332 FABRICATED METAL PRODUCTS Safety Program

# WORKPLACE SAFETY AND LOSS PREVENTION PROGRAM

# MANUFACTURING

# FABRICATED METAL PRODUCTS

## NAICS CODE 332

### 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.

GENERAL RULES

All Employees

Lifting Procedures

Ladders and Step Ladders

Housekeeping

Vehicle/Driving Safety

OFFICE EMPLOYEES

Office Safety

JOB-SPECIFIC RULES

Production Employees

Lockout/Tagout

Machine Safety

General Power Saw Safety

Abrasive Cut & Chop Saw

Drill Press

Grinders

Portable Grinders

Hydraulic/Pneumatic Tools

Hand Tool Safety

Electric Arc Welding

Pallet Jack

Electrical Powered Tools

Compressed Gas Cylinders

Respiratory Protection

Spray Painting

Hand Truck Operations

Carts

Forklifts

Loading Docks

#### 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, not at the back.

8. Keep your back straight.

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

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

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

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

13. If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. Do not twist at the waist.

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

15. Do not lift an object from the floor to a level above your waist in one motion. Set the load down on a table or bench and then adjust your grip before lifting it higher.

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

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

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 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.

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

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

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

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

Ladders and Step Ladders (Continued)

9. When performing work from a ladder, face the ladder and do not lean backward or sideways from the ladder. Do not jump from ladders or step stools.

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

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

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

13. When using a straight or extension ladder, extend the top of the ladder at least 3 feet above the edge of the landing.

14. Secure the ladder in place by having another employee hold it if it cannot be tied to the structure.

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

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

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

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 immediately.

4. Do not store or leave items on stairways.

5. Do not block or obstruct stairwells, exits or accesses to safety and emergency equipment such as fire extinguishers or fire alarms.

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

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

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

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

10. Do not use gasoline for cleaning purposes.

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

Vehicle/Driving Safety

1. Only employer authorized personnel may operate any company vehicle.

2. Do not operate a vehicle if you are ill or fatigued.

3. Do not operate a vehicle if you are taking medication whose container label indicates that the medication may cause drowsiness or other side effects.

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

5. Obey all traffic patterns and signs at all times.

6. Do not drive on the road shoulder.

7. Use side and rearview mirrors before making lane changes, turns, and sudden stops.

8. Turn the vehicle off before fueling.

9. Do not smoke while fueling a vehicle.

OFFICE EMPLOYEES

Office Safety

General Rules

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

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

3. Do not tilt the chair you are sitting in. Keep all chair legs on the floor.

Doors

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

2. 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.

Sharp Objects

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

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

Paper Cutter/Shredder

1. Position hands & fingers on the handle of the paper cutter before pressing down on the blade.

2. Keep the paper cutter handle in the closed or locked position when it is not being used.

3. Do not use paper cutting devices if the finger guard is missing.

4. Do not place your fingers in or near the feed of a paper shredder.

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.

Fans

1. Do not use fans that have excessive vibration, frayed cords, or missing guards.

2. Do not place floor type fans in walkways, aisles, or doorways.

Stairs

1. Use the handrails when ascending or descending stairs or ramps.

2. Do not store or leave items on stairways.

3. Do not run on stairs or take more than one step at a time.

JOB-SPECIFIC RULES

Production Employees

Lockout/Tagout

NOTE: Devices such as padlocks shall be provided for locking out the source of power at the main disconnect switch. Before any maintenance, inspection, cleaning, adjusting or servicing of equipment (hydraulic, electrical, mechanical or air) that requires entrance into or close contact with the machinery or equipment, the main power disconnect switch or valve, or both, controlling its source of power or flow of material, shall be locked-out or blocked off with a padlock, blank flange or similar device.

1. Do not perform any maintenance, inspection, cleaning, adjusting, or servicing of any equipment without following the company's lockout/ tagout program.

2. If required to work on powered equipment (hydraulic, electrical, air, etc.), you must have your personal padlock with your name on it and personal key on your person at all times.

3. Disconnect and padlock all machine power disconnects in the off position before removing guards for the purpose of working "ON" or "IN" the machinery or approaching its unguarded parts. (NOTE: When more than one employee is working on a single piece of equipment, each employee must use his own padlock along with lock-out tongs to lock out the equipment. When the work is completed, he must remove only his lock.

4. Do not commence equipment repair or maintenance work until you have verified that the tagged/locked out switch or control cannot be overridden or bypassed.

5. Replace all guards before removing personal padlocks from the control.

6. Do not use or remove another employee's protective lock. Do not remove a lock from equipment unless you placed it there.

7. Before machinery is put back into use after LOCKOUT/TAGOUT, give a verbal announcement or sound warning to fellow employees.

Machine Safety

1. Do not remove, alter or bypass any safety guards or devices when operating mechanical equipment such as mechanical power presses, press brakes, metal working lathes, radial arm drill, horizontal mill, punch press, or when bending or forming materials.

2. Replace guards, before starting the machine, after making adjustments or repairing the machine.

3. 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.

4. Do not wear loose clothing, jewelry, or ties in the machine shop.

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

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

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 saw power switch "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.

