Safety Rules

Motor Vehicle Parts and Accessories

SIC CODE 3714
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Section VII.
MOTOR VEHICLE PARTS AND ACCESSORIES
SIC 3714
SAFETY RULES, POLICIES, AND PROCEDURES

The safety rules contained on these pages have been prepared to protect you in your daily work. Employees are to follow these rules, review them often and use good common sense in carrying out assigned duties.

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GENERAL RULES

All Employees

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 or roping off the area so pedestrian traffic can be diverted 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. Face the ladder when climbing up or down it.
6. 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.
7. When performing work from a ladder, face the ladder and do not lean backward or sideways from the ladder.
8. Do not stand on tables, chairs, boxes or other improvised climbing devices to reach high places. Use the ladder or step stool.
9. Do not stand on the top two rungs of any ladder.
10. Do not stand on a ladder that wobbles, or that leans to the left or right of center.
11. When using a straight or extension ladder, extend the top of the ladder at least 3 feet above the edge of the landing.
12. Secure the ladder in place by having another employee hold it if it cannot be tied to the structure.
13. Do not move a rolling ladder while someone is on it.
14. Do not place ladders on barrels, boxes, loose bricks, pails, concrete blocks or other unstable bases.
15. Do not carry items in your hands while climbing up or down a ladder.
16. Do not try to "walk" a ladder by rocking it. Climb down the ladder, and then move it.
17. Do not use a ladder as a horizontal platform.
18. Do not jump from ladders or step stools.

OFFICE SAFETY

General Rules

1. Do not block your view by carrying large or bulky items; use the dolly or hand truck or get assistance from a fellow employee.
2. Do not throw matches, cigarettes or other smoking materials into trash baskets.
3. Do not tilt the chair you are sitting in. Keep all chair legs on the floor.
4. Do not kick objects out of your pathway; pick them up or push them out of the way.
OFFICE SAFETY (Continued)

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, 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.

Paper Cutter/Shredder
1. Position hands and 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.

Staplers
1. Point the ejector slot away from yourself and bystanders when refilling staplers.
2. Keep fingers away from the ejector slot when loading or testing stapling devices.
   Use a staple remover, not your fingers, for removing staples.

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.
5. Turn the power switch to "Off" and unplug office machines before adjusting, lubricating or cleaning them.

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.
OFFICE SAFETY (Continued)

Stairs
1. Use the handrails when ascending or descending stairs or ramps.
2. Do not run on stairs or take more than one step at a time.

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 and drink dispensing machines immediately.
4. Do not block or obstruct stairwells, exits or accesses to safety and emergency equipment such as fire extinguishers or fire alarms.
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. Do not use caution signs or cones to barricade slippery areas such as freshly mopped floors.

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. Use personal protective clothing or equipment such as goggles, face shield, neoprene gloves, rubber boots, shoe covers and rubber aprons, when using chemicals labeled "Flammable", "Corrosive", "Caustic" or "Poisonous".
3. Do not use protective clothing or equipment that has split seams, pin holes, cuts, tears, or other visible signs of damage.
4. Before using the chemical exhaust hood, flip the fan motor switch to the "On" position.
5. Do not use chemicals from unlabeled containers or unmarked cylinders.
6. Do not perform "hot work", such as welding, metal grinding or other spark producing operations, within 50 feet of containers labeled "Flammable" or "Combustible".
7. Do not drag containers labeled "Flammable."
8. Do not store chemical containers labeled "Oxidizer" with containers labeled "Corrosive", "Caustic" or "Poison".

Ergonomics and Video Display Terminals
1. Take periodic rest breaks from repetitive or prolonged activities by standing up and stretching.
2. Use a chair that is padded, is stable, mobile, swivels and allows operator movement. Adjust your seat height so your knees are about the same level as your hips.
3. Sit straight up in your chair. Where needed use a footrest that has an adjustable height and is large enough to allow operator movement.
4. Adjust your computer screen and keyboard so that they are directly in front of you.
Ergonomics and Video Display Terminals (Continued)
5. Place the keyboard low enough so that the operator is not required to reach up or out to the keys.
6. Keep wrists and hands in a straight position while key stroking by keeping forearms parallel to the floor and elbows at your sides.
7. Select low frequency vibratory tools and tools that bend at the handle.
8. Select tools by weight for the task to distribute pressure evenly over the hand, to fit your hand size, and to provide a handle that accommodates a relaxed grip position.

