WOOD KITCHEN CABINETS

NAICS Code

337110 Wood Kitchen Cabinet and Countertop Mfg.

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 and work shoes with non-skid soles when working in the millwork, fabrication, assembly, or tooling areas.

2. Do not continue to work if your safety glasses become fogged. Stop your work and clean the glasses until the lenses are clear and defogged.

3. Do not wear safety glasses that do not fit, have scratches, or have other physical damage that does not permit clear vision; replace them.

4. Do not wear loose clothing or jewelry.

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

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

7. Obey all safety rules and danger signs posted in the workplace.

Housekeeping

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

2. Keep aisles clear of work materials and debris.

3. Do not clean up around someone who is operating machinery.

4. Use brushes or vacuum machinery to remove wood chips, shavings and other debris from the saw tables or other machinery. Do not use your bare hands.

5. Attach the pressure reducing nozzle that is labeled "Reduces Pressure to 30 psi" to the air hose when using compressed air to clean equipment, machinery, or work pieces.

6. Do not use the air hose to clean floors, assembly tables or workbenches.

7. Do not use compressed air for comfort cooling.

8. Coil up the air hose on the worktable or hose rack when it is not in use. Do not leave the hose laying on the floor.

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 lifting and carrying aids such as pallet jacks or lumber carts, or get assistance from a coworker.

4. When two or more persons are required to handle an object, have one person in charge of communicating and giving signals for lifting, moving, lowering, and dropping in unison.

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

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, including your feet. 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.

15. Use both hands to remove a box or other material from a bench or shelf.

16. Do not handle boxes, cartons, or packages by the steel strapping bands.

Lumber Carts

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

2. Balance the load in the center of the cart.

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

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

Conveyors

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

2. Balance the load in the center of the conveyor so that no work pieces protrude beyond the running lines of the rollers.

3. Do not jump onto, climb over or ride on the conveyor.

Pallet Jacks

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

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

3. Do not ride on pallet jacks.

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

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

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

FORKLIFT OPERATORS

Forklifts

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

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

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 stationary saw or an edge bander.

Picking up a Load

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

2. "Square up" on the center of the load and approach it straight on with the forks in the travel position.

3. Stop when the tips of your forks are about a foot from the load.

4. Level the forks and slowly drive forward until the load is resting against the backrest of the mast.

5. 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 greater lift capacity.

6. Lift the load high enough to clear whatever is under it.

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

8. After picking up a load, adjust the forks so that the load is tilted slightly backward for added stability.

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.

Shutting Off the Forklift

1. Tip the mast slightly forward then lower the mast completely until the tips of the fork are touching the ground.

2. Leave the forklift in gear and turn off the engine before leaving the forklift.

MILLWORK PERSONNEL

General Rules

1. Follow the manufacturer's instructions for repairing, calibrating, replacing, and operating the equipment you will be using.

2. Do not operate any equipment on which you have not been trained.

3. Do not override any of the equipment's built-in safety features such as a "kill switch" or a "two hand palm" switch.

4. Use a brush or a push stick to clean wood chips, saw dust, cut-off ends of lumber and other wood scrap from around the machine's cutting blade. Do not attempt to clean woodworking machines while they are still operating.

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

6. Do not use a cutting blade that is dull, cracked or bent, or that has missing teeth.

7. Before starting the machine, remove any material that may have been placed upon the machine. Do not pile any material on the machine table.

8. If the cutting 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 saw blade has completely stopped.

9. Lock and/or tag damaged equipment "Out of Service.”

10. Do not remove, cover, or alter warning tags on any part of a power saw or other woodworking equipment.

11. Do not remove locks placed by another employee.

12. Keep your hands away from the exposed blade.

13. Do not approach anyone is operating any machinery.

14. Keep your eyes on your work. Stop cutting operations if something or someone distracts you.

15. Do not leave running woodworking machines unattended.

Table Saws

1. Replace the guards after changing or cleaning the table saw blade, and after performing cuts such as rabbeting or dadoing which require the removal of the blade guard.

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 place your hands behind the saw blade or pull the work piece through from the back of the saw.

