Safety Rules

Cold-Rolled Steel Sheet, Strip and Bars
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Section VII.
Cold-Rolled Steel Sheet, Strip and Bars
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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
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, and needed use a footrest that has an adjustable height.
4. Adjust your computer screen and keyboard so that they are directly in front of you. Use a table large enough to hold keyboard, the display screen and all necessary documents.
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.

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".

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 store or leave items on stairways.
5. Do not block or obstruct stairwells, exits or accesses to safety and emergency equipment such as fire extinguishers or fire alarms.
Housekeeping (Continued)
6. Do not block the walking surfaces of elevated working platforms, such as scaffolds, with tools or materials that are not being used.
7. Straighten or remove rugs and mats that do not lie flat on the floor.
8. Remove protruding nails or bend them down into the lumber by using a claw hammer.
9. Return tools to their storage places after using them.
10. Do not use gasoline for cleaning purposes.
11. Use caution signs or cones to barricade slippery areas such as freshly mopped floors.

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.

Ladders and Step Ladders
1. Read and follow the manufacturer's instruction label affixed to 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 that pedestrian traffic will be diverted away from the ladder. Lock the doorway that you are blocking and post signs that will detour traffic away from your work.

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

Production and Maintenance Employees
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.

Belt Sander
1. Align the sanding belt for proper tracking before plugging it into the power source.
2. Visually inspect the dust bag for tears, holes or other defects. Do not use the sander if any of the conditions are present.
3. Secure loose material to a flat surface before sanding.
4. Do not place the sander on the material to be sanded before starting the sander.
5. When the job is completed, do not set the sander down until it has come to a complete stop.

Press Brakes
1. Do not place hands in or near the point-of-operation.
2. Do not block, tie down, or hold down any one of the two-hand controls.
3. Remove your foot from the foot pedal after each stroke of the ram.
4. Do not use any foot control that does not have foot pedal covers to protect the pedal from 1) falling objects or 2) anyone accidentally stepping on the pedal.
5. Do not place a foreign object (i.e. block, brick) on the foot pedal control.
6. When a press brake or punch press has a partial revolution cycle, do not use the machine if it does not stop "cycling" when you remove your hands from the two handed controls or when you remove your foot from the foot pedal control.
7. When a punch press has a partial revolution cycle, do not use the punch press if the stop control does not stop the punch press.
8. When a press brake or punch press has a full revolution cycle, do not use the machine if it continues to "cycle" more than once when holding the two handed controls or pressing the foot pedal.
9. 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.
10. Use hand feeding tools, when available.
11. Clear all tools and obstructions from the path of the press and alert your coworkers before activating it.
12. Do not touch any moving parts of the press. The press must be disengaged and stopped completely before touching any operating part.

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.

Compressed Gas Cylinders
Storage and Handling
1. Do not handle oxygen cylinders if your gloves are greasy or oily.
2. Store all compressed gas cylinders in the upright position.
3. Keep all cylinders not in use capped and secured with safety chain.
4. Do not lift compressed gas cylinders by the valve protection cap.
5. Do not store compressed gas cylinders in areas where they can come in contact with chemicals labeled "Corrosive".
6. Place cylinders on the cradle, slingboard, pallet or compressed gas cylinder basket to hoist them.
7. Do not place compressed gas cylinders against electrical panels or live electrical cords where the cylinder can become part of the circuit.
8. Do not hoist or transport cylinders by means of magnets or choker slings.
9. Do not store oxygen cylinders near fuel gas cylinders such as propane or acetylene, or near combustible material such as oil or grease.

Compressed Gas Cylinders (Continued)
Use of Compressed Gas Cylinders
1. Do not use dented, cracked or other visibly damaged cylinders.
2. Use an open ended or adjustable wrench only 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.

Circular Saw
1. Do not operate the saw unless all guards are in place.
2. Do not use the saw if the retractable guard does not return automatically to cover the blade after each cut.
3. Do not start the cut until the saw has reached full speed.
4. Advance the saw slowly and in a straight line. Do not twist or turn the saw.
5. Stop cutting immediately if the blade binds or the machine or material begins to smoke.
6. Unplug the machine when changing blades or making adjustments.

