441222 BOAT DEALERS Safety Program

# WORKPLACE SAFETY AND LOSS PREVENTION PROGRAM

# BOAT DEALERS

## NAICS CODE 441222

### PREFACE

### How to Use This Manual

#### To The Employer:

The purpose of this manual is to provide general guidelines for developing your own Workplace Safety and Loss Prevention program. It has been written to address the safety needs of your specific industry. The essential elements covered in this manual include: top management’s commitment and involvement; the establishment and operations of safety committees; provisions for safety and health training; first aid procedures; accident investigations; record keeping of injuries; and workplace safety rules, policies, and procedures.

If this manual meets the general needs of your establishment, it may be used as a basic template for developing your company’s initial safety program. If you have already established a company safety program and are currently maintaining it, you may use this manual to add or modify those areas of your current program that you do not feel are adequate. Either way, this manual should not be considered as the single source for meeting your safety needs. It will have to be modified and continuously improved upon by you to adequately reflect your on-going business environment. For example, if a safety committee meets weekly or quarterly instead of monthly, then Section II of the manual should be amended to accommodate this practice. If there is a safety rule, policy, or procedure appropriate for the work or work environment which has not been included, or if a rule included in Section VII is inappropriately written, then a new safety rule, policy, or procedure should be added to improve the manual. Likewise, if a specific rule in the Safety Rules, Policies, and Procedures section does not apply because the equipment or work operation described is not used, then that specific rule should be crossed out or deleted from the manual. If accidents occur, new safety rules should be developed and incorporated into Section VII of this manual to prevent their recurrence.

Note also that due to the unique nature of each individual business and the differing requirements of various regulatory agencies, the authors of this manual cannot assume any liability for the completeness of its content. Use of all or part of this manual does not relieve you as an employer of your responsibility to comply with applicable local, state, or federal laws.

Finally, the following website [**www.osha.gov/oshstats/std1.html**](http://www.osha.gov/oshstats/std1.html) can be accessed to display a list of the most frequently cited Federal or State OSHA standards for the above listed code(s). The data shown reflects OSHA citations issued by the Federal or State OSHA during the specified fiscal year. If you are interested in reviewing other SIC codes, an online SIC code manual is also available at this website.

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Safety Rules, Policies, and Procedures

### Section I.

### MANAGEMENT COMMITMENT AND INVOLVEMENT

### POLICY STATEMENT

The management of this organization is committed to providing employees with a safe and healthful workplace. It is the policy of this organization that employees report unsafe conditions and do not perform work tasks if the work is considered unsafe. Employees must report all accidents, injuries, and unsafe conditions to their supervisors. No such report will result in retaliation, penalty, or other disincentive.

Employee recommendations to improve safety and health conditions will be given thorough consideration by our management team. Management will give top priority to and provide the financial resources for the correction of unsafe conditions. Similarly, management will take disciplinary action against an employee who willfully or repeatedly violates workplace safety rules. This action may include verbal or written reprimands and may ultimately result in termination of employment.

The primary responsibility for the coordination, implementation, and maintenance of our workplace safety program has been assigned to:

Name:

Title: Telephone:

Senior management will be actively involved with employees in establishing and maintaining an effective safety program. Our safety program coordinator, myself, or other members of our management team will participate with you or your department's employee representative in ongoing safety and health program activities, which include:

• Promoting safety committee participation;

• Providing safety and health education and training; and

• Reviewing and updating workplace safety rules.

This policy statement serves to express management's commitment to and involvement in providing our employees a safe and healthful workplace. This workplace safety program will be incorporated as the standard of practice for this organization. Compliance with the safety rules will be required of all employees as a condition of employment.

 Signature of CEO/President Date

### Section II.

### SAFETY COMMITTEE

#### Safety Committee Organization

A safety committee has been established as a management tool to recommend improvements to our workplace safety program and to identify corrective measures needed to eliminate or control recognized safety and health hazards. The safety committee employer representatives will not exceed the amount of employee representatives.

#### Responsibilities

The safety committee will be responsible for assisting management in communicating procedures for evaluating the effectiveness of control measures used to protect employees from safety and health hazards in the workplace.

The safety committee will be responsible for assisting management in reviewing and updating workplace safety rules based on accident investigation findings, any inspection findings, and employee reports of unsafe conditions or work practices; and accepting and addressing anonymous complaints and suggestions from employees.

