WOOD HOUSEHOLD FURNITURE

NAICS Code

337212 Custom Architectural Woodwork and Millwork Mfg.

337122 Non-upholstered Wood 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 use good common sense in carrying out their 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, pallet jacks or carts, 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, 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 they are 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.

OFFICE PERSONNEL

Office Safety

1. Close drawers and doors immediately after use.

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

3. Open one file cabinet drawer at a time.

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

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.

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

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

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

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

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

Video Display Terminal Ergonomics

1. Stand up and stretch once every hour.

2. Move your computer screen and keyboard so that they are directly in front of you.

3. Adjust the height of your chair so that when you are sitting, your elbow and keyboard height are the same.

4. If the chair height is too high, use a book or other object as a footrest.

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

PACKING PERSONNEL

General Rules

1. Do not drag your hands along the sharp edges of the box as you are building it; wear protective gloves as you build the boxes.

2. Do not step inside the strapping machine.

3. Do not stand on the loading belts of the strapping machine and packaging line.

4. Move containerized items by pushing them rather than carrying them.

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

6. When using a tape dispenser with a cutting blade, direct the cutting edge away from your body when cutting the tape.

MACHINING PERSONNEL - Saw Operators, Lathe Operators, Sander Operators, Edge Banding and Paper Laminating Operators

General Rules

1. Let go of the workpiece once it is put into the part feeder.

2. When stacking workpieces, "slap" or "drop" the workpiece flat on the stack and then push it into alignment to avoid catching your fingers under the wood.

3. Wear safety glasses while working in the machining shop.

4. Replace the guards before starting machines and after adjusting or repairs.

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

6. Do not wear loose clothing or jewelry in the machining shop.

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

8. Read and obey safety warnings posted on or near any machinery.

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

Lathes

1. Turn the power switch to the "Off" position before making any adjustments to the lathe.

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

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

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

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 reach across the cutting operation.

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

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

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

9. Keep your hands away from the exposed blade.

10. Operate the saw at full cutting speed and with a sharp blade to prevent kickbacks.

Band Saws

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

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

a) Shut off the power.

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

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

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

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

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

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 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.

Table Saws

1. Do not use the table saw to cut long workpieces unless a coworker 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 the 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.

Paper Laminating

1. Wear safety goggles and hearing protection when operating the paper laminating machine.

2. Do not lift paper laminating rolls by yourself. Use the overhead hoist to load and unload laminate rolls.

3. Do not try to stop any workpiece once it enters the laminating machine.

4. Wear protective gloves when removing and stacking finished workpieces.

5. Do not carry knives or box cutters in your pockets nor apron unless they are first placed in their sheath.

6. Replace all machine guards after adjusting or repairs to the laminating machine.

Edge Banding/Edge Foilers

1. Turn the power source switch to the "Off" position before cleaning excess glue off edge banding rollers.

2. Wear protective gloves when cleaning excess glue off the edge banding rollers.

3. Pour glue slowly into edge banding and edge fowlers to minimize splashing.

4. Do not run workpieces down line when the service door is in the "up" position.

5. Turn the power switch to the glue pots to the "Off" position and allow them to cool for 10 minutes before cleaning the glue pots.

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 workpiece to be sanded; use clamps and fixtures.

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

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

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

ASSEMBLY PERSONNEL

Hand Tools

1. Do not use a tool if its handle has splinters, burrs, cracks, splits nor if the head of the tool is loose.

2. Do not use impact tools such as hammers, chisels nor punches that have mushroomed heads.

3. Do not strike a hardened steel surface, such as a cold chisel, with a claw hammer.

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

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

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

Pneumatic Staplers

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

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

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

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

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

6. Do not use air hoses that have splits, cracks, or other visible damage.

7. Do not allow air hoses to loop on the floor when using them.

8. Coil up air hoses on the worktable when they are not in use.

Pneumatic Screwdrivers

1. Do not use air hoses that have splits, cracks, or other visible damage.

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

3. Coil up air hoses on the worktable when they are not in use.

FINISHING/VARNISHING PERSONNEL

Handling Chemicals

1. Follow the instructions on the label and in the corresponding Safety Data Sheet (SDS) for each chemical product used in the finishing and varnishing area.