8. Do not feed the material faster than the power saw can cut it. Feed the material at a smooth continuous rate.

9. Do not stop a saw blade by forcing a piece of wood against it.

Panel Saws (vertical/horizontal)

1. Use a lumber rest such as a sawhorse to guide lumber that is 8 feet in length or greater from the scissor lift to the horizontal panel saw.

2. Get assistance when placing a large sheet of wood onto the vertical panel saw.

3. Adjust the fence and blade depth before turning the power switch to the "On" position.

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

5. Grip the vertical panel saw only by its handles when operating the saw.

Radial Arm 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, fingers, or thumb cross the cutting line.

7. 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".

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.

Molders and Gang Saws

1. Do not allow your hands to get near the feed rollers or under the housing at anytime when the motor is "On". Keep your hands at least one foot away from the in-feed roller when feeding the work pieces.

2. Do not overload the motor by "crowding" the work piece. If the motor slows down, disengage the rollers by using the feed control until the motor returns to full operating speed.

3. Stand to the side of the cutting blades when feeding the work piece into the machine.

Shapers

1. Use devices such as feather boards, fences, collars, forms, or an outline pattern to guide and hold the stock against the shaper knives.

2. If the character of the work is such that it is impossible to employ a hold-down device, take two or more light cuts repeatedly where considerable material is to be removed.

3. Do not cut small work pieces on a shaper. Instead, shape the edge of a larger work piece, and then cut off the scrap with a table or radial arm saw.

4. Grip the work piece firmly with both hands and hold it against the fence and the table.

5. Hold the work piece against the peg and collar when cutting/shaping irregular shaped work pieces.

6. Feed the work piece against the direction of rotation of the cutter. Thus, if the cutter is turning clockwise looking from the top, the work piece is fed left to right.

7. Feed the work piece into the cutter slowly and steadily.

8. Keep your hands away from the cutter.

9. Consult with your supervisor before performing new or unfamiliar cuts.

FABRICATORS

Edge Banders

1. Do not overfill the glue pots. Fill only to the reservoir line.

2. Keep your hands at least one foot from the in-feed or out-feed rollers when operating the edge bander.

3. Remove any debris such as plastic laminate, scrap banding or mica chips from around the edge bander and from the return conveyor before operating the edge bander and as debris accumulates during long periods of operation.

4. Follow the manufacturer's guidelines when cleaning the glue pots or the edge band rollers.

5. Wear protective gloves when cleaning excess glue off the glue pots and edge banding rollers.

Band Saws

1. Adjust the post so that the upper guide is approximately 1/4" above the work to be cut.

2. Set the work piece securely against the jig before beginning the cut.

3. 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.

4. Do not try to pick pieces of wood out of the table slot while the saw is operating.

5. If the blade breaks or jams, shut off the machine, wait for the machine to come to a complete stop, then make your repairs.

6. Always close the saw wheel doors before tensioning the blade or starting the blade in motion.

Boring Machines

1. Do not operate the line drill without the face guard and interlock in place.

2. Tighten the bit securely in the chuck before boring. Remove the chuck key from the chuck after tightening or making any adjustments to the drill bit.

3. Fill all empty chucks with a plug or drill bit or remove the set screw.

4. Insert the work piece into the table grooves before starting the boring process.

5. Do not hold the work piece by hand when boring; use clamps to hold the work piece.

6. Keep your hands clear of the pneumatic clamps before activating the boring machine.

7. If the work slips from the clamps, shut off the machine and step back clear of the machine. Do not attempt to stop the work with your hands.

8. Clear the chips from the drill flutes frequently using the air hose.

9. Use brushes or vacuum machinery to remove wood chips, shavings, saw dust and other debris from the boring machine table. Do not use your bare hands.