The safety committee will be responsible for assisting management in updating the workplace safety program by evaluating employee injury and accident records, identifying trends and patterns, and formulating corrective measures to prevent recurrence.

The safety committee will be responsible for assisting management in evaluating employee accident and illness prevention programs, and promoting safety and health awareness and co-worker participation through continuous improvements to the workplace safety program.

Safety committee members will participate in safety training and be responsible for assisting management in monitoring workplace safety education and training to ensure that it is in place, that it is effective, and that it is documented.

Management will provide written responses to safety committee written recommendations.

#### Meetings

Safety committee meetings are held quarterly and more often if needed and each committee member will be compensated at his or her hourly wage when engaged in safety committee activities. Management will post the minutes of each meeting in a conspicuous place and the minutes will be available to all employees.

All safety committee records will be maintained for not less than three calendar years.

### SAFETY COMMITTEE MINUTES

Date of Committee Meeting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Time:\_\_\_\_\_\_\_\_\_\_\_\_\_ Minutes

Prepared By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Members in Attendance

Name Name Name

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Review of Accidents Since Previous Meeting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Recommendations for Prevention: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Recommendations from Anonymous Employees:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Suggestions from Employees: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Recommended Updates to Safety Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Recommendations from Accident Investigation Reports: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Safety Training Recommendations: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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### Section III.

### SAFETY AND HEALTH TRAINING

#### Safety and Health Orientation

Workplace safety and health orientation begins on the first day of initial employment or job transfer. Each employee has access to a copy of this safety manual, through his or her supervisor, for review and future reference, and will be given a personal copy of the safety rules, policies, and procedures pertaining to his or her job. Supervisors will ask questions of employees and answer employees' questions to ensure knowledge and understanding of safety rules, policies, and job-specific procedures described in our workplace safety program manual. All employees will be instructed by their supervisors that compliance with the safety rules described in the workplace safety manual is required.

Job-Specific Training

• Supervisors will initially train employees on how to perform assigned job tasks safely.

• Supervisors will carefully review with each employee the specific safety rules, policies, and procedures that are applicable and that are described in the workplace safety manual.

• Supervisors will give employees verbal instructions and specific directions on how to do the work safely.

• Supervisors will observe employees performing the work. If necessary, the supervisor will provide a demonstration using safe work practices, or remedial instruction to correct training deficiencies before an employee is permitted to do the work without supervision.

• All employees will receive safe operating instructions on seldom-used or new equipment before using the equipment.

• Supervisors will review safe work practices with employees before permitting the performance of new, non-routine, or specialized procedures.

#### Periodic Retraining of Employees

All employees will be retrained periodically on safety rules, policies and procedures, and when changes are made to the workplace safety manual.

Individual employees will be retrained after the occurrence of a work-related injury caused by an unsafe act or work practice, and when a supervisor observes employees displaying unsafe acts, practices, or behaviors.

### Section IV.

### FIRST AID PROCEDURES

### EMERGENCY PHONE NUMBERS

Safety Coordinator Poison Control

First Aid Fire Department

Medical Clinic Police

Clinic Address Ambulance

#### Minor First Aid Treatment

First aid kits are stored in the front office and in the employee lounge. If you sustain an injury or are involved in an accident requiring minor first aid treatment:

• Inform your supervisor.

• Administer first aid treatment to the injury or wound.

• If a first aid kit is used, indicate usage on the accident investigation report.

• Access to a first aid kit is not intended to be a substitute for medical attention.

• Provide details for the completion of the accident investigation report.

#### Non-Emergency Medical Treatment

For non-emergency work-related injuries requiring professional medical assistance, management must first authorize treatment. If you sustain an injury requiring treatment other than first aid:

• Inform your supervisor.

• Proceed to the posted medical facility. Your supervisor will assist with transportation, if necessary.

• Provide details for the completion of the accident investigation report.

#### Emergency Medical Treatment

If you sustain a severe injury requiring emergency treatment:

• Call for help and seek assistance from a co-worker.

• Use the emergency telephone numbers and instructions posted next to the telephone in your work area to request assistance and transportation to the local hospital emergency room.

• Provide details for the completion of the accident investigation report.

#### First Aid Training

Each employee will receive training and instructions from his or her supervisor on our first aid procedures.

### FIRST AID INSTRUCTIONS

#### In all cases requiring emergency medical treatment, immediately call, or have a co-worker call, to request emergency medical assistance.

