Store knives in knife blocks or in sheaths after using them.

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

14. When opening cartons, use safety box cutters.

15. Do not use honing steel that does not have a disc guard.

FILLING/PACKING/CANNING OPERATORS

General

1. When moving boxes (e.g., from the conveyor, pallet jacks, pallets, racks, etc.), place and keep the objects (on the work surface) within arm’s reach.

2. When possible, raise or lower the pallet, cart, or any other adjustable working surfaces to prevent bending.

3. When passing a box to another employee, make sure the other employee has a firm grip on the box. Ask the employee to verbally confirm that he/she has control of the box.

4. When handling boxes, do not "rush" or make any sudden or rapid movements.

5. Take the allowed rest breaks (e.g., morning, afternoon, lunch) to allow body parts to be relieved of stress. In addition, whenever possible, during work or breaks, do simple stretching exercises.

6. Utilize the "Lifting Procedures".

MAINTENANCE PERSONNEL

HAND TOOL SAFETY (General)

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

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. 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 chop at heights above your head when you are working with a hand axe.

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

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

11. Do not use "cheaters" on load binders.

12. 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.

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.

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.

Chisels

1. Keep chisels sharp. Do not use a chisel that has a dull cutting edge.

2. Do not use chisels that have "mushroomed" striking heads.

3. Hold a chisel by using a tool holder if possible.

4. Clamp small work pieces in the vise and chip towards the stationary jaw when you are working with a chisel.

Hammers

1. Use a claw hammer for pulling nails 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 the sledge type hammer on a striking face wrench.

Saws

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 that has a dull blade.

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

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

6. Do not carry a saw by the blade.

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

8. Use the circular saw guard when using the circular saw.

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 a drill, nail, or an awl 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. Do not carry a screwdriver in your pocket.

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 the spiral ratchet screwdriver, push down firmly and slowly.

Wrenches

1. Do not use wrenches that are bent or 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. Use a split box wrench on flare nuts.

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

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

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

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

5. 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.

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.

Snips

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

2. Wear your 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 you have finished using them.

Toolboxes/Chests/Cabinets

1. Use the handle when opening and closing a drawer or door of a toolbox, chest, or cabinet.

2. Tape over or file off sharp edges on toolboxes, chests, or cabinets.

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

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

5. Push large chests, cabinets, and toolboxes; do not pull them.

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

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

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

9. 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, saws, vacuum cleaners, floor polishers, knives, and grinders.

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

4. Do not carry plugged-in equipment or tools with your finger on the switch.

5. Do not carry equipment or tools by the cord.

6. Disconnect the tool from the outlet by pulling on the plug, not the cord.

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

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

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

10. Do not operate spark-inducing tools such as grinders, drills or saws near containers labeled "Flammable" or in an explosive atmosphere such as a paint spray booth.

11. Turn off the electrical tool and unplug it from the outlet before attempting repairs or service work. Tag the tool "Out of Service".

12. Do not remove the ground prong from electrical cords.

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

14. Do not plug multiple electrical cords into a single outlet.

15. Do not run extension cords through doorways, through holes in ceilings, walls, or floors.

16. Do not drive over, step on, drag, or place objects on a cord.

17. Do not use a power hand tool to cut wet or water-soaked building materials or to repair pipe leaks.

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

19. Wear rubber-soled or insulated work boots.

20. Do not operate a power hand tool or portable appliance that has a frayed, worn, cut, improperly spliced or damaged power cord.

21. Do not operate a power hand tool or portable appliance if a prong from the three-pronged power plug is missing.

22. Do not operate a power hand tool or portable appliance that has a two-pronged adapter or a two-conductor extension cord.

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

Compressed Gas Cylinders

Storage and Handling

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

2. Store all compressed gas cylinders in the upright position.

3. Keep all cylinders not in use capped and secured with safety chain.

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

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

6. Place cylinders on a cradle, sling board, pallet, or cylinder basket to hoist them.

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

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

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

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

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

5. 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.

6. Do not use compressed gas to clean yourself, equipment, or your work area.

7. Do not remove the valve wrench from acetylene cylinders while the cylinder is being used.

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

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. "Blow Out" the cylinder valve before attaching or reattaching a hose to the cylinder.

8. Ignite torches with friction lighters only. Do not use a cigarette lighter or match.

9. When welding, cutting or brazing wear welding gloves, a long sleeve shirt, long pants, a welding helmet that has filter plates and lenses.

10. Do not change electrodes using your bare hands -- Use dry welding gloves.

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

12. Use a welding cart that has a safety chain or cable when moving cylinders used for welding.

Oxyacetylene Welding

1. Do not use oxygen cylinders in areas where oils or any combustible liquids such as diesel fuel or motor fuel are present.

2. Turn the valve on the torch clockwise to turn off the gas before putting down the welding or cutting torch.

3. Never allow pressure to remain in the hoses overnight:

a. Turn the valve knobs located at the base of the torch handle, clockwise, to close the valves.

b. Turn the valve knobs on the oxygen and acetylene cylinders, clockwise, to close the valves on these cylinders.

c. Reduce the pressure on the regulator diaphragms by pulling back on the T- handles, out from the regulator, until the T-handles turn easily; do not completely back the T-handles out from the regulator.

d. Turn the valve knobs at the base of the torch, counterclockwise, to open the valves; leave the valves open for only two seconds, then turn the valve knobs clockwise to close the valves again. If you do not observe a drop in pressure on the regulator gages, repeat steps a.-b.

4. If a cylinder has been transported in a horizontal position, do not use it until it has been stored upright for two hours.

Grinders

1. Prior to installing a new grinding wheel, inspect the wheel for cracks or other visible damage; tap the wheel gently with a plastic screwdriver handle to detect cracks that are not visible. If the wheel has a dead sound rather than a ring sound, do not use the wheel.

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

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

4. Do not try to stop the wheel using your hand, even if you are wearing gloves.

5. To prevent your gloves from getting caught by the grinding wheel, hold the workpiece by using vice grip pliers or clamps.

6. Adjust the tongue guard so that it is no more than 1/4 inch from the grinding wheel.

7. Adjust the tool rest so that it is no more than 1/8 inch from the grinding wheel.

8. Do not use a bench grinder if it is not firmly anchored to the workbench or other secure structure.

9. Do not install a grinding wheel whose labeled RPM speed is lower than the rated speed of the grinder.

10. Do not clamp a portable grinder in a vise to use it as a bench grinder.

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