

Safety Rules

Bottled and Canned Soft Drinks and Carbonated Waters

SIC CODE 2086

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Section VII.

SAFETY RULES, POLICIES, AND PROCEDURES

The safety rules contained on these pages have been prepared for your guidance and protection in your daily work. Employees are to study these rules carefully, review them often and observe these precautions and good common sense in carrying out their duties.

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ALL PERSONNEL

General Rules

1. Do not place material such as boxes or trash in walkways and passageways.
2. Do not block or obstruct stairwells, exits or accesses to safety and emergency equipment such as fire extinguishers or fire alarms.
3. Follow the instructions on the label and in the corresponding Material Safety Data Sheet (MSDS) for each chemical product used in your workplace.

Lifting

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

Ladders

1. Do not use ladders that have loose rungs, cracked or split side rails, missing rubber foot pads, or are otherwise visibly damaged.
2. 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.
3. Allow only one person on the ladder at a time.
4. Face the ladder when climbing up or down.
5. 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.
6. When performing work from a ladder, face the ladder and do not lean backward or sideways from the ladder.

ALL PERSONNEL (Continued)

Ladders (Continued)

7. Do not stand on the top two rungs of any ladder.
8. When it becomes necessary to place a ladder on soil or other soft surfaces, place a one foot square of one-half inch plywood, or other similar support, under each foot of the ladder before ascending the ladder.
9. Do not carry items in your hands while climbing up or down a ladder.
10. Do not try to "walk" a ladder by rocking it. Climb down the ladder, and then move it.
11. Do not use a ladder as a horizontal platform.

OFFICE PERSONNEL - Secretaries, Supervisors, Managers

General Rules

1. Close drawers and doors immediately after use.
2. 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.
3. Put heavy files in the bottom drawers of file cabinets.
4. Use the handle when closing doors, drawers and files.
5. Do not tilt the chair you are sitting in on its back two legs.
6. Use a cord cover or tape the cord down when running electrical or other cords across aisles, between desks or across entrances/exits.
7. Do not connect multiple electrical devices into a single outlet.
8. Keep doors in hallways fully open or fully closed.

Step Stools

1. Allow only one person on the step stool at a time.
2. Face the step stool when climbing up or down.
3. When performing work from a step stool, face the step stool and do not lean backward or sideways from the step stool.
4. Do not place a step stool on boxes, books, or other unstable bases.
5. Do not stand on the top step of the step stool.

PRODUCTION AND PACKAGING PERSONNEL - Bottling and Canning Line Operators, Packaging Line Operators

General Rules

1. Wear thick, non-slip soled safety shoes, tight fitting gloves, gauntlets, rubber aprons, safety glasses and hearing protection at all times when working in the canning and bottling department.
2. Do not pick up broken bottles with your bare hands.
3. Do not touch sharp edges of the lids and crowns when reloading the canning and bottling machinery.
4. Do not attempt to stop the bottling or canning line with your hands or body when making placement adjustments to the bottles or cans.
5. Turn off the power to the line before clearing a jam from a bottling line.
6. Replace the guards before starting machines, after making adjustments or repairs.
7. Do not remove, alter or bypass any safety guards or devices when operating any piece of equipment or machinery.
8. Do not wear loose clothing or jewelry when working on a bottling or canning line.
9. Long hair must be contained under a hat or hair net, regardless of gender.

Scaffolding

1. Do not use any scaffold tagged "Out of Service".
2. Do not work on platforms or scaffolds unless they are fully planked.
3. Do not use a scaffold unless guardrails and all flooring are in place.
4. Do not climb the cross braces for access to the scaffold. Use a ladder.
5. Do not jump from, to, or between scaffolding.
6. Keep both feet on the decking. Do not sit or climb on the guardrails.
7. Do not lean out from the scaffold. Do not rock the scaffold.

WAREHOUSE AND SHIPPING PERSONNEL - Material Handlers, Forklift Operators, Dock Workers

Hand Trucks

1. Tip the load slightly forward so that the tongue of the hand truck goes under the load.
2. When loading hand trucks, keep your feet clear of the wheels.
3. If your view is obstructed, use a spotter to assist in guiding the load.
4. Do not walk backward with the hand truck, unless going up stairs or ramps.
5. When going down an incline, keep the hand truck in front of you so that it can be controlled at all times.
6. Move hand trucks at a walking pace.

Pallet Jacks

1. Only pallet jack operators may operate pallet jacks.
2. Do not exceed the manufacturer's load rated capacity. Read the lift capacity plate on the pallet jack if you are unsure.
3. Do not ride on pallet jacks.
4. Start and stop gradually to prevent the load from slipping.
5. Pull manual pallet jacks; push when going down an incline or passing close to walls or obstacles.
6. Never place your feet under the pallet jack.
7. If your view is obstructed, use a spotter to assist in guiding the load.

