STRUCTURAL WOOD MEMBERS

NAICS Code

321213 Engineered Wood Member

(Except Truss) Mfg.

321214 Truss 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 PERSONNEL

General Rules

1. Wear safety glasses when working in the truss manufacturing area.

2. Do not wear loose clothing or jewelry.

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

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

5. Obey all safety rules and danger signs posted in the truss manufacturing area.

Lifting Techniques

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 carrying aids such as lumber carts or dollies, or get assistance from a coworker.

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

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 and keep your back straight.

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

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

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

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

12. 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.

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

14. 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.

General Housekeeping

1. Remove or sweep up debris such as wood scraps, connector plates, saw dust and metal banding from around equipment such as power saws, assembly tables, presses, and lumber trains daily or more often if the routine cleaning is not sufficient to control build up.

2. Dispose of connector plates, nails, and other metal scraps in the disposal drums used for metal scrap.

3. Dispose of scrap wood and sawdust in the disposal bins used for wood scrap.

4. Attach the pressure reducing nozzle that is labeled "Reduces Pressure to 30 psi" to the air hose when using compressed air to clean under assembly tables or presses.

5. Wear safety goggles when using compressed air to clean.

6. Do not use compressed air for comfort cooling.

7. Coil up the air hose on the worktable or hose rack when it is not in use.

FORKLIFT OPERATORS - Shipping/Receiving, Staging

Forklift Safety

General Rules

1. Only employer authorized employees may operate a forklift.

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

• The mast has broken or cracked weld-points.

• The forks are unequally spaced, or cracks exist along the blade or at the heels.

• The hydraulic lines and fittings have excessive wear or are crimped.

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

• The battery has cracks or holes, uncapped cells, frayed cables, broken cable insulation, loose connections, or clogged vent caps.

• The horn or backup alarm does not sound.

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

4. Follow the manufacturer's guidelines concerning changes in the lift capacity before adding an attachment to a forklift.

5. Only forklift operators are to ride the forklift, no passengers

Starting the Forklift

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

Driving Rules

1. Drive with the load at a minimum ground clearance height of 6-8 inches at the tips and 4 inches at the heels to clear most uneven surfaces and debris.

2. 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.

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

4. Do not drive over objects in your pathway.

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

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

7. Steer wide when making turns.

8. Do not drive up to anyone standing or working in front of a fixed object such as a component saw or lumber train.

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. Lift the load an inch or two to test for stability. If the rear wheels are not in firm contact with the ground, take a lighter load or use a forklift with a greater lift capacity.

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

Putting a Load Down

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

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

3. Slowly lower the load to the ground, truck bed or other loading surface.

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 loading surface.

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.

Shutting Off the Forklift

1. Lower the mast completely, leave the forklift in gear, turn off the engine and set the parking brake before leaving the forklift.

STAGING PERSONNEL - lumber pickers, plate pickers, set-up personnel, stackers

General Rules

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

2. Stand clear of moving lumber carts, dollies, and forklifts in and around the lumberyard, sawyer, or assembly areas.

3. Do not attempt to catch falling materials.

4. Do not try to kick objects out your pathway; push or carry them out of the way.

5. Use aviation snips when cutting strapping-bands away from bundled lumber.

6. Stand to one side of the strapping band when cutting it; do not stand in front of the bundled lumber.

7. Immediately dispose metal banding scraps in the disposal drums used for metal scrap.

8. When handling connector plates, direct the bottom of the plate away from your body.

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

Lumber Carts

1. Block the wheels of the lumber cart to prevent movement while placing or removing lumber from it.

2. Move lumber carts by pushing them rather than pulling them.

3. Do not stand on, ride on, or use a lumber cart as a work platform.

Lumber Trains - linear trains, carousel trains, manual roller trains

1. Replace the guards before starting the lumber train and after adjusting or repairs.

2. Do not jump onto, climb over or ride on the lumber train.

3. Clear all personnel from the lumber train before activating it.

Stackers

1. Obey all power saw safety rules and danger signs posted in the sawyer area.

2. Know the locations of the emergency shut offs and the cable safety stops on the power saws.

3. Use a lumber rest such as the lumber pivot, "T" stand, or sawhorse to guide lumber that is 8 feet in length or greater from the component saw to the lumber carts.