WOUNDS:

Minor: Cuts, lacerations, abrasions, or punctures

• Wash the wound using soap and water, rinse it well.

• Cover the wound using clean dressing.

Major: Large, deep, and bleeding

• Stop the bleeding by pressing directly on the wound, using a bandage or cloth.

• Keep pressure on the wound until medical help arrives.

BROKEN BONES:

• Do not move the victim unless it is absolutely necessary.

• If the victim must be moved, "splint" the injured area. Use a board, cardboard, or rolled newspaper as a splint.

BURNS:

Thermal (Heat)

• Rinse the burned area, without scrubbing it, and immerse it in cold water; do not use ice water.

• Blot dry the area and cover it using sterile gauze or a clean cloth.

Chemical

• Flush the exposed area with cool water immediately for 15 to 20 minutes.

EYE INJURY:

Small particles

• Do not rub your eyes.

• Use the corner of a soft clean cloth to draw particles out, or hold the eyelids open and flush the eyes continuously with water.

Large or stuck particles

• If a particle is stuck in the eye, do not attempt to remove it.

• Cover both eyes with bandage.

Chemical

• Immediately irrigate the eyes and under the eyelids, with water, for 30 minutes.

NECK AND SPINE INJURY:

• If the victim appears to have injured his or her neck or spine, or is unable to move his or her arm or leg, do not attempt to move the victim unless it is absolutely necessary.

HEAT EXHAUSTION:

• Loosen the victim's tight clothing.

• Give the victim "sips" of cool water.

• Make the victim lie down in a cooler place with the feet raised.

### Section V.

### ACCIDENT INVESTIGATION

#### Accident Investigation Procedures

An accident investigation will be performed by the supervisor at the location where the accident occurred. The safety coordinator is responsible for seeing that the accident investigation reports are being filled out completely, and that the recommendations are being addressed. Supervisors will investigate all accidents, injuries, and occupational diseases using the following investigation procedures:

• Implement temporary control measures to prevent any further injuries to employees.

• Review the equipment, operations, and processes to gain an understanding of the accident situation.

• Identify and interview each witness and any other person who might provide clues to the accident's causes.

• Investigate causal conditions and unsafe acts; make conclusions based on existing facts.

• Complete the accident investigation report.

• Provide recommendations for corrective actions

• Indicate the need for additional or remedial safety training.

Accident investigation reports must be submitted to the safety coordinator within 24 hours of the accident.

### ACCIDENT INVESTIGATION REPORT

 REPORT #

COMPANY: ADDRESS:

1. Name of injured: S.S. #:

2. Sex: [ ] M [ ] F Age: Date of accident:

3. Time of accident: a.m. p.m. Day of accident:

4. Employee's job title:

5. Length of experience on job: (years) (months)

6. Address of location where the accident occurred:

7. Nature of injury, Injury type, and Part of the body affected:

8. Describe the accident and how it occurred:

9. Cause of the accident:

1. Was personal protective equipment required? [ ] yes [ ] no

Was it provided? [ ] yes [ ] no

Was it being used? [ ] yes [ ] no If "no", explain.

Was it being used as trained by supervisor or designated trainer? [ ] yes [ ] no

If "no", explain.

11. Witness(es):

12. Safety training provided to the injured? [ ] yes [ ] no If "no", explain.

13. Interim corrective actions taken to prevent recurrence:

14. Permanent corrective action recommended to prevent recurrence:

15. Date of report

 Prepared by:

Supervisor (Signature) Date:

16. Status and follow-up action taken by safety coordinator:

Safety Coordinator (Signature) Date:

### INSTRUCTIONS FOR COMPLETING THE ACCIDENT INVESTIGATION REPORT

An accident investigation is not designed to find fault or place blame but is an analysis of the accident to determine causes that can be controlled or eliminated.

**(Items 1-6) Identification**: This section is self-explanatory.

**(Item 7) Nature of Injury**: Describe the injury, e.g., strains, sprain, cut, burn, fracture. **Injury Type**: First aid -injury resulted in minor injury/treated on premises; Medical - injury treated off premises by physician; Lost time -injured missed more than one day of work; No Injury - no injury, near-miss type of incident. **Part of the Body**: Part of the body directly affected, e.g., foot, arm, hand, head.

**(Item 8) Describe the accident**: Describe the accident, including exactly what happened, and where and how it happened. Describe the equipment or materials involved.