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 your hands and 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.

Production and Maintenance Personnel
Storeroom/Stockroom:
1. Use long handled snips when cutting strapping bands away from a shipping container.
2. Wear your safety glasses when cutting strapping bands, uncrating materials and driving nails.
3. Stand to the side of the strapping band when cutting it.
4. Do not use pallets or skids that are cracked or split or have other visible damage.
5. Stack heavy or bulky storage containers on middle and lower shelves of the storage rack.
6. Do not jump from elevated places such as truck beds, platforms or ladders.
7. Do not lift slippery or wet objects; use a hand truck.
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 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.

WELDING SAFETY
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 SAFETY, Welding/Cutting/Brazing (Continued)
10. Do not change electrodes using your bare hands; use dry welder's gloves.
11. "Bleed" oxygen and fuel lines at the end of the work shift.
12. Use the welding cart that has a safety chain or cable when transporting cylinders used for 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.
5. Use the red hose for gas fuel and the green hose for oxygen.
6. Do not use worn or cracked hoses.
7. Do not use oil, grease, or other lubricants on the regulator.
8. "Blow Out" hoses before attaching the torch.
9. "Blow Out" the cylinder valve before attaching or reattaching a hose to the cylinder.
10. Do not use a cigarette lighter to ignite torches; use friction lighters only.
11. Do not change electrodes using your bare hands; use the dry rubber gloves.
12. "Bleed" oxygen and fuel lines at the end of the work shift.
13. Use the welding cart that has a safety chain or cable when transporting cylinders used for welding.

Personal Protective Equipment
1. Wear your safety glasses, goggles or the face shield while operating grinders or lathes.
2. Wear dielectric gloves when working on energized electric circuits.
HAND TOOL SAFETY

General Rules
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. Carry all sharp tools in sheath or holsters.
3. Tag worn, damaged or defective tools "Out of Service" and do not use them.
4. Do not use a tool if the handle surface has splinters, burrs, cracks or splits.
5. Do not use impact tools such as hammers, chisels or punches that have mushroomed heads.
6. When handing a tool to another person, direct sharp points and cutting edges away from yourself and the other person.
7. Do not carry sharp or pointed hand tools such as screwdrivers, chisels or files in your pocket unless the tool or your pocket is sheathed.
8. Do not perform "make-shift" repairs to tools.
9. Do not throw tools from one location to another or from one employee to another.
10. 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 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 a 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 work pieces 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.

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 if the blade is not taut.
3. Do not use a saw that has a dull blade.
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 work piece firmly against the work table.

HAND TOOL SAFETY (Continued)

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

Do not hold the work piece against your body while using a screwdriver.

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

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

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

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

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

When using the spiral ratchet screwdriver, push down firmly and slowly.

Wrenches

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

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

Do not use a shim to make a wrench fit.

Use a split box wrench on flare nuts.

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

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

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

Pliers

Do not use pliers as a wrench or a hammer.

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

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

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

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.

Vises

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.

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

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

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

Clamps

Do not use the C-clamp for hoisting materials.

Do not use the C-clamp as a permanent fastening device.
HAND TOOL SAFETY (Continued)

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.

Hydraulic/Pneumatic Tools
1. Lock and/or tag tools "Out of Service" to prevent usage of defective or damaged tool.
2. Do not use compressors if their belt guards are missing. Replace the belt guards before using the compressor.
3. Turn the power switch of the tool to "Off" and let it come to a complete stop before leaving it unattended.
4. Disconnect the tool from the air line before making any adjustments or repairs to the tool.