4. Use the lumber cart or have a forklift operator move cut stock from the sawyer area to the assembly tables.

5. Do not approach anyone while they are operating any machinery.

SAWYER PERSONNEL

General Rules

1. Do not operate a power saw on which you have not been trained.

2. Clear all wood scraps, accumulated saw dust and other debris from the saw cutting area before performing cutting operations.

3. Use a brush or a push stick to clean saw dust and wood scrap from around the saw blade; do not use your hands.

4. Do not alter the anti-kickback device or blade guard.

5. Do not use a saw blade that is cracked or bent, or that has missing teeth.

6. If the saw blade breaks during operation, follow this procedure:

• Shut off the power.

• Lock the start switch in the "Off" position.

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

7. Lock and/or tag damaged power saws "Out of Service.”

8. Do not remove, cover, or alter warning tags on any part of any power saw.

9. Do not remove locks placed by another employee.

10. Keep your hands away from the exposed blade.

11. Operate the saw at full cutting speed.

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

13. Do not leave a running power saw unattended.

14. Stop cutting operations if something or someone distracts you.

Component Saws

1. Adjust all saw blades and guards into position before making a cut.

2. Keep all blades not needed clear of the cutting path.

3. Keep the feed conveyor unobstructed.

4. Use a lumber rest such as the lumber pivot, "T" stand, or sawhorse to guide lumber that is 8 feet in length or greater from the lumber train or lumber rack to the component saw.

5. Do not reach into a component saw while it is running.

6. Do not stand in the line of the rotating saw blades.

7. Feed the lumber at a slow, steady rate.

8. Do not try to stop lumber as it goes through the component saw. If the saw becomes jammed, engage the emergency stop, disconnect, and lock the power switch to its "Off" position and wait for the blades to stop rotating before clearing the jam.

Radial Arm Saws/Metric Cut Saws

1. Do not operate a radial arm or metric cut saw that does not have the saw stop in place or that has a worn fence.

2. Set the work piece securely against the back fence before beginning the cut.

3. Place the back fence as close to the blade cut line as possible.

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

5. Do not grab or grip the wood during the crosscutting operation; press the wood against the backstop with the palm of your hand.

6. Never let your hand, finger, or thumb cross the cutting line.

7. When cutting, pull the radial arm saw to the point necessary to complete the cut, then return it to its stored position before removing the stock from the table.

8. Stop using the radial arm 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.

9. Do not remove, alter, or bypass the lower safety guard on the metric cut saw.

Table Saws/Pop up Saws

1. Tighten the spreader so that it is rigidly mounted and positioned directly in line with the blade.

2. Set the saw blade high enough to cut the stock, but no higher.

3. Do not stand directly behind the work being cut between the blade and the fence.

4. Do not grip or lay your hand flat on the lumber; guide it through with a clinched fist.

5. Keep your hand out of the line of the cut when feeding the work piece into the table saw.

6. Use the push stick to guide the stock when there is not enough room for hand movement between the rip fence and the table saw blade.

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

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

9. Use the hand guard when cutting short stock or blocks with the pop-up 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. Finger-tighten the depth and bevel adjustments before using the circular saw.