ASSEMBLERS

Portable Power Tools

General Rules

1. Do not use the power tool if the power cord has splices, exposed wires or cracked or frayed ends.

2. Do not operate the power tool if the ground prong from the three wired power plug is missing or has been removed.

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

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

5. Turn the power tool off before plugging or unplugging it.

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

7. Do not carry a plugged-in power tool with your finger on the switch.

8. Do not carry a power tool by the cord.

9. Keep power cords, tools, or other obstructions from below the work piece when making the cut.

Drills/Screw Guns

1. Do not use dull, cracked, or bent drill/screw gun bits.

2. Do not hold the work piece by hand when boring; use clamps to hold the work piece.

3. Always match the size and type of screw bit to fit the head of the screw.

4. Tighten the drill/screw gun bit securely in the chuck before drilling or boring. Never leave a chuck key in a chuck.

Scroll Saws and Jig Saws

1. Discard blades with worn or missing teeth.

2. Adjust the blade so that it will cut completely through the work piece.

3. Adjust the dust blower toward the cutting line.

4. Lock the blade guide and hold-down in place and tighten the chuck to the blade before turning the saw "On".

5. Do not use orbital action jig or scroll saws for making curbed cuts.

Motorized Miter Boxes and Chop Saws

1. Secure all required adjustments and locks before applying power.

2. Do not make measurements to the stock with the saw running.

3. Lower the chop saw handle at a slow, steady rate when making the cut. Do not force the handle down.

4. Do not place your hands in front of the saw blade.

Hand Tools

General Rules

1. Keep the blade of all cutting tools sharp.

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

3. Do not use a tool if its handle has splinters, burrs, cracks, splits or if the head of the tool is loose.

4. Do not use impact tools that have "mushroomed" heads.

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

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

7. Do not perform "make-shift" or unauthorized repairs to tools.

Files

1. Do not use a file as a pry bar, hammer, screwdriver, or chisel.

2. When using a file, grasp the handle in one hand and the toe of the file in the other.

3. Clean the grooves of a file with a file card.

4. Only strike the file card in the direction away from the file handle.

5. Do not hammer on a file.

Hammers

1. Use a claw hammer for pulling nails.

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

3. Do not strike one hammer against another hammer.

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.

Pneumatic Staplers

1. Do not exceed the air pressure labeled on the staple cylinder.

2. Do not point the stapler at anything other than the wood of the work piece.

3. Do not discharge the stapler unless it is touching the surface of the work piece.

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

5. Keep your free hand from behind the work piece that is being stapled.

6. Use a jig or fixture to hold the work piece; do not use your free hand to hold the work piece.

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

8. Disconnect the stapler from the air hose and return it to its storage rack after use.

Case Clamps

1. Make all adjustments to the cabinet before activating the case clamp. Do not attempt to reach into the case clamp to make any last-minute adjustments.

Glue Guns

1. Point a hot glue gun only at the work piece. Do not point a hot glue gun at a coworker or yourself.

2. Place the glue gun in its holding stand when it is not in use.

LAMINATORS

Spray Guns

1. Turn on the exhaust and ventilation fans on before applying the contact glue.

2 Do not spray contact glue in an enclosed area where there is no ventilation.

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

4. Press the pressure relief valve of the pressure pot before disconnecting an air hose from it.

5. Always wash your hands with soap and water after using adhesives; do not use mineral spirits, paint thinner, acetone or any other toxic solvents to remove contact glue from your skin.

Pinch Rollers

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

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

3. 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 work piece away from the press and disengage the press before making the adjustment.

Routers

2. Make sure the router bits are clean, sharp, and firmly tightened in the collet before turning the router "On".

3. When possible, use a dust collection system that will gather all the dust generated by the router.

4. Keep an open area under the router's guide so that the router's bit does not hit any obstructions.

5. Do not start up the router with the bit in contact with the wood.

7. Do not jam or crowd routers in the work piece.

8. Do not touch a bit immediately after use; allow it to cool.

Files

1. Do not use a file as a pry bar, hammer, screwdriver, or chisel.

2. When using a file, grasp the handle in one hand and the toe of the file in the other.

3. Clean the grooves of a file with a file card.

4. Only strike the file card in the direction away from the file handle.

FINISHING PERSONNEL

Power-Driven Sanders (Stationary & Portable)

1. Wear safety goggles and hearing protection when using sanders. Tilt your head forward when removing goggles to prevent sawdust from falling into your eyes.

2. Do not wear contact lenses when sanding.

3. Keep your hands away from the abrasive surface.

4. When operating a stationary sander, hold the work piece firmly to keep it from being driven from your hands. Always use the fence if possible.