2. Wear your personal protective clothing or equipment such as neoprene gloves, rubber aprons, and protective eyewear, when using chemicals labeled "Flammable", "Corrosive", and “Caustic" or "Poisonous".

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

4. 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.

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

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

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

□Electrically ground and bond the containers as follows:

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

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

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

7. Do not use chemicals from unlabeled containers and unmarked cylinders.

8. Do not perform "hot work", such as metal grinding or other spark producing operations, within 50 feet of containers labeled "Flammable" or "Combustible".

Dip Tanks

1. Pour varnishes and dip workpieces slowly into the dip tank to minimize splashing.

2. Wear safety goggles, neoprene gloves and a fluid impervious apron when dipping workpieces into the dip tank.

3. Store workpieces which have just been dipped down wind of your operation.

4. Obey "No smoking" signs posted near the dip tanks.

Spray Booth

1. Wear goggles, gloves, respirators, face shields, long sleeve shirts and long pants while you are painting.

2. Obey all "No Smoking" rules and signs. Open flames are not permitted in the spray booth.

3. Keep coating and solvent containers labeled "Flammable" tightly closed.

4. Press the pressure relief valve prior to releasing the pressure from the air hoses before disconnecting them.

5. Do not point a spray gun at any part of your body or at anyone else.

6. Only use brass hand tools in the spray booth.

WAREHOUSE AND LOADING DOCK PERSONNEL - Forklift Operators, Dock Workers, Material Handlers, Warehouse Clerks

General Rules

1. When manually stocking storage shelves, 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 putting your hands, legs, or other body parts into containers such as garbage cans, boxes, bags, or sinks.

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

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

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 lean against each other.

Hand Trucks

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

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

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

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

5. Push the load so that the weight will be carried by the axle and not the handles. The operator should only balance and push.

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

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

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

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

10. Move hand trucks at a walking pace.

11. Store hand trucks with the tongue under a pallet or shelf.

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

Pallet Jacks

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 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, use a spotter to assist in guiding the load.

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

7. Do not place your feet under the pallet jack when it is moving.

8. Keep your feet and other body parts clear of the pallet before releasing the load.

Order Pickers

1. Do not operate an order picker without your safety belt or lanyard in place.

2. Do not remove your safety belt or lanyard when the order picker is in the raised position.

3. Do not allow personnel to stand under the order picker while it is in the raised position.

4. Drive the order picker at a walking pace.

5. Do not drive with the order picker in the raised position.

Dock Rules

1. Do not jump from ramps, platforms or loading docks.

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

3. Only approach a vehicle if the driver signals to you that it is clear to pass.

4. Keep the forklift and all personnel clear of the dock edge while vehicles are backing up to the dock.

5. 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.

6. Attach the bridge or dock plate before driving the forklift into the truck.

7. Do not drive the forklift into a truck bed that has soft or loose decking or other unstable flooring.

8. Drive straight across the bridge plates when entering or exiting the trailer.

9. Use dock lights or headlights when working in a dark trailer.

Forklifts

Pre-Use Inspection

Do not use the 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 exists along the blade or at the heels.

4. Hydraulic fluid levels are low.

5. Hydraulic lines and fittings 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 backwards 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 wet or greasy 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 slow down in congested areas.

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

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

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

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

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

22. Drive loaded forklifts forward up ramps.

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

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

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

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

27. 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.

DELIVERY DRIVERS

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 delivery trucks.

Loading and Unloading Delivery Trucks

1. Do not drive away until looking to see if all people and forklifts are out of the vehicle's bed area.

2. Park the truck in a location so that when you are unloading it you are not exposed to traffic.

Hand Trucks

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

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

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

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

5. Push the load so that the weight will be carried by the axle and not the handles. The operator should only balance and push.

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

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

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

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

10. Move hand trucks at a walking pace.

11. Store hand trucks with the tongue under a pallet or shelf.

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

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