**(Item 9) Cause of the accident**: Describe all conditions or acts which contributed to the accident, i.e.,

a. unsafe conditions - spills, grease on the floor, poor housekeeping or other physical conditions.

b. unsafe acts - unsafe work practices such as failure to warn, failure to use required personal protective equipment.

**(Item 10) Personal protective equipment**: Self-explanatory

**(Item 11) Witness(es)**: List name(s), address(es), and phone number(s).

**(Item 12) Safety training provided**: Was any safety training provided to the injured related to the work activity being performed?

**(Item 13) Interim corrective action**: Measures taken by supervisor to prevent recurrence of incident, i.e., barricading accident area, posting warning signs, shutting down operations.

**(Item 14)**: Self-explanatory

**(Item 15)**: Self-explanatory

**(Item 16) Follow-up**: Once the investigation is complete, the safety coordinator shall review and follow-up the investigation to ensure that corrective actions recommended by the safety committee and approved by the employer are taken, and control measures have been implemented.

### Section VI.

### RECORDKEEPING PROCEDURES

#### Recordkeeping Procedures

The safety coordinator will control and maintain all employee accident and injury records. Records are maintained for a minimum of five (5) years and include:

Accident Investigation Reports (see Section V for sample form).

Workers' Compensation Notice of Injury Reports (ACORD form or state equivalent form).

Log & Summary of Occupational Injuries and Illnesses (current OSHA or State equivalent form). The current OSHA recordkeeping information and forms can be found on their Web site: <http://www.osha.gov/recordkeeping/index.html>.

Documentation of safety and health training for each worker.

Records of hazard assessment inspections.

### Section VII.

### 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.

The following general and job-specific safety rules apply to:

ALL EMPLOYEES

 LIFTING PROCEDURES

 HOUSEKEEPING

 ELECTRICAL

YARD EMPLOYEES

 FORKLIFTS

 DEALERSHIP FORKLIFT SAFETY

 DRIVING

 HAND TRUCK OPERATIONS

 BOAT STAND SAFETY

 MARINE TRAVEL SAFETY

 TRAILERING

MECHANICAL AND MAINTENANCE EMPLOYEES

 PPE

 SHOP SAFETY

 MACHINE GUARDING

 GRINDERS

 GENERAL POWER SAW SAFETY

 ELECTRICAL POWERED TOOLS

 HAND TOOL SAFETY

 FILES/RASPS

 CHISELS

 HAMMERS

 SAWS

 SCREWDRIVERS

 WRENCHES

 PLIERS

 VISES

 CLAMPS

 SNIPS

 TOOL BOXES/CHESTS/CABINETS

 LADDERS AND STEP LADDERS

 SCAFFOLDING

 HAZARDOUS MATERIALS

 COMPRESSED GAS CYLINDERS

 USE OF COMPRESSED GAS CYLINDERS

MECHANICAL AND MAINTENANCE EMPLOYEES (Continued)

WELDING/CUTTING/BRAZING

 OXYACETYLENE WELDING

OFFICE EMPLOYEES

 OFFICE SAFETY

 DOORS

 FILES

 SHARPS

SALES PERSONNEL

 GENERAL RULES

 WATERCRAFT OPERATION RULES

PARTS WAREHOUSE PERSONNEL

 GENERAL RULES

ALL EMPLOYEES

Lifting Procedures

1. Plan the move before lifting; ensure that you have an unobstructed pathway.

2. Test the weight of the load before lifting by pushing the load along its resting surface.

3. If the load is too heavy or bulky, use lifting and carrying aids such as hand trucks, dollies, pallet jacks and carts, or get assistance from a co-worker.

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

5. Position your feet 6 to 12 inches apart with one foot slightly in front of the other.

6. Face the load.

7. Bend at the knees, keep your back straight.

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

9. Hold the object as close to your body as possible.

10. While keeping the weight of the load in your legs, stand to an erect position.

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.

15. Never lift anything if your hands are greasy or wet.

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

17. Slide materials to the end of the tailgate before attempting to lift them off of a pick-up truck. Do not lift over the walls or tailgate of the truck bed.

