444220 RETAIL NURSERIES, LAWN & GARDEN SUPPLY STORES Safety Program

# WORKPLACE SAFETY AND LOSS PREVENTION PROGRAM

# RETAIL NURSERIES, LAWN & GARDEN SUPPLY STORES

## NAICS CODE 444220

### 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.

### TABLE OF CONTENTS

Preface

Table of Contents

**Section I** - Management Commitment and Involvement

Policy Statement

**Section II** - Safety Committee

Safety Committee Organization

Responsibilities

Meetings

 Meeting Minutes

**Section III** - Safety and Health Training

Safety and Health Orientation

Job-Specific Training

Periodic Retraining of Employees

**Section IV** - First Aid Procedures

Minor First Aid Treatment

Non-Emergency Medical Treatment

Emergency Medical Treatment

First Aid Training

 First Aid Instructions

**Section V** - Accident Investigation

Accident Investigation Procedures

 Investigation Report Form

**Section VI** - Recordkeeping Procedures

Recordkeeping Procedures

**Section VII** - Safety Rules, Policies, and Procedures

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

Previous Action Items:

Review of Accidents Since Previous Meeting:

Recommendations for Prevention:

Recommendations from Anonymous Employees:

Suggestions from Employees:

Recommended Updates to Safety Program:

Recommendations from Accident Investigation Reports:

Safety Training Recommendations:

Comments:

### 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:

10. 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 20

 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.

ALL EMPLOYEES

General Safety Rules

Housekeeping

Violence in the Workplace

Lifting Procedures

Ladders and Step Ladders

Electrical

OFFICE EMPLOYEES

Ergonomics/Video Display Terminals

General Repetitive Motion Tasks

Office Safety

CASHIERS

General Safety

HAND TOOL SAFETY

General Rules

Pliers

Wrenches

Hammers

Tool Boxes/Chests/Cabinets

Vises

Clamps

Grinders

STOCK PERSONNEL

Carts

Packaging/Un-packaging

Stocking Shelves

HAZARDOUS MATERIALS

General Hazardous Materials Handling

Pesticide Handling and Disposal

ALL EMPLOYEES

General Safety Rules

1. Do not block or obstruct stairwells, exits or accesses to safety and emergency equipment such as fire extinguishers or fire alarms.
2. Use a ladder or step stool to retrieve or store items that are located above your head.
3. Use the handle when closing doors, drawers and files.
4. Obey all posted safety and danger signs.
5. Use caution signs/cones to barricade slippery areas such as freshly mopped floors.
6. Do not run on stairs or take more than one step at a time.
7. Do not block your view by carrying large or bulky items; use a dolly or hand truck or get assistance from a fellow employee.
8. Do not tilt the chair you are sitting in on its back two legs.
9. Use handrails when ascending or descending stairs or ramps.
10. Do not stand in front of closed doors.
11. Walk around wet, icy, slick or oily areas if possible.
12. If required to cross a slippery surface, walk slow and flat-footed. Hold onto a handrail or solid object, if present, to maintain balance.
13. Use provided aisles, walkways or sidewalks. Do not take shortcuts.
14. Clean shoes of ice, water, mud, grease or other substances that could cause a slip or fall.
15. Pull merchandise carts through areas of restricted visibility.
16. Use a flashlight, turn on lights or take time for eyes to adjust when entering a dark room or dim surroundings.
17. Do not move faster than conditions allow on slippery surfaces or in congested areas.
18. Open one file cabinet drawer at a time.
19. Use a cord cover or tape the cord down when running electrical or other cords across aisles, between desks or across entrances/exits.

ALL EMPLOYEES

Housekeeping

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

2. Do not place material such as boxes or trash in walkways and passageways.

3. Do not store or leave items on stairways.

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

5. Sweep up from around equipment by using a broom and a dustpan.

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

7. Use caution signs/cones to barricade slippery areas such as freshly mopped floors.

Violence in the Workplace

1. Make sure you are familiar with the on-site violence policy and plan.

1. Do not resist during a robbery.
2. Do not work alone, especially at night or early morning hours.

Physical Threat Control Procedures

1. If you perceive the possibility of a physical threat, use emergency telephone number listed near the telephone.

2. If you perceive no immediate physical threat:

* 1. Notify other staff members and have a stand-by to render assistance.
	2. State clearly whom you are and what you can do to help.