Lathes
1. Cover the cutting heads on metal lathes, whether rotating or not, before starting machine, after making adjustments or repairs to the lathe.
2. Do not use metal stock that is cracked or dented.
3. Before turning the power on, rotate the stock by hand to ensure that it turns freely. Stand to one side of the lathe when the power is first turned on.
4. Increase or decrease the speed of the lathe gradually to avoid the metal stock from coming off the spindle.
5. Start the lathe at its lowest speed.
6. Stop the lathe before attempting to measure the diameter of the metal stock.
Grinders
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 grinding wheels that have chips, cracks or grooves.
3. Do not use the grinding wheel if it wobbles. Tag it "Out of Service".
4. Adjust the tongue guard 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 speed is lower than the rated speed of the grinder.
8. Do not clamp a portable grinder in a vise to use it as a bench grinder.
9. Stand to one side of the plane of a rotating grinding wheel during the first few seconds of operation.
10. Grind on the side of the wheel only when it is made for side grinding.
11. Turn the grinding wheel "off" when you have finished working with it, and remain at the machine until it has completely stopped.

Riveting and Bolting
1. Do not use your hands to guide a bit into place when riveting or bolting.
2. Disconnect the snap and plunger from an air hammer when it is not in use.
3. Do not pass air powered riveting and bolting tools by the hose from one worker to another.
4. Do not throw material from one person to another. Use tag lines and a basket to hoist bolts, washers, drift pins, and tools.
5. Use a receptacle or a net to catch rivets or bolts that are knocked off or backed out from your work area.
6. Do not carry nuts, bolts, rivets, or drift pins in your hands or pockets; use the carrying/storing container provided for this purpose.

Machine/Equipment Safety
1. Do not remove, alter or bypass any safety guard or device when operating any piece of equipment or machinery.
2. Read and obey safety warnings posted on or near any machinery.
3. Do not wear loose clothing, jewelry or neck ties when operating machinery.
4. Long hair must be contained under a hat or hair net, regardless of gender.
5. 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.
6. Report any missing machine or tool guard immediately to your supervisor.
Conveyors
1. Do not climb on conveyor equipment.
2. Do not ride on any conveyors.
3. When using a belt driven conveyor to load a trailer bed, the person inside the trailer shall give verbal commands to the person loading the conveyor.

Steel Drums
1. Roll a drum by pushing against the middle of the drum using both hands.
2. Use the cradle-type drum tilter when tilting drums.
3. Do not try to up-end a full drum by yourself.
4. Do not roll a full drum up a skid by yourself.
5. Chock both sides of the drum when storing it in a horizontal position.

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 the source 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.
Respiratory Protection
1. Do not perform operations requiring respirators, unless you have been approved for use of respirators, fitted and trained in the company's respiratory protection program.
2. Inspect respirators for cracked or worn parts before and after each use and after cleaning. Should defects be found, replace with new respirator.
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 the manufacturer's recommendations after each use.
6. Store respiratory equipment in a clean and sanitary location.

Hearing Protection
1. Wear hearing protectors in work area's posted "Hearing Protection Required".
2. Inspect the hearing protectors for cleanliness before and after each use. Replace with new or sterile hearing protectors if they appear to be dirty or used.
3. Store hearing protectors in a clean and sanitary location.

JOB SPECIFIC RULES
Production Personnel
Laboratory Safety
1. Turn on local exhaust ventilation before starting any procedure.
2. Separate all toxic substances in a well-identified area with local exhaust ventilation.
3. Avoid skin contact with all chemicals. Do not smell or taste chemicals.
4. Do not store chemicals on bench tops. Store only small amounts in the laboratory at anytime. Do not store chemicals near heat source or direct sunlight.
5. Inspect and test the emergency eyewash fountain, drench showers and fire extinguishers on a monthly basis.
6. Keep the work area clean and uncluttered of chemicals and equipment. Clean up the work area on completion of an operation.
7. Do not eat, drink, smoke, chew gum, or apply cosmetics in areas where laboratory chemicals are present.
8. Do not store food or beverages in laboratory storage areas or refrigerators.
9. Do not use mouth suction for pipetting or starting a siphon.
10. Confine long hair and loose clothing. Wear shoes at all times, but do not wear sandals, perforated shoes, or sneakers in the laboratory.
11. Remove all protective clothing or equipment before leaving the laboratory. Place it in the appropriately labeled container.
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 being performed.
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.

