UPHOLSTERED WOOD HOUSEHOLD

FURNITURE MANUFACTURING

NAICS Code

337121 Upholstered Household Furniture Mfg.

Section 9

SAFETY RULES, POLICIES, AND PROCEDURES

The safety rules contained on these pages have been prepared for your guidance and 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 EMPLOYEES

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. Do not lift anything if your hands are greasy or wet.

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.

SHIPPING AND RECEIVING MATERIALS HANDLERS

General Rules

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

2. Wear 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 jump from elevated places such as truck beds, platforms, or ladders.

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

Forklifts

Pre-Use Inspection

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 low.

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

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

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

20. Drive loaded forklifts forward up ramps.

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

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

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

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

25. Do not use the "Reverse" to brake.

26. 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.

7. Only approach a vehicle after the driver signals to you that it is clear to pass.

Carts and Hand Trucks

1. Push the tongue of the hand truck all the way under the load to be moved.

2. When loading hand trucks and carts, keep your feet clear of the wheels.

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

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

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

6. Move hand trucks and carts at a walking pace.

FRAME ASSEMBLERS

General Power Saws

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

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

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

4. 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.

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

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

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

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

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

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

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

Table Saws

1. Do not use the table saw to cut long workpieces unless a co-worker is standing at the output end of the table saw to catch long workpieces as they leave the saw.

2. Do not use a table saw blade or cutting head that is missing teeth or is cracked.

3. Keep your hand out of the line of the cut when feeding the workpiece into the table saw.

4. 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.

5. Use anti-kickback "dog fingers" when a workpiece is being ripped.

6. Use the spreader when ripping to prevent the wood from immediately coming back together and binding the blade.

7. Position the spreader directly in line with the blade.

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:

1) Shut off the power.

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

3) 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 clenched 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.

Lathes

1. Replace the chip guard after adjusting or repairs to the lathe.

2. Wait until the workpiece comes to a complete stop before removing it from the lathe.

3. Keep your foot off the pedals while changing work pieces.

FRAME ASSEMBLERS

Sanders

1. Keep your hands away from the abrasive surface.

2. Turn off the sander and disconnect the power supply before changing the sandpaper.

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

4. Do not use your hands to hold the work piece to be sanded; use clamps and fixtures.

5. No eating, drinking, or tobacco use is permitted while using the sander.

6. Wash your hands and arms thoroughly before eating or drinking after using the sander.

7. Wear gloves when pushing the sanding belt of the vertical sander against the work piece.

Electric 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 carry plugged in equipment or tools with your finger on the switch.

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

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

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

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

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

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

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

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

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 work piece against your body while using a screwdriver.

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

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

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.

LAYOUT/SEWING PERSONNEL

Sewing Machine Operators

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.

UPHOLSTERY PERSONNEL

Pneumatic Staplers and Nail Guns

1. Do not point the pneumatic stapler or nail gun at anything other than the wood of the work piece. Do not point the pneumatic stapler or nail gun at your co-workers.

2. Do not discharge the pneumatic stapler or nail gun unless it is touching the fabric against the wood of the work piece.

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 work piece.

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

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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.

Pneumatic Tools/Compressed Air

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

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

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

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

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

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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