Disc Sander
1. Turn the switch to the "off" position before connecting the sander to the power source.
2. Put all guards securely in place before connecting the sander to the power source.
3. Inspect the back-up pad and disc to ensure that they are securely fastened.
4. Inspect the grinding disc for defects such as cracks, breaks or grooves. Do not use if any of the conditions are present.
5. Do not install a sanding disc whose labeled RPM speed is lower than the rated speed of the sander.
6. When starting the sander, hold it away from your person in a protected place, such as under a work bench, until you have determined that it is operating safely.
7. After use, wait until the disc has fully stopped rotating and place the sander on its back or on a rubber stand. Disconnect it from the power source.
8. Do not hold small pieces of material in your hands to sand them.
9. Do not overload the sander by pushing it down onto the workpiece. Allow the weight of the sander to supply the pressure.

Drill Press
1. Replace the belt and pulley guards before starting the press and after making adjustments or repairs to the press.
2. Lock the press table into place and set the depth adjustment before turning on the power.
3. Remove the chuck key before turning on the power.
4. Clamp small pieces of stock to be drilled in the drill vise or to the work bench.
5. Do not wear rings, wristwatches or gloves when working around the whirling auger bit.
6. Turn off the power and wait until the machine has come to a complete stop before reaching for the piece of stock.
7. Keep the drill press and the area around the drill press clear of metal cuttings or lubricants.

FORKLIFT SAFETY
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 in route. 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.

FORKLIFT SAFETY, General Rules (Continued)
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 drive the forklift while people are on the attached aerial lift platform.
23. Drive loaded forklifts forward up ramps.
24. Raise the forks an additional two inches to avoid hitting or scraping the ramp surface as you approach the ramp.
25. Drive loaded forklifts in reverse when driving down a ramp.
26. Drive unloaded forklifts in reverse when going up a ramp and forward when going down a ramp.
27. Do not attempt to turn around on a ramp.
28. Do not use "Reverse" to brake.
29. Lower the forks completely, turn off the engine and set the parking brake before leaving your forklift.

Pre-Use Inspection
Do not use forklift if any of the following conditions exist:
1. The mast has broken or cracked weld-points.
2. The roller tracks are not greased or the chains are not free to travel.
3. Forks are unequally spaced or cracks 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.

FORKLIFT SAFETY, General Rules (Continued)
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.

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.

FORKLIFT SAFETY, General Rules (Continued)
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 areas.
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.
11. Inspect threads to ensure they are not flattened or gouged.
12. Open the fuel control valve fully, then turn it toward the closed position 1/4 to 1/2 turn before starting the forklift.
13. Store propane tanks in a location where they will not be exposed to high temperature rise, physical damage or tampering.
14. Do not smoke when handling or changing propane fuel tanks.

Battery Operated Forklifts
1. Do not lay tools or metal parts on top of a battery.
2. Turn battery chargers off prior to connecting the cables to the battery posts.
3. Position the fork truck so that the battery is aligned with the rollers or the hoist used for moving the battery and engage the fork truck brake before removing the battery and placing it onto the charging rack.
4. Set the brakes on the lift truck prior to connecting the charging cables to the 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.

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.

Grinders (Continued)
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 workbench 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.

Hand Truck Operations
1. When loading hand trucks, keep your feet clear of the wheels.
2. Do not exceed the manufacturer's load rated capacity. Read the capacity plate on the hand truck if you are unsure.
3. Place the load so that it will not slip, shift or fall. Use the straps, if they are provided, to secure the load.
4. For extremely bulky or pressurized items such as gas cylinders, strap or chain the items to the hand truck.
5. Tip the load slightly forward so that the tongue of the hand truck goes under the load.
6. Push the tongue of the hand truck all the way under the load that is to be moved.
7. Keep the center of gravity of the load as low as possible by placing heavier objects below the lighter objects.
8. Push the load so that the weight will be carried by the axle and not the handles.
9. If your view is obstructed, ask a spotter to assist in guiding the load.
10. Do not walk backward with the hand truck, unless going up stairs or ramps.
11. When going down an incline, keep the hand truck in front of you so that it can be controlled at all times.
12. Move hand trucks at a walking pace.
13. Store hand trucks with the tongue under a pallet, shelf, or table.

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.