Forklifts

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 low.
5. Hydraulic lines and fittings have excessive wear or are crimped.
6. Fluid is leaking from the lift or the tilt cylinders.
7. The hardware on the cylinders is loose.
8. Tires are excessively worn, split or have missing tire material.
9. Air filled tires are not inflated 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.

WAREHOUSE AND SHIPPING PERSONNEL - Material Handlers, Forklift Operators, Dock Workers (Continued)

Forklifts (Continued)

Starting the Forklift

1. 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 the 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.

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.

Forklift Safety Rules

1. Do not exceed the lift capacity of the forklift. Read the lift capacity plate on the forklift if you are unsure.
2. Follow the manufacturer's guidelines concerning changes in the lift capacity before adding an attachment to a forklift.
3. 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.
4. Do not raise or lower a load while you are en route. Wait until you are in the loading area and have stopped before raising or lowering the load.

WAREHOUSE AND SHIPPING PERSONNEL - Material Handlers, Forklift Operators, Dock Workers (Continued)

Forklifts (Continued)

Forklift Safety Rules (Continued)

5. After picking up a load, adjust the forks so that the load is tilted slightly backward for added stability.
6. 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.
7. Drive at a walking pace and apply brakes slowly to stop when driving on slippery surfaces such as wet floors.
8. Approach railroad tracks at a 45° angle.
9. Do not drive over objects in your pathway.
10. Do not drive into an area with a ceiling height that is lower than the height of the mast or overhead guard.
11. Steer wide when making turns.
12. Do not drive up to anyone standing or working in front of a fixed object such as a wall.
13. Do not drive along the edge of an unguarded elevated surface such as a loading dock or staging platform.
14. Obey all traffic rules and signs.
15. Sound horn when approaching blind corners, doorways or aisles to alert other operators and pedestrians.
16. Do not exceed a safe working speed of five miles per hour. Slow down in congested areas.
17. Stay a minimum distance of three truck lengths from other operating mobile equipment.
18. Drive in reverse and use a signal person when your vision is blocked by the load.
19. Look in the direction that you are driving; proceed when you have a clear path.
20. Do not use bare forks as a man-lift platform.
21. Do not drive the forklift while people are on the attached man-lift platform.
22. Drive loaded forklifts forward up ramps.
23. Drive a loaded forklift in a forward gear when going up a ramp. Upon approaching the ramp, raise the forks an additional two inches to avoid hitting or scraping the ramp surface.
24. Drive loaded forklifts in reverse when driving down a ramp.
25. Drive unloaded forklifts in reverse when going up a ramp and forward when going down a ramp.
26. Do not attempt to turn around on a ramp.
27. Do not use a gear for the opposite direction of travel as a means to slow down or stop the forklift.
28. Lower the mast completely, turn off the engine and set the parking brake before leaving your forklift.

WAREHOUSE AND SHIPPING PERSONNEL - Material Handlers, Forklift Operators, Dock Workers (Continued)

Forklifts (Continued)

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 dock lock has been engaged and the wheels have been chocked.
3. Attach the bridge or dock plate before driving the forklift into the truck.
4. Do not drive the forklift into a truck bed or onto a trailer that has soft or loose decking or other unstable flooring.
5. Drive straight across the bridge plates when entering or exiting the trailer.
6. Use dock lights or headlights when working in a dark trailer.

Batteries

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 it 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 battery on the lift truck.
5. Do not smoke in the battery charging areas.
6. Turn the fan motor selector switch to the "on" position before operating the battery charger.

QUALITY ASSURANCE PERSONNEL

Laboratory Safety

1. Wear gloves, gauntlets and thick rubber sole boots while working in the lab.
2. Wear your hearing protection when retrieving samples from all areas in the plant.
3. Follow the instructions on the label and in the corresponding Material Safety Data Sheet (MSDS) for each chemical product used in your workplace.
4. Do not wear contact lenses while working in the laboratory.
5. No eating, drinking, tobacco use or applying of cosmetics is permitted in the laboratory.
6. Wash your hands and exposed skin areas of your arms after working in the laboratory.
7. Use only the friction lighter to light Bunsen burners. Do not use matches or liquid cigarette lighters.

SALES AND DISTRIBUTION PERSONNEL - Delivery Drivers, Sales Personnel

Vending and Fountain Machines

- Use a hand truck to move vending machines into the area where they are to be installed.