Housekeeping

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

2. Sweep up shavings from around equipment such as drill presses, lathes or planers by using a broom and a dust pan.

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

4. Do not store or leave items on stairways.

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

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

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

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

9. Do not use gasoline for cleaning purposes.

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

1. Place soiled rags in the appropriate container.
2. Empty trash containers at the end of every day.

ALL EMPLOYEES (continued)

Electrical

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

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

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

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

YARD EMPLOYEES

Forklifts

Pre-Use Inspection

• Only forklift operators may operate the forklift.

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

4. Hydraulic fluid levels are low.

5. The 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. The tires are excessively worn or split, or have missing tire material.

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

10. The batteries have cracks or holes, uncapped cells, frayed cables, broken cable insulation, loose connections or clogged vent caps.

Starting the Forklift

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

Forklift Safety

1. Care should be taken while turning as the boat is much longer than the lift and the bow of the boat is traveling at a speed which could seriously injure someone or damage equipment.

2. Clean up oil spills when sighted.

3. Do not exceed the rated capacity of the lift at the rated load center. Too much load can cause loss of control with possible personal injury and property damage. If in doubt, check the capacity plate on the machine.

4. When operating the lift, engage the controls in a smooth manner.

5. Do not stop suddenly, especially with the load raised as this may cause the fork lift to pitch-pole.

6. Do not leave the operator's seat with the forks in the raised position.

7. Before changing direction, bring the lift to a complete stop.

8. When the mast is raised, do not tilt them past the vertical position.

YARD EMPLOYEES

Forklift Safety (continued)

9. Do not operate the lift within ten feet of high voltage power lines.

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

11. Steer the forklift wide when making turns.

12. Sound the forklift horn when approaching blind corners, doorways or aisles to alert

other operators and pedestrians.

13. Make sure the forks are on the ground before shutting down and leaving the lift.

14. Operate the lift only in well illuminated areas.

15. Clean the tires if they become covered with oil.

16. Wear eye protection while operating the forklift.

Driving

1. Obey all traffic rules and signs.

2. Drive at a walking pace and apply the brakes slowly when driving on slippery surfaces such as wet grounds.

3. Do not drive into an area with a ceiling height that is lower than the height of the mast or overhead guard.

4. Do not drive up to anyone standing or working in front of a fixed object such as a wall.

5. Do not drive along the edge of an unguarded elevated surface such as a loading dock or staging platform.

6. Do not exceed a safe working speed of five miles per hour. Slow down in congested areas when driving the forklift.

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

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

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

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

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

12. Drive a loaded forklift in a forward gear when going up a ramp. Upon approaching the ramp, raise the forks an additional two inches to avoid hitting or scraping the ramp surface.

13. Do not attempt to turn the forklift around on a ramp.

14. Lower the mast completely, turn the engine off and set the parking brake before leaving your forklift.

Hand Truck Operations

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

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

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

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

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

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

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

8. Push the load so that the weight will be carried by the axle and not the handles.

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

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

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

12. Move hand trucks at a walking pace.

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

Boat Stand Safety

1. Only authorized and properly trained personnel may move or adjust boat stands.

2. Use boat stands on stable, firm ground. If the ground is soft, use plywood under the boat stands.

3. Use the boat stand only for the job it was intended for.

4. Use blocking along the centerline of the boat to rest all the weight on.

5. Use the safety chains on all sailboat stands to chain the pairs together from port to starboard.

6. Use a minimum of 4 boat stands per boat. One placed port and one placed starboard for each 8 feet of boat's length.

7. When removing a boat stand from beneath a boat, place another boat stand beside it first.

8. Do not place blocks on top of boat stands to increase their height.

9. Do not use boat stands to hold up boats when in transit.

Marine Travel Safety

1. Only trained and authorized employees may operate the travelift.

2. Do not surpass the travelift's load rated capacity.

3. A communication system between the operator and the signalman must be known and understood.

4. Do not transport passengers on the boat being lifted.

5. Only the operator should be on the travelift when it is moving.

6. Keep travelift clear of electrical wires by a minimum distance of 10 feet.

7. Before operating the travelift, visually inspect the tires, the slings, and the surrounding area for loose tools, oil spills, etc.

8. The signalman must wear an orange reflective vest.

Marine Travel Safety (continued)

9. Do not operate the travelift during thunderstorms or lightning storms.

10. Face the ladder when ascending or descending the travelift.

11. Do not operate the travelift on soft or sloped surfaces.

12. Do not exceed the manufacturers recommended speed for the travelift.

13. Do not leave the travelift unattended while it is in operation.

14. Do not walk under a suspended load.

15. When hoisting a load, visually inspect the load gauges. If load gauges differ by more than 10%, lower the load and move hoist slings and repeat the procedure.