HAND TOOL SAFETY, General Rules (Continued)
5. Do not use impact tools such as hammers, chisels, punches or steel stakes 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, scribes, 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, General Rules (Continued)

Screwdrivers
1. Always match the size and type of screwdriver blade to fit the head of the screw.
2. Do not hold the work piece against your body while using a screwdriver.
3. Do not put your fingers near the blade of the screwdriver when tightening a screw.
4. Use a drill, nail, or an awl to make a starting hole for screws.
5. Do not force a screwdriver by using a hammer or pliers on it.
6. Do not use a screwdriver as a punch, chisel, pry bar or nail puller.
7. Do not use a screwdriver to test the charge of a battery.
8. When using the spiral ratchet screwdriver, push down firmly and slowly.

Wrenches
1. Do not use wrenches that are bent, cracked or badly chipped or that have loose or broken handles.
2. Do not slip a pipe over a single head wrench handle for increased leverage.
3. Do not use a shim to make a wrench fit.
4. Use a split box wrench on flare nuts.
5. Do not use a wrench that has broken or battered points.
6. Discard any wrench that has spread, nicked or battered jaws or if the handle is bent.
7. Use box or socket wrenches on hexagon nuts and bolts as a first choice, and open ended wrenches as a second choice.

Pliers
1. Do not use pliers as a wrench or a hammer.
2. Do not attempt to force pliers by using a hammer on them.
3. Do not slip a pipe over the handles of pliers to increase leverage.
4. Do not use pliers that are cracked, broken or sprung.
5. When using diagonal cutting pliers, shield the loose pieces of cut material from flying into the air by using a cloth or your gloved hand.

Vises
1. When clamping a long workpiece in a vise, support the far end of the workpiece by using an adjustable pipe stand, saw horse or box.
2. Position the workpiece in the vise so that the entire face of the jaw supports the workpiece.
3. Do not use a vise that has worn or broken jaw inserts, or has cracks or fractures in the body of the vise.
4. Do not slip a pipe over the handle of a vise to gain extra leverage.

Hearing Protection
1. Wear hearing protectors in work areas posted "Hearing Protection Required".
2. Inspect the hearing protectors for cleanliness before and after each use.
3. Store hearing protectors in a clean and sanitary location.

Mobile/Bridge Cranes and Hoists
1. Do not use load hooks that are cracked, bent or broken.
2. Passengers are not permitted to ride inside the operator's cab of a truck crane.
3. Keep crane windows clean. Do not use a crane if its windows are broken.
4. Do not exceed the rated load capacity of the crane as specified by the manufacturer.
5. Use the cribbing mats when operating the crane on "soft" ground.
6. Fully extend the outriggers of the crane before attempting a lift.
7. Stay outside the barricades of the posted swing radius of the crane.
8. Do not leave the crane you are working in unattended if you have a load suspended in the air.
9. Do not hoist loads over people.
10. Do not drive the crane on the road shoulders.
11. When operating a crane, follow only the signals of the person designated to give you signals.
12. Replace the belt, gear or rotating shaft guards after servicing a crane; do not use the crane if guards are missing from these areas.

Lathes
1. Guard the cutting heads on metal lathes, whether rotating or not, before starting machine and 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 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.
7. The lathe and the area around the machine should be kept clean of metal shavings or lubricants.

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 of power or flow of material, shall be locked-out or blocked off with a padlock, blank flange or similar device.

Lockout/Tagout (Continued)

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.

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.

Oxyacetylene Welding (Continued)
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.

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.
10. Do not change electrodes using your bare hands; use the dry rubber gloves.
11. "Bleed" oxygen and fuel lines at the end of the work shift.
12. Use the welding cart that has a safety chain or cable when transporting cylinders used for welding.
Portable Welding Equipment
1. Welders gloves are required for all welders when using welding equipment.
2. Do not perform welding tasks while wearing wet cotton gloves or wet leather gloves.
3. Do not use the welding apparatus if the power cord is cut, frayed, split or otherwise visibly damaged or modified.
4. When replacing power plugs and cords of the welding apparatus, always check to ensure that the ground wire is connected.

Electric Arc Welding
1. Obey all signs posted in the welding area.
2. Use the welding screen to shield other employees from flying slag and intense light.
3. Wear a welding helmet with filter plates and lenses, welding gloves, long sleeve shirt and long pants when welding.
4. Do not perform welding tasks while wearing wet cotton gloves or wet leather gloves.
5. Do not change electrodes with bare hands; use dry welder’s gloves.
6. Do not use the welding apparatus if the power cord is cut, frayed, split or otherwise visibly damaged or modified.