Hand Trucks

1. Tip the load slightly forward so that the tongue of the hand truck goes under the load.
2. When loading hand trucks, keep your feet clear of the wheels.
3. If your view is obstructed, use a spotter to assist in guiding the load.
4. Do not walk backward with the hand truck, unless going up stairs or ramps.
5. When going down an incline, keep the hand truck in front of you so that it can be controlled at all times.
6. Move hand trucks at a walking pace.
7. For extremely bulky or pressurized items such as gas cylinders, strap or chain the items to the hand truck.

Delivery Trucks

1. Shut all doors and fasten your seat belt before moving the vehicle.
2. Obey all traffic patterns and signs at all times.
3. Maintain a three point contact using both hands and one foot or both feet and one hand when climbing into and out of the truck.

Collections

1. Do not use the same collection route each day.
2. Park the truck in a location so that when you are unloading it you are not exposed to traffic.
3. Always park in a well lighted area.
4. Do not fill bags with more than \$50 of quarters, dimes or nickels and do not carry, by hand, more than one full bag at a time.

MAINTENANCE PERSONNEL

Confined Space Entry

1. Do not enter the mixing tank without reading and following this "confined space entry procedure".
2. Obtain a confined space entry permit from your supervisor before entering the mixing tank.

Prior to Entry

1. Valve off and disconnect all hoses, lines and self cleaning devices on the mixing tank.
2. Get locking devices and labels from your supervisor to lock out and tag "Out of Service" all impellers, agitators, pumps or any other equipment in the tank before entering the tank.
3. Open all manholes of the tank for ventilation.
4. Purge the interior of a tank by introducing fresh air at the bottom of the tank by turning the fans or the ventilation system to "On". Discharge the air from the manholes at the top of the tank.
5. Read and follow the required atmospheric testing procedure as posted on the tank.

When Entering

1. Attach a safety harness and lifeline to yourself before you enter the mixing tank.
2. Do not enter the tank unless an assigned observer or lookout person is posted at the entrance to the tank. If you are assigned as the outside observer, do not go inside the tank under any circumstances and keep the entrant in your view at all times.
3. Stay in constant view of the observer when you are working inside the mixing tank.

Electrical Powered Tools

1. Do not use power equipment or tools on which you have not been trained.
2. Do not use cords that have splices, exposed wires or cracked or frayed ends.
3. Do not carry equipment or tools by the cord.
4. Disconnect the tool from the outlet by pulling on the plug, not the cord.
5. Turn the tool off before plugging or unplugging it.
6. Do not handle or operate electrical tools when your hands are wet or when you are standing on wet floors.
7. Do not use extension cords or other grounded three pronged power cords that have the ground prong removed or broken off.
8. Do not remove the ground prong from electrical cords.
9. Do not stand in water or on wet surfaces when operating power hand tools or portable electrical appliances.
10. Do not use a power hand tool while wearing wet cotton gloves or wet leather gloves.

MAINTENANCE PERSONNEL (Continued)

Electrical Powered Tools (Continued)

Grinders

1. Do not use grinding wheels that have chips, cracks or grooves.
2. Do not use the grinding wheel if it wobbles. Tag it "Out of Service".
3. Adjust the tongue guard so that it is no more than 1/8 inch from the grinding wheel.
4. Do not try to stop the wheel using your hand, even if you are wearing gloves. To prevent your gloves from getting caught by the grinding wheel, hold the work-piece by using vise grip pliers, clamps, or a jig.

Portable Welding Equipment

1. Do not perform welding tasks while wearing wet cotton gloves or wet leather gloves.
2. Insulated work gloves are required for all welders when using welding equipment.
3. Do not use welding apparatus if power plug is cut, frayed, split or otherwise visibly damaged or modified.
4. When replacing power plugs and cords of welding apparatus, always check to ensure that the ground wire is connected and the notches on the power plug prongs are not worn off, allowing the plug to be inserted backward.

Hand Tools

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. Keep the blade of all cutting tools sharp.
3. Carry all sharp tools in a sheath or holster.
4. Tag worn, damaged or defective tools "Out of Service" and do not use them.
5. Do not use a tool if its handle has splinters, burrs, cracks, splits or if the head of the tool is loose.
6. Do not use impact tools such as hammers, chisels or punches that have mushroomed heads.
7. When handing a tool to another person, direct sharp points and cutting edges away from yourself and the other person.
8. When using knives, shears or other cutting tools, cut in a direction away from your body.
9. Do not carry sharp or pointed hand tools such as screwdrivers, scrapers, chisels or files in your pocket unless the tool or pocket is sheathed.
10. Do not throw tools from one location to another, from one employee to another, from scaffolds or other elevated platforms.