3. If you perceive the possibility of severe physical injury:

* + - * 1. Assume a non-threatening physical posture and voice tone.
				2. State in clear concise terms what you want the individual to do.
	1. State what you can do to help.
	2. Speak with authority.
	3. Make direct commands.
	4. Set a time limit. At the end of set time, seek assistance from a staff member.
1. If you are assaulted:
	1. Leave the area.
	2. Report assault to appropriate party.
	3. Do not return alone. Bring assistance with you.

ALL EMPLOYEES

Lifting Procedures

1. Plan the move before lifting; remove obstructions from your chosen pathway.

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

3. If the load is too heavy or bulky, use lifting and carrying aids such as hand trucks, 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 with your hands and fingers. Use handles when present.

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

11. Wear protective gloves when lifting objects with sharp corners or jagged edges.

12. Hold objects as close to your body as possible.

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

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

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

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

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 place a ladder 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.

1. Allow only one person on the ladder at a time.
2. Do not use ladders that have loose rungs, cracked or split side rails, missing rubber foot pads, or other visible damage.

ALL EMPLOYEES

Ladders and Step Ladders (Continued)

1. Keep ladder rungs clean and free of grease. Remove buildup of material such as dirt or mud.
2. Do not stand on a ladder that wobbles, or that leans to the left or right of center.
3. Do not stand on the top two rungs of any ladder.
4. When performing work from a ladder, face the ladder and do not lean backward or sideways from the ladder.
5. Do not try to "walk" a ladder by rocking it. Climb down the ladder, and then move it.

Climbing a Ladder

1. Face the ladder when climbing up or down.

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

3. 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.

Electrical

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

1. Do not plug multiple electrical cords into a single outlet.
2. Make sure all electrical tools and equipment are grounded.
3. Before using any electrical appliances (microwaves, vacuum cleaners, polishers, etc.) make sure they are grounded.
4. Flexible cords and cables need to be free of splices or taps.
5. Do not use extension or power cords that have the third prong removed or broken off.
6. Use a cord cover or tape the cord down when running electrical cords across aisles, or across entrances or exits.
7. Turn the power switch to "off" and unplug machines before adjusting, lubricating, or cleaning them.
8. Make sure all switches and circuit breakers are labeled correctly.

OFFICE EMPLOYEES

Ergonomics / Video Display Terminals

When using Video Display Terminals or Computers

1. Locate and place documents, video screen, and monitors in front of you. Allow 18 to 20 inches between you and the document, monitor, or video screen. Position the center of the screen so that the viewing angle is 15 to 25 degrees below eye level.

2. Place the keyboard so that your forearms are held at a 90-degree angle from the upper arms. Elbows should be kept close to the body with the shoulders relaxed to reduce strain on the upper body.

3. Take periodic breaks from the video display terminal by standing up and stretching for a few minutes.

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

General Repetitive Motion Tasks

1. When viewing your task, make sure your neck and shoulders are not stooped.
2. Do not raise your arms for a prolonged time when performing a task.
3. Do not twist or over bend the lower back when doing repeated work tasks.
4. Position tools, instruments, and machinery so that tasks can be performed comfortably.
5. Adjust all furniture to minimize the strain on all parts of your body.
6. Adjust lighting so that the work performed does not put strain or glare on your eyes.
7. Take sufficient rest breaks to relieve stress from repetitive motion tasks.

Office Safety

1. Close drawers and doors immediately after use.

2. Open one file cabinet drawer at a time.

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

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

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

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

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

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

OFFICE EMPLOYEES

Office Safety (Continued)