Trailering Safety

1. Only trained and authorized employees may operate a trailer.

2. Read and follow the manufacturer's speed recommendations.

3. Inspect tire pressure and bearings prior to loading the boat onto the trailer.

4. Fold canvas top down and strap to boat before trailering.

5. Secure tie downs by hooking them to each side of the trailer and tightening the strap around the boat.

6. Do not stand behind the boat while it is being launched. Stand on the dock and use the boat lines to guide the boat.

7. Make sure you have enough ton-weight on the trailer in order to reduce the possibility of "jack-knifing".

MECHANICAL AND MAINTENANCE EMPLOYEES

Shop Safety

PPE

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

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

3. Wear your safety glasses, goggles or the face shield while operating chippers, grinders, lathes or sanders.

4. Wear the face shield over your goggles or safety glasses during open furnace, hot dipping, metal plating or gas cutting operations.

5. Wear the chemical goggles when using, applying or handling chemical liquids or powders from containers labeled "Caustic" or "Corrosive".

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

7. Wear the welding helmet or welding goggles during welding operations.

8. Wear the dielectric gloves when working on electric current.

9. Wear your ear plugs or ear muffs in areas posted "Hearing Protection Required".

Machine Guarding

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

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

3. Do not wear loose clothing or jewelry in the machine shop.

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

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

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

Grinders

1. Safety goggles must be worn when operating the grinder.

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

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

4. Do not try to stop the wheel using your hand, even if you are wearing gloves. To prevent your gloves from getting caught by the grinding wheel, hold the work-piece by using vice grip pliers, clamps, or a jig.

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

General Power Saw Safety

1. Wear the prescribed personal protective equipment such as goggles, gloves, dust masks and hearing protection when operating the power saw.

2. Turn the power switch of the saw to "Off" before making measurements, adjustments or repairs.

3. Keep your hands away from the exposed blade.

4. Operate the saw at full cutting speed, with a sharp blade, to prevent kickbacks.

5. If the saw becomes jammed, turn the power switch of the saw to "Off" before pulling out the incomplete cut.

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

Electrical Power Tools

1. Do not use power equipment or tools on which you have not been trained.

2. Keep power cords away from the path of drills, saws, vacuum cleaners, floor polishers, mowers, slicers, knives, grinders, irons and presses.

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

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

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

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

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

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

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

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

Electrical Power Tools (continued)

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

12. Do not use extension cords or other three pronged power cords that have a missing prong.

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

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

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

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

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

18. Do not use portable power tools unless they have color-coded green bands taped to the handles. These green labeled tools have ground Fault Circuit Interrupters incorporated into the plug end of the power cord. The use of these power tools is required when working in older buildings or temporary work locations where the work environment is often damp, and the available electrical outlets may not meet our wiring standards.

19. Do not stand in water or on wet surfaces when operating power hand tools or portable electrical appliances.

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

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

22. Never operate electrical equipment barefooted. Wear rubber-soled or insulated work boots.

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

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

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

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

Hand Tool Safety

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

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

4. Tag worn, damaged or defective tools "Out of Service" and do not use them.

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

6. Do not use impact tools such as hammers, chisels, punches or steel stakes that have mushroomed heads.

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

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

9. Do not chop at heights above your head when you are working with a hand axe.

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

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

12. Do not carry tools in your hand when you are climbing. Carry tools in tool belts or hoist the tools to the work area using a hand line.

13. Do not throw tools from one location to another, from one employee to another, from scaffolds or other elevated platforms.