Abrasive Cut Saw and Chop Saw

1. Do not use 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. Allow the saw to return to its stored position before removing the cut material from the table.

3. Lay the material squarely and solidly down before sawing it.

4. Use a clamp to secure cylindrical materials to the saw "table" before cutting.

5. Do not use the abrasive cut off saw for grinding or sharpening any tool or material.

Drill Press

1. Replace the belt and pulley guard before starting the press and after making adjustments or repairs to the press.

2. Make sure the press table is locked into place and the depth adjustment is set before turning on the power.

3. Remove the chuck key before turning on the power.

4. Clamp small pieces of stock that are to be drilled in the drill vise or to the work bench.

5. Do not wear rings, wristwatches, or gloves when working with the drill press.

6. Turn off the power and wait until the machine has come to a complete stop before reaching for the piece of stock.

7. Keep the drill press and the area around the drill press clear of metal cuttings and lubricants.

8. When adjusting the chuck size, do not turn on the power to the drill press while holding the chuck with your hand.

Grinders\Grinding Wheels

1. 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.

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

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

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

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

6. Do not use a bench grinder if it is not firmly anchored to the work bench or other secure platform.

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

8. Stand to one side of the plane of a rotating grinding wheel during the first few seconds of operation.

9. Grind on the side of the wheel only when it is made for side grinding.

10. Turn the grinder "off" when you have finished working with it and remain at the machine until it has completely stopped turning.

Portable Grinders

1. Do not use a portable hand held grinder with a wheel diameter larger than 2" unless the grinder has a positive action switch to ensure the switch can not be locked in the on position.

2. Do not use a portable grinder if the grinding wheel guard is missing.

3. Do not clamp a portable grinder in a vice to use it as a bench grinder.

Hydraulic/Pneumatic Tools

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

2. Lock and/or tag tools "Out of Service" to prevent usage of the defective or damaged tool.

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

4. Do not use compressors if their belt guards are missing. Replace the belt guards before using the compressor.

5. Turn the power switch of the tool to "Off" and let it come to a complete stop before leaving it unattended.

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

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

3. Do not use a tool if the handle surface has splinters, burrs, cracks, or splits.

4. Do not use impact tools such as hammers, chisels, punches, or steel stakes 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. Do not carry sharp or pointed hand tools such as screwdrivers, scribes, chisels, or files in your pocket unless the tool or your pocket is sheathed.

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

8. Do not throw tools from one location to another or from one employee to another.

9. Transport hand tools only in tool boxes or tool belts. Do not carry tools in your hand or clothing when climbing.

Files/Rasps

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

2. When using a file or rasp, grasp the handle in one hand & 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. Hold a chisel by using a tool holder if possible.

3. 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 and for driving nails.

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

3. Do not strike one hammer against another hammer.

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

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. Do not use a screwdriver to test the charge of a battery.

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

5. 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.

Electric Arc Welding

1. Obey all signs posted in the welding area.

2. Use the welding screen to shield other employees from flying slag and intense light.

3. Wear a welding helmet with filter plates and lenses, welding gloves, a long sleeve shirt and long pants when welding.

4. Do not perform welding tasks while wearing wet cotton gloves or wet leather gloves.

5. Do not change electrodes with bare hands; use dry welders’ gloves.

6. Do not use the welding apparatus if the power cord is cut, frayed, split or otherwise visibly damaged or modified.

Pallet Jack Use

1. Only employer authorized personnel may operate the pallet jack.

2. Do not exceed the manufacturer's load rated capacity. Read the lift capacity plate in the pallet jack if you are unsure.

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

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

8. Never place your feet under the pallet jack.

Electrical Powered 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, knives, and grinders.

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 near containers labeled "Flammable."

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 use an adapter such as a cheater plug that eliminates the ground.

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

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

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

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

18. 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.

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 in the upright position.

3. Keep all cylinders not in use capped and secured with safety chain.

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. Place cylinders on the cradle, slingboard, pallet, or compressed gas cylinder basket to hoist them.

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

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

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

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

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

5. 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.

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

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

8. 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.

Respiratory Protection

1. Do not perform operations requiring respirators, unless you have been approved for use of respirators, fitted, and trained the company's respiratory protection program.

2. Inspect respirators for cracked or worn parts before and after each use and after cleaning.

3. Do not work in an area that requires the use of respiratory equipment, if you fail to obtain a tight seal between the respirator and your face.

4. Do not wear a respirator if facial hair prevents a tight seal between the respirator and your face.

5. Clean and sanitize respiratory equipment according to manufacturer’s recommendations after each use.

6. Store respiratory equipment in a clean and sanitary location.

Spray Painting Safety

1. Store rags that have oil or paint on them in closed metal containers labeled "oily rags."

2. Press the pressure relief valve on painting canisters and painting guns prior to disconnecting them.

3. Do not eat, drink, smoke, or apply cosmetics where spray painting is taking place.

4. Do not operate spark inducing tools such as grinders, drills or saws near containers labeled "Flammable" or in an explosive atmosphere such as paint spray booths or rooms.