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

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

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

12. Position hands and fingers on the handle of the paper cutter before pressing down on the blade.

13. Keep the paper cutter handle in the closed/locked position when it is not in use.

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

15. Keep floors clear of items such as paper clips, pencils, tacks or staples.

16. Keep fingers away from the ejector slot when loading or testing stapling devices.

17. Point the ejector slot away from yourself and bystanders when refilling staplers.

18. Use a staple remover, not your fingers, for removing staples.

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

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

21. Do not connect multiple electrical devices into a single outlet.

22. Turn off and unplug office machines before adjusting, lubricating or cleaning them.

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

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

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

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

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

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

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

30. Obey all posted safety and danger signs.

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

32. Clean up spills or leaks immediately by using a paper towel, rag or a mop and bucket.

CASHIERS

General Safety Rules

1. Use a closed fist or the back of your hand to close cash register drawers.

2. Wear shoes that have a cushioned bottom such as tennis or walking shoes when standing for 2 or more hours.

3. Do not allow merchandise to accumulate on the floor behind the counter.

4. In the event of a robbery, respond to the robber's orders calmly to reduce the chance of violence.

5. Walk out of the store with other employees at closing time; do not leave alone.

HAND TOOL SAFETY

General Rules

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

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

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

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

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

6. Do not perform "makeshift" repairs to tools.

7. Do not throw tools from one location to another, from one employee to another, or from elevated platforms.

8. Transport hand tools only in toolboxes or tool belts. Do not carry tools in your clothing.

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

Pliers

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

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

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

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

Wrenches

1. Do not use wrenches that are bent, cracked, 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. Discard any wrench that has spread, nicked or battered jaws or if the handle is bent.

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

HAND TOOL SAFETY

Hammers

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

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

3. Do not strike one hammer against another hammer.

Tool Boxes/Chests/Cabinets

1. Do not use a toolbox or chest as a workbench.

2. Use the handle when opening and closing a drawer or door of a toolbox, chest, or cabinet.

3. Do not open more than one drawer of a toolbox at a time.

4. Do not stand on toolboxes, chests or cabinets to gain extra height.

Vises

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

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

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.

Grinders

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

STOCK PERSONNEL

Carts

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

2. Ask 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.

Packaging/Un-packaging

1. Wear protective gloves when building boxes for packaging.

2. When using tape dispenser, direct the cutting edge away from your body.

3. Slide all containerized packages or use hand trucks, pallet jack, or other lifting aids.

STOCK PERSONNEL

Stocking Shelves

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

2. Visually inspect for sharp objects or other hazards before reaching into containers such as garbage cans, boxes, bags, or sinks.

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

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

5. Do not try to kick objects out of pathways. Push or carry them out of the way.

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

7. Place items on shelves so that they lie flat and do not wobble.

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

9. Remove one object at a time from shelves.

10. Move slowly when approaching blind corners.

HAZARDOUS MATERIALS

General Hazardous Materials Handling

1. Follow the instructions on the label and in the corresponding Material Safety Data Sheet (MSDS) for each chemical product used in your workplace.
2. Do not use chemicals from unlabeled containers and unmarked cylinders.
3. Do not smoke while handling chemicals marked “Flammable.”
4. Do not store chemical containers labeled “Oxidizer” with containers labeled “Corrosive” or “Caustic.”
5. Do not store chemicals labeled “Flammable” near sources of ignition such as hot pipes or boiler rooms.
6. Make sure all flammable or toxic chemicals are kept in closed containers when not in use.
7. Materials that give off toxic asphyxiating, suffocating, or anesthetic fumes must be stored in remote or isolated locations when not in use.
8. Do not handle or load any containers of chemicals if their containers are cracked or leaking.
9. Abide by all the rules outlined by your employer in the employee training and hazards communication manuals.

HAZARDOUS MATERIALS

Pesticide Handling and Disposal

1. Do not handle or spray pesticides if you have open cuts or scratches on exposed skin surfaces on your arms or hands.
2. Never eat, drink, or smoke when working with pesticides.
3. Read the label and follow the directions.
4. Mix the chemical outdoors or in a well-ventilated area. Mix only the amount needed.
5. Never mix different pesticides.
6. Wear rubber gloves, a long sleeved shirt, long pants, foot protection, goggles, a hat and preferably a mask when mixing and applying pesticides.
7. Have fresh water and soap available when you are using a pesticide or fertilizer.
8. Allow adequate ventilation and go away from the areas for at least the length of time prescribed by the label.
9. Remove work clothes immediately whenever clothing becomes soaked or wet with liquids from containers labeled "pesticide.”
10. Wash pesticide contaminated clothes separately from other clothing.
11. Always keep the pesticides in the original container. Do not transfer pesticides or fertilizers into an unmarked or unlabeled container.
12. Do not store anything in an empty pesticide container and do not reuse the container.

12. Keep containers labeled "Pesticides" tightly closed when you have finished using them.

1. Store pesticides in a ventilated, dry, and cool place, preferably locked and away from children.
2. If a spill occurs, do not wash it away. Sprinkle with sawdust or kitty litter, sweep into a plastic garbage bag and dispose of it in the trash.
3. Any unused product that can no longer be used should be taken to the local hazardous waste collection for disposal.