Band Saw
1. Do not use the saw unless all portions of the saw blade and the wheels of the saw are guarded.
2. Do not operate the saw if the in-running feed roll is not guarded.
3. Do not use the saw if the tension control device is not operating.
4. Adjustments to the machine shall not be made until the machine is at a "dead" stop.
5. Set the upper blade guide one-quarter (1/4) inch or less above the material to be cut.

Safe Handling Procedures for Energetics
1. Do not use blasting agents, blasting supplies, or other materials labeled "Explosives" that are leaking, visibly deteriorated or otherwise visibly damaged.
2. Do not store blasting caps in the same box, container or magazine, along with other materials labeled "Explosives" that are not being used.
3. Do not leave blasting caps exposed to the direct rays of the sun.
4. Lock up all materials labeled "Explosives" that are not being used in the cabinet appropriately marked cabinet.
5. Do not wear jewelry such as watches, bracelets or chains when portioning out quantities of energetic materials.

Delivery Personnel
Vehicle/Driving Safety
1. Do not operate a vehicle if you are ill or fatigued.
2. Do not operate a vehicle if you are taking medication whose container label indicates that the medication may cause drowsiness or other side effects.
3. Shut all doors and fasten seat belt before moving the vehicle.
4. Obey all traffic patterns and signs at all times.
5. Do not drive on the road shoulder.
6. Use side and rear view mirrors before making lane changes, turns and sudden stops.
Vehicle/Driving Safety (Continued)
7. Turn the vehicle off before fueling.
8. Do not smoke while fueling a vehicle.
9. Wash hands with soap and water if you spill gasoline on your hands.

Warehouse Personnel
General Rules
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. Move slowly when approaching blind corners.
8. Place heavier loads on the lower or middle shelves.
9. Remove one object at a time from shelves.
10. Place items on shelves so that they lie flat and do not wobble.

Hand Truck Operators
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.
FORKLIFT SAFETY RULES
General Rules
1. Only employer authorized personnel may operate forklifts.
2. Do not exceed the lift capacity of the forklift. Read the lift capacity plate on the forklift if you are unsure.
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.
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.
13. Do not drive up to anyone standing or working 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 safe 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.
25. Raise the forks an additional two inches to avoid hitting or scraping the ramp surface as you approach the ramp.
26. Drive loaded forklifts in reverse when driving down a ramp.
27. Drive unloaded forklifts in reverse when going up a ramp and forward when going down a ramp.
FORKLIFT SAFETY RULES, General Rules (Continued)
28. Do not attempt to turn around on a ramp.
29. Do not use "Reverse" to brake.
30. 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 exists 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 and evenly tilt the mast backwards to stabilize the load.

Putting a Load Down
1. "Square up" and stop about one foot from desired location.
2. Level the forks and drive to the loading spot.
3. Slowly lower the load to the floor.
4. Tilt the forks slightly forward so that you do not hook the load.
5. When the path behind you is clear of obstructions, back straight out until the forks have cleared the pallet.
FORKLIFT SAFETY RULES (Continued)

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.

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 and 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.

Gasoline/Diesel Fueled Forklifts
1. Never use anything with an open flame (such as lighters or lanterns) to check the fuel level in the tank.
2. Do not fuel forklifts while the engine is running.
3. Do not operate a forklift with a leak in the fuel system.
4. Use care when filling fuel tanks to avoid overfilling and spilling fuel.
5. Replace fuel tank cap before restarting engine.
6. Use only approved safety cans when storing or transporting fuel.

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 or sources of ignition 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, chafing, 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.
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.
FORKLIFT SAFETY RULES, Propane Fueled Forklifts (Continued)
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 forklift so that the battery is aligned with the rollers or the hoist used for moving the battery and engage the forklift 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 battery on the lift truck.
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.