14. Transport hand tools only in tool boxes or tool belts. Do not carry tools in your clothing.

Files/Rasps

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

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

3. Do not hammer on a file.

Chisels

1. Use the chisel that has been sharpened; do not use a chisel that has a dull cutting edge.

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

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

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

Hammers

1. Use a claw hammer for pulling nails.

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

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

4. Do not strike one hammer against another hammer.

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

6. Do not use a hammer as a wedge or a pry bar, or for pulling large spikes.

7. Use only the sledge type hammer on a striking face wrench.

Saws

1. Keep control of saws by releasing downward pressure at the end of the stroke.

2. Do not use an adjustable blade saw such as a hacksaw, coping saw, keyhole saw or bow saw, if the blade is not taut.

3. Do not use a saw that has dull saw blades.

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

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

6. Do not carry a saw by the blade.

7. When using the hand saw, hold the workpiece firmly against the work table.

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

Screwdrivers

1. Always match the size and type of screwdriver blade to fit the head of the screw.

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

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

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

5. Do not force a screwdriver by using a hammer or pliers on it.

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

7. When you are performing electrical work, use the screwdriver that has the blue handle; this screwdriver is insulated.

8. Do not carry a screwdriver in your pocket.

9. Do not use a screwdriver if your hands are wet, oily or greasy.

1. Do not use a screwdriver to test the charge of a battery.
2. When using the spiral ratchet screwdriver, push down firmly and slowly.

Wrenches

1. Do not use wrenches that are bent, cracked or badly chipped or that have loose or broken handles.

2. Do not slip a pipe over a single head wrench handle for increased leverage.

3. Do not use a shim to make a wrench fit.

4. Use a split box wrench on flare nuts.

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

6. Use a hammer on striking face wrenches.

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

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

Pliers

1. Do not use pliers as a wrench or a hammer.

2. Do not attempt to force pliers by using a hammer on them.

3. Do not slip a pipe over the handles of pliers to increase leverage.

4. When you are performing electrical work, use the pliers that have the blue rubber sleeves covering the handle; these pliers are insulated.

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

6. When using the diagonal cutting pliers, shield the loose pieces of cut material from flying into the air by using a cloth or your gloved hand.

Vises

1. When clamping a long workpiece in a vise, support the far end of the workpiece by using an adjustable pipe stand, saw horse or box.

2. Position the workpiece in the vise so that the entire face of the jaw supports the workpiece.

3. Do not use a vise that has worn or broken jaw inserts, or has cracks or fractures in the body of the vise.

4. Do not slip a pipe over the handle of a vise to gain extra leverage.

Clamps

1. Do not use the C-clamp for hoisting materials.

2. Do not use the C-clamp as a permanent fastening device.

Snips

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

2. Wear your work gloves when cutting materials with snips.

3. Do not use straight cut snips to cut curves.

4. Keep the blade aligned by tightening the nut and bolt on the snips.

5. Do not use snips as a hammer, screwdriver or pry bar.

6. Use the locking clip on the snips after you have finished using them.

Tool Boxes/Chests/Cabinets

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

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

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

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

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

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

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

8. Do not use a tool box or chest as a workbench.

9. Do not move a tool box, chest or cabinet if it has loose tools or parts on the top.

Ladders and Step Ladders

1. Read and follow the manufacturer's instructions label affixed to the ladder if you are unsure how to use the ladder.

2. Do not use ladders that have loose rungs, cracked or split side rails, missing rubber foot pads, or are otherwise visibly damaged.

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

4. Do not use a metal ladder on rooftops or within 50 feet of electrical power lines.

5. Do not place ladders in a passageway or doorway without posting warning signs or cones that detour pedestrian traffic away from the ladder. Lock the doorway that you are blocking with the ladder and post signs that will detour traffic away from your work.

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

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

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

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

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

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

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

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

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

15. Secure the ladder in place by tying it to the boat.

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

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

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

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

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

Scaffolding

1. Follow the manufacturer's instructions when erecting the scaffold.

2. Do not work on scaffolds outside during stormy or windy weather.

3. Do not climb on scaffolds that wobble or lean to one side.

4. Initially inspect the scaffold prior to mounting it. Do not use a scaffold if any pulley, block, hook or fitting is visibly worn, cracked, rusted or otherwise damaged. Do not use a scaffold if any rope is frayed, torn or visibly damaged.

5. Do not use any scaffold tagged "Out of Service".

6. Do not use unstable objects such as barrels, boxes, loose brick or concrete blocks to support scaffolds or planks.

7. Do not work on platforms or scaffolds unless they are fully planked.

8. Do not use a scaffold unless guardrails and all flooring are in place.

9. Level the scaffold after each move. Do not extend adjusting leg screws more than 12 inches.

10. Do not walk or work beneath a scaffold unless a wire mesh has been installed between the midrail and the toeboard or planking.

11. Use your safety belts and lanyards when working on scaffolding at a height of 10 feet or more above ground level. Attach the lanyard to a secure member of the scaffold.