Personal Protective Equipment
1. Do not drill holes in or paint on your hard hat.
2. Do not wear hard hats that are dented or cracked.
3. Wear your safety glasses, goggles or the face shield while handling or packaging steel sheets, strip or bars.
4. Wear the face shield over your goggles or safety glasses during open furnace, hot dipping, metal plating or gas cutting operations.
5. Wear the chemical goggles when using, applying or handling chemical liquids or powders from containers labeled "Caustic" or "Corrosive".
6. Do not continue to work if your safety glasses become fogged. Stop work and clean the glasses until the lenses are clear and defogged.
7. Wear the welding helmet or welding goggles during welding operations.
8. Wear dielectric gloves when working on energized electric circuits.
9. Wear your ear plugs or ear muffs in areas posted "Hearing Protection Required".
10. Wear heavy duty, cut resistant gloves when handling steel sheets, strip or bars.

Punch Presses
1. Do not place hands in or near the point-of-operation.
2. Do not block, tie down, or hold down any one of the two-hand controls.
3. Remove your foot from the foot pedal after each stroke of the ram.
4. Do not use any foot control that does not have foot pedal covers to protect the pedal from 1) falling objects or 2) anyone accidentally stepping on the pedal.
5. Do not place a foreign object (i.e. block, brick) on the foot pedal control.
6. When a or punch press has a partial revolution cycle, do not use the machine if it does not stop "cycling" when you remove your hands from the two handed controls or when you remove your foot from the foot pedal control.
7. When a punch press has a partial revolution cycle, do not use the punch press if the stop control does not stop the punch press.
8. When a punch press has a full revolution cycle, do not use the machine if it continues to "cycle" more than once when holding the two handed controls or pressing the foot pedal.
9. 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.
10. Use hand feeding tools, when available.
11. Clear all tools and obstructions from the path of the press and alert your coworkers before activating it.
12. Do not touch any moving parts of the press. The press must be disengaged and stopped completely before touching any operating part.

Shears
1. Keep your hands and fingers away from the point of operation and nip points of the shears.
2. Use the next piece to be sheared or a tool or pry bar to move small pieces that are on the shear's table and beyond the safeguarding.
3. Clear all tools and obstructions from the path of the shear and alert your coworkers before activating it.
4. When operating a power shear (i.e. hydraulic, pneumatic), turn off the power when leaving the shear.

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. Use extreme care when removing bands from pipe on round stock loads. Chock or block loads before removing band to prevent a load shift.
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 run on stairs or take more than one step of a staircase at a time.
7. Do not jump from elevated places such as truck beds, platforms or ladders.
8. Do not lift slippery or wet objects; use a hand truck.
9. Follow the safe handling instructions listed on the label of the container or listed on the corresponding Material Safety Data Sheet when handling each chemical stored in the stockroom.
10. Do not handle or load any containers of chemicals if their containers are cracked or leaking.

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.

JOB-SPECIFIC RULES
1. Replace the guards before starting the machines, after making adjustments and after making repairs to a machine.
2. Do not remove, alter or bypass any safety guard or device when operating any piece of equipment or machinery.
3. Read and obey safety warnings posted on or near any machinery.
4. Do not wear loose clothing, jewelry or neck ties when operating machinery.
5. Long hair must be contained under a hat or hair net, regardless of gender.
6. 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.
7. Report any missing machine or tool guard immediately to your supervisor.

Chop Saw
1. Do not use the saw if the lower portion of the blade hood is not adjusting itself to the thickness of the material being cut as the blade passes through the material.
2. Allow the saw to return to its stored position before removing the cut material from the table.
3. Lay the material squarely and solidly down before sawing it.
4. Use a clamp to secure cylindrical materials to the saw "table" before cutting it.
Solvent Tanks
1. Follow the instructions on the label and in the corresponding Material Data Sheet (MSDS) for each chemical product you will be using in the solvent tanks.
2. Wear chemical goggles or face shield, neoprene gloves, rubber boots and apron when handling any chemical in the solvent tanks.
3. Turn on local exhaust ventilation before starting.
4. If pre-treatment solution is splashed onto your clothing, remove the clothing immediately and thoroughly wash the affected area with tempered water.
5. Maintain good housekeeping and personal hygiene when working in the solvent tanks and pre-treating area.
6. Do not eat, drink, smoke, chew gum, or apply cosmetics in the pre-treatment area.
7. Do not put your hands in the pre-treatment cleaner.