5. Perform all spray painting operations in the spray booth or room.

6. Return containers of thinners, mineral spirits and other liquids labeled "Flammable" to the storage cabinet labeled "Flammable Storage", when painting is finished.

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

8. Turn the control switch to the "on" position to operate the mechanical ventilation system before and during all spraying operations.

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.

Carts

1. Do not exceed the rated load capacity noted on the manufacturer's label on the cart.

2. Use a spotter to help guide carts around corners and through narrow aisles.

3. Do not stand on a cart or float or use it as a work platform.

Forklifts Safety Rules

General Rules

1. Only employer authorized personnel may operate forklifts.

2. Do not exceed the forklift lift capacity (Refer to the lift capacity plate on the forklift).

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

4. 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.

5. Do not raise or lower a load while you are enroute. Wait until you are in the loading area and have stopped before raising or lowering the load.

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

7. Drive with the load at a ground clearance height of 4-6 inches at the tips and 2 inches at the heels in order to clear most uneven surfaces and debris.

8. Drive at a walking pace and apply brakes slowly to stop when driving on slippery surfaces such as icy or wet floors.

9. Approach railroad tracks at a 45 degree angle.

10. Do not drive over objects in your pathway.

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

12. Steer wide when making turns.

1. Do not drive up to anyone in front of a fixed object such as a wall.

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

15. Obey all traffic rules and signs.

16. Sound horn when approaching blind corners, doorways, or aisles to alert other operators and pedestrians.

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

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

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

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

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

22. Do not load pallets of wood that are not banded on to the forklift.

23. Do not drive the forklift while people are on the attached aerial lift platform.

24. Drive loaded forklifts forward up ramps and in reverse when driving down a ramp.

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

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

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

28. Do not use "Reverse" in order to brake.

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

Pre-Use Inspection

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

1. The mast has broken or cracked weld-points.

2. The roller tracks are not greased or the chains are not free to travel.

3. Forks are unequally spaced or cracks exist along the blade or at the heels.

4. Hydraulic fluid levels are below manufacturer's recommend levels.

5. Hydraulic line and fitting have excessive wear or are crimped.

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

7. The hardware on the cylinders is loose.

8. Tires are excessively worn, split or have missing tire material.

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

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

Starting the Forklift

• 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 & evenly tilt the mast backward to stabilize the load.

Putting a Load Down

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

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

3. Slowly lower the load to the floor.

4. Tilt the forks slightly forward so that you do not hook the load.

5. When the path behind you is clear of obstructions, back straight out until the forks have cleared the pallet.

Stacking One Load on Top of Another

1. Stop about one foot away from the loading area and lift the mast high enough to clear the top of the stack.

2. Slowly move forward until the load is squarely over the top of the stack.

3. Level the forks and lower the mast until the load is no longer supported by the forks.

4. Look over both shoulders for obstructions and back straight out if the path is clear.

Propane Fueled Forklifts

1. Do not refuel forklifts with permanently mounted propane containers inside the building.

2. Do not park forklifts in areas of excessive heat such as heaters, furnaces, or welding area.

3. Check tanks to ensure there are no sharp dents or gouges that could weaken the vessel.

4. Do not throw, drag, drop, or roll the propane cylinder.

5. Check fuel lines for damage, such as cuts, dry rot, or exposure to manifold heat.

6. Wear protective gloves, such as leather or cotton when changing propane tanks.

7. After installing a full cylinder, check fittings for leaks with a soap solution. Do not check cylinder for leaks with an open flame or with bare hands.

Propane Fueled Forklifts (continued)

8. Make sure locating pin is intact and that it properly secures the tank to the forklift.

9. Close the propane tank service valve if the tank is kept on the forklift overnight.

10. Inspect quick-disconnect coupling for any signs of visible damage, deterioration, dirt, or debris and for damaged or missing flexible seals.

11. Inspect threads to ensure they are not flattened or gouged.

12. Open the fuel control valve fully, then turn it toward the closed position 1/4 to 1/2 turn before starting the forklift.

13. Store propane tanks in a location where they will not be exposed to high temperature rise, physical damage or tampering.

14. Do not smoke when handling or changing propane fuel tanks.

Battery Operated Forklifts

1. Do not lay tools or metal parts on top of a battery.

2. Turn battery chargers off prior to connecting the cables to the battery posts.

3. Position the fork truck so that the battery is aligned with the rollers or the hoist used for moving the battery and engage the fork truck brake before removing the battery and placing it onto the charging rack.

4. Set the brakes on the lift truck prior to connecting the charging cables to the lift truck battery.

5. Return charging cables to their designated location as soon as battery charging is complete.

6. Do not smoke in the battery charging areas.

7. Manually flip the fan motor to the "On" position before operating the battery charger.

Loading Docks

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

2. Do not begin loading or unloading until the supply truck has come to a complete stop, the engine has been turned off, the wheels have been chocked, & the dock lock has been engaged.

3. Use wheel chocks to prevent railroad cars from moving during unloading or loading.

4. Attach the bridge or dock plate before driving the forklift into the truck or railroad car.

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

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

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