12. Do not climb the cross braces for access to the scaffold. Use the ladder.

13. Do not jump from, to, or between scaffolding.

14. Do not slide down cables, ropes or guys used for bracing.

15. Keep both feet on the decking. Do not sit or climb on the guardrails.

16. Do not lean out from the scaffold. Do not rock the scaffold.

17. Keep the scaffold free of scraps, loose tools, tangled lines and other obstructions.

18. Do not throw anything "overboard" unless a spotter is available. Use the debris chutes or lower things by hoist or by hand.

19. Do not move a mobile scaffold if anyone is on the scaffold.

20. Chock the wheels of the rolling scaffold, using the wheel blocks, and also lock the wheels by using your foot to depress the wheel lock, before using the scaffold.

21. Planking should be secured to the scaffold in order to prevent movement.

Hazardous Materials

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

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

3. Each time you use your gloves, wash them, before removing the gloves, using cold tap water and normal hand washing motion. Always wash your hands after removing the gloves.

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

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

* Only use the 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.

6. Before using the chemical exhaust hood, flip the fan motor switch to the "On" position.

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

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

9. Do not drag containers labeled "Flammable."

10. Use the rubber cradle when transporting unpackaged, glass bottles of chemicals.

11. Do not store chemical containers labeled "Oxidizer" with containers labeled "Corrosive" or "Caustic".

Compressed Gas Cylinders

Storage and Handling

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

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

3. Place valve protection caps on compressed gas cylinders that are in storage or are not being used.

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

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

6. Hoist compressed gas cylinders on the cradle, slingboard, pallet or compressed gas cylinder basket.

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

Use of Compressed Gas Cylinders

1. Do not use dented, cracked or other visibly damaged cylinders.

2. Use only an open ended or adjustable wrench when connecting or disconnecting regulators and fittings.

3. Do not transport cylinders without first removing the regulators and replacing the valve protection caps.

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

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

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

7. If a cylinder is leaking around a valve or a fuse plug, move it to an outside area away from where work is performed, and tag it to indicate the defect.

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

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

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

11. Open cylinder valves slowly. Open the valves fully when the compressed gas cylinder is being used, in order to eliminate possible leakage around the cylinder valve stem.

Welding/Cutting/Brazing

1. Obey all signs posted in the welding area.

2. Do not leave oily rags, paper or other combustible materials in the welding, cutting or brazing area.

3. Use the red hose for gas fuel and the green hose for oxygen.

4. Do not use worn or cracked hoses.

5. Do not use oil, grease or other lubricants on the regulator.

6. "Blow Out" hoses before attaching the torch.

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

8. Do not use a cigarette lighter to ignite torches; use friction lighters only.

9. When welding, wear welding gloves, a long sleeve shirt, long pants, a welding apron and the welding helmet that has filter plates and lenses.

Welding/Cutting/Brazing (continued)

10. Do not change electrodes using your bare hands; use the dry rubber gloves.

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

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

13. Always have a fire watch while welding.

14. Make sure appropriate PPE is worn when welding.

Oxyacetylene Welding

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

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

3. Never allow pressure to remain in the hoses over night:

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

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

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

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

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

OFFICE EMPLOYEES

Office Safety

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

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

3. Do not jump from ladders or step stools.

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

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

6. Do not tilt the chair you are sitting in on its back two legs.

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

Doors

1. Close drawers and doors immediately after using them.

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

3. Use the handle when closing doors.

Files

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

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

3. Use the handle when closing drawers and files.

Sharps

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

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

Video Display/Terminal Ergonomics

1. Stand up and stretch once every hour.

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

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

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

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

SALES PERSONNEL

General Rules

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

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

Watercraft Operation Rules

1. Obey all boat safety laws and signs while operating a watercraft.

2. Maintain a three point contact using both hands and one foot or both feet and one hand when climbing into and out of watercraft.

3. Stand clear of watercraft when driven by owners.

Do not approach any watercraft until the driver fully stops.

PARTS WAREHOUSE PERSONNEL - Stockroom Clerk, Warehousemen

General Rules

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

2. Remove or bend nails and staples from crates before unpacking.

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

4. Move slowly when approaching blind corners in the warehouse.

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

6. Remove one object at a time from shelves.

7. Place items on shelves so that they lie flat and do not lean against each other.

8. Follow the safe handling instructions listed on the label of the container or listed on the corresponding Material Safety Data Sheet when handling each chemical stored in the stockroom.

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

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