5. When using portable sanders, do not use your hands to hold the work piece to be sanded; use clamps and fixtures.

6. Sand on the downward side of the disk when using a disk sander.

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

8. After leaving the sanding area wash your hands and the exposed skin surfaces of your arms.

Finishing

1. Wear goggles, gloves, and respirators while you are applying finishes.

2. Follow the instructions on the label and in the corresponding Safety Data Sheets before applying such materials as epoxies, polyurethane formulations, or lacquers.

3. Turn on the ventilation and exhaust system before performing finishing operations.

4. Use the respirator provided by your supervisor.

5. Keep open flame and spark producing equipment at least 20 feet away from the finishing area.

6. Keep no more than one day's supply of finishes and solvents in the finishing area.

7. Turn off and remove all portable lamps and heaters from the spray booth before spraying.

8. Do not point the spray gun toward any part of your body or at anyone else.

9. Return containers of lacquers, thinners, polyurethane, and other liquids labeled "Flammable" to the storage cabinet labeled "Flammable Storage" when finishing is completed.

10. Always wash your hands with soap and water after using finishing products; do not use mineral spirits, paint thinner, acetone or any other toxic solvents to remove paint from your skin.

Buffers

1. Before changing the buffing pad, unplug the buffer from the power source.

2. Only use grip locations as specified by the manufacturer as a handhold when operating the buffer.

3. Place the power cord over your shoulders to keep the cord from getting tangled in the rotating buffer.

4. Do not start the buffer unless the buffing pad is on the work piece.

5. Do not take the buffer off the work piece while the buffer is in operation.

6. Turn the power switch of the buffer to "Off" before lifting the buffer from the work piece.

7. Do not carry a plugged-in buffer with your finger on the switch.

8. Keep your body parts and clothing away from the rotating polishing pad.

MAINTENANCE PERSONNEL

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 a machine.

9. Do not remove locks placed by another employee.

Ladders

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

2. Do not use a ladder that wobbles or leans.

3. Do not use a ladder that has loose rungs, cracked or split side rails, missing rubber footpads or other visible damage.

4. Keep ladder rungs clean and free of grease. Remove buildup of material such as dirt or mud.

5. Do not place a ladder at a blind corner or doorway without blocking or roping off the area and posting warning signs that will detour traffic away from your work.

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

7. Face the ladder when climbing up or down.

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

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

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

11. Do not carry items in your hands while climbing up or down the ladder.

TOOLING PERSONNEL

Grinders and Profile Grinders

1. Do not use a grinding wheel that has chips, cracks, or grooves.

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

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

4. Do not use the stationary grinder if it is not firmly anchored to the workbench.

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

6. 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.

7. Do not install a grinding wheel that has a labeled RPM speed that is lower than the rated speed of the grinder.

8. Do not stand in line with the grinding wheel when grinding.

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

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

11. Regardless of the pressure required and regardless of their weight, size, or shape, grind objects on the face, not the side, of the wheel. Exception: Wheels designed for side grinding.

Blade Storage

1. Keep cutting blades oiled when stored to prevent rust. Be sure to remove the oil before putting the cutting blade into service.

SHIPPING/RECEIVING PERSONNEL

Drivers

1. 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.

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

3. Always depress the clutch and brake pedal before starting a truck with a manual transmission.

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

5. Always obey all traffic laws and signs.

6. Do not back the vehicle unless necessary. Plan to avoid backing.

7. If backing is necessary, and you cannot ensure that you have proper clearance, dismount from the cab, and physically check the rear and sides of the vehicle. If you have a passenger, have him/her direct you. Never back a vehicle unless you have assured that you are clear to do so.

Loading Docks

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 clear of the dock edge while vehicles are backing up to the dock.

5. Do not begin loading or unloading until the 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.

Scissor Lifts

1. Do not stand or reach under a raised scissor lift.

2. Do not jump from or on to a raised scissor lift.

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 axle and not the handles will carry the weight. 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. Do not try to catch the load if it is falling or slipping. Get out of the way.

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

9. For extremely bulky items, strap or chain the items to the hand truck.

10. Do not walk backward with the hand truck unless you are 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 or shelf.

14. Have a second person help maneuver and guide the load when carrying large cabinets on a hand truck.

Pallet Jacks

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

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

3. Do not ride on pallet jacks.

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

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

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

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