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

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

5. Cut away from your body and below your shoulder level.

6. Do not hold the work piece against your body when making the cut.

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

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

ASSEMBLY PERSONNEL - assemblers, fabricators, floor crew, press operators

Assembly Tables - floating tables, wood tables, magnetic tables

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

2. When using a spiral ratchet to tighten a jig, push down firmly and slowly.

3. Do not jump from, to, or between assembly tables.

4. When handling connector plates, direct the bottom of the plate away from your body.

5. Stand clear of the hydraulic, gantry and rolling presses when they are in operation.

6. Return hammers, ratchets, and other hand tools to their storage places after use.

Hammers

1. Use a claw hammer for pulling nails.

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

3. Do not strike one hammer against another hammer.

4. Do not use a hammer that has cracks in the handle or if the head of the tool is loose.

5. Do not use a hammer that has a "mushroomed" head.

6. Do not perform "make-shift" repairs to hammers.

Pneumatic Nail Gun

1. Do not point the nail gun at anything other than the wood of the work piece.

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

3. Keep your free hand from behind the wood that is being nailed.

4. Do not discharge the nail gun unless it is touching the surface of the work piece.

5. Fire the nail gun using the trigger, not the safety.

6. Do not remove the safety for any reason.

7. Keep your eyes on your work. Stop nailing if something or someone distracts you.

8. Do not use the head of the nail gun to hammer nails into wood.

9. Disconnect the nail gun from the air hose and return it to its storage rack after use.

Presses

General Rules

1. Only employer authorized employees may operate a press.

2. Read and follow all warning signs posted on the press.

3. Keep all guards in place. Replace all guards after adjusting or repairing equipment before starting the press.

4. Keep the tracks of the traveling presses unobstructed.

5. Clear all tools and obstructions from the path of the press and alert your coworkers before activating it.

6. Do not touch any moving parts of the press. The press must be disengaged and stopped completely before touching any operating part.

7. Do not attempt to reach into the point of operation to make last minute adjustments to the work piece when the press is in operation. Back the press away from the work piece and disengage the press before making the adjustment.

Roller Press

1. Do not stand between the rollers or near the truss as it is being pulled through the roller press.

Gantry Press

1. Only the gantry press operator may ride on the gantry press.

2. Do not drive the gantry press until all personnel are moved away from the assembly table.

3. Do not jump off or on to the gantry press.

Hydraulic Press

1. Only the press operator may ride on the hydraulic press.

2. Clear all personnel within 3 feet of the hydraulic press before clamping down on the work piece.

3. Do not jump off or on to the hydraulic press.

Magnetic Gantry Press - C-Clamp

1. Clear all personnel within 3 feet of the magnetic gantry press before clamping down on the workpiece. Coordinate your movements with the other work crew.

2. Use only the grip locations on the c-clamp handlebar to control and maneuver the magnetic gantry's c-clamp.

Truss Stackers

1. Do not attempt to stack an assembled truss by yourself. Get assistance from a coworker.

2. Do not stand between the rollers when an assembled truss is exiting the finishing press.

3. Plan the move before sliding the truss off the rollers; remove obstructions from your chosen pathway.

4. Get a firm grip on the truss with your hands and fingers.

5. Coordinate and communicate your movements with those of your coworker.

6. Bend at the knees and keep your back straight when lowering the truss.

7. Lower the truss until it is 4-6 inches from the ground or the top of the stack, then quickly release your hands and fingers.

DELIVERY PERSONNEL

Loading Operations

1. Pin and lock the rollers on rolling bed trailers before loading trusses onto it.

2. Load the trusses in the truck bed so that they are balanced and stable before the securing cables are attached.

3. Secure the trusses on the truck using binders, straps and/or chains.

4. Before throwing the securing straps over the load, walk around the vehicle to ensure that no one is standing on the other side of the truck. After you have checked to see that it is clear, look under the truck to look for the legs of anyone who might have approached the vehicle before slinging the securing strap. Throw the strap over the load only if there is no one on the other side.

Drivers

1. Do not stay in the cab of the truck while the payload is being loaded or unloaded by forklifts.

2. Perform a "walk around" inspection to ensure that the load is stable, and the securing straps are tight before moving the truck. Tighten all lose straps.

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

4. Keep all mirrors clean and adjusted for a clear view.

5. Always depress the clutch and brakes before starting a truck with a manual transmission.

6. Shut all doors and fasten your seat belt before moving the truck.

7. Always obey all traffic laws and signs.

Unloading Operations

1. Unload the trusses in the most level area possible.

2. Inspect the truck bed to ensure that the load has not shifted once you have arrived at the installation site.

3. Have a forklift operator reposition the load with the forklift if the load has shifted. Do not remove binders, straps, or chains from the truck unless the load is balanced and stable.

4. Loosen the straps before unhooking them from the truck bed. Establish an escape route if the load may fall.

5. Do not try to catch a falling load.

6. Do not crawl under a raised dump bed.

7. Keep the dump bed at least 10 feet away from energized power lines.

MAINTENANCE PERSONNEL

Hand Tools

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

2. Do not use impact tools such as hammers or punches that have "mushroomed" heads.

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

Electrical Safety

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

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

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

4. Do not use cords that have splices, exposed wires, frayed ends or have the ground prong removed or broken off.

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

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

7. Lock and/or tag damaged machinery "Out of Service" to prevent usage of the machine.

8. Do not remove, cover, or alter warning tags on any part of any machine.

9. Do not remove locks placed by another employee.

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