Safety Rules

Metal Stamping Operations

SIC CODE 3469
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Section VII.

SAFETY RULES, POLICIES, AND PROCEDURES

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

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ALL EMPLOYEES

Lifting Procedures
1. Plan the move before lifting; ensure that you have an unobstructed pathway.
2. Test the weight of the load before lifting by pushing the load along its resting surface.
3. If the load is too heavy or bulky, use lifting and carrying aids such as hand trucks, dollies, pallet jacks and carts, or get assistance from a co-worker.
4. If assistance is required to perform a lift, coordinate and communicate your movements with those of your co-worker.
5. Position your feet 6 to 12 inches apart with one foot slightly in front of the other.
6. Face the load.
7. Keep your back straight.
8. Get a firm grip on the object using your hands and fingers. Use handles when they are present.
9. Hold the object as close to your body as possible.
10. While keeping the weight of the load in your legs, stand to an erect position.
11. Perform lifting movements smoothly and gradually; do not jerk the load.
12. 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.
13. Set down objects in the same manner as you picked them up, except in reverse.
14. 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.
15. Never lift anything if your hands are greasy or wet.
16. Wear protective gloves when lifting objects that have sharp corners or jagged edges.
17. Slide materials to the end of the tailgate before attempting to lift them off of a pick-up truck. Do not lift over the walls or tailgate of the truck bed.
ALL EMPLOYEES

Housekeeping
1. Do not place materials such as boxes or trash in walkways and passageways.
2. Sweep up shavings from around equipment such as drill presses, lathes or planers by using a broom and a dust pan.
3. Mop up water around drinking fountains, drink dispensing machines and ice machines.
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. Use caution signs or cones to barricade slippery areas such as freshly mopped floors.
7. Do not place metal stock such as steel sheets or coils in walkways or aisles.
8. Do not store food or eat where solvents are stored or used.

Ladders and Step Ladders
1. Read and follow the manufacturer's instructions label affixed to the ladder if you are unsure how to use the ladder.
2. Do not use ladders that have loose rungs, cracked or split side rails, missing rubber foot pads, or are otherwise visibly damaged.
3. Keep ladder rungs clean and free of grease. Remove buildup of material such as dirt or mud.
4. Do not place ladders in a passageway or doorway without posting warning signs or cones that detour pedestrian traffic away from the ladder. Lock the doorway that you are blocking with the ladder and post signs that will detour traffic away from your work.
5. Do not place a ladder at a blind corner or doorway without diverting foot traffic by blocking or roping off the area.
6. 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 stepstool.
10. Do not jump from ladders or step stools.

OFFICE PERSONNEL

Office Safety
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 tilt the chair you are sitting in on its back two legs.
3. Close drawers and doors immediately after using them.
4. Keep doors in hallways fully open or fully closed.
5. 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.
6. Put heavy files in the bottom drawers of file cabinets.
7. Store sharp objects, such as pens, pencils, letter openers or scissors in drawers or with the tips pointing down in a container.
8. Carry pencils, scissors and other sharp objects with the tips pointing down.
9. Do not use frayed, cut or cracked electrical cords.
10. Do not plug multiple electrical cords into a single outlet.
11. Do not use extension or power cords that have the ground prong removed or broken off.
12. Use a cord cover or tape the cord down when running electrical cords across aisles, between desks or across entrances or exits.
13. Turn the power switch to "Off" and unplug office machines before adjusting, lubricating or cleaning them.

Video Display Terminal Ergonomics
1. When moving office equipment such as typewriters or computers, bend knees, tighten stomach, then pull equipment slowly to edge of desk before attempting to lift.
2. Adjust your computer screen and keyboard so that they are directly in front of you.
3. Adjust the height of your chair so that when you are sitting, your elbow and keyboard height are the same.
4. Take periodic breaks to give your hands and eyes a brief rest.
PRODUCTION PERSONNEL
(Machinists, Small Equipment Operators, Shear Operators)

General Safety

Personal Protective Equipment
1. Do not wear hard hats that are dented or cracked.
2. Wear your safety glasses, goggles or the face shield while operating chippers, grinders, lathes or sanders.
3. Wear the chemical goggles when using, applying or handling chemical liquids or powders from containers labeled "Caustic" or "Corrosive".
4. Wear the welding helmet or welding goggles during welding operations.
5. Wear your ear plugs or ear muffs in areas posted "Hearing Protection Required".
6. Wear your safety shoes when working in maintenance, production or receiving/shipping areas.

Hand Tool Safety
1. Do not use a tool if its handle has splinters, burrs, cracks, splits or if the head of the tool is loose.
2. Do not carry sharp or pointed hand tools such as screwdrivers, scribes, aviation snips, scrapers, chisels or files in your pocket unless the tool or your pocket is sheathed.
3. Do not perform "make-shift" repairs to tools.

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.

Hammers
1. Use a claw hammer for pulling nails.
2. Do not strike nails or other objects with the "cheek" of the hammer.
3. Do not strike a hardened steel surface, such as a cold chisel, with a claw hammer.
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Screwdrivers
1. Always match the size and type of screwdriver blade to fit the head of the screw.
2. Do not hold the workpiece against your body while using a screwdriver.
3. Do not force a screwdriver by using a hammer or pliers on it.
4. Do not use a screwdriver as a punch, chisel, pry bar or nail puller.
5. When you are performing electrical work, use the screwdriver that has the blue handle; this screwdriver is insulated.
6. Do not use a screwdriver to test the charge of a battery.

PRODUCTION PERSONNEL
(Machinists, Small Equipment Operators, Shear Operators)

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. Discard any wrench that has spread, nicked or battered jaws or if the handle is bent.
5. Use box or socket wrenches on hexagon nuts and bolts as a first choice, and open end wrenches as a second choice.

Pliers
1. Do not use pliers as a wrench or a hammer.
2. Do not attempt to force pliers by using a hammer on them.
3. When using the diagonal cutting pliers, shield the loose pieces of cut material from flying into the air by using a cloth or your gloved hand.

Vises
1. When clamping a long workpiece in a vise, support the far end of the workpiece by using an adjustable pipe stand, saw horse or box.
2. Position the workpiece in the vise so that the entire face of the jaw supports the workpiece.

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.

Electrical Powered Tools
1. Do not use power equipment or tools on which you have not been trained.
2. Keep power cords away from the path of drills, saws, vacuum cleaners, floor polishers, mowers, slicers, knives, grinders, irons and presses.
3. Do not use cords that have splices, exposed wires, or cracked or frayed ends.
4. Do not leave tools that are "On" unattended.
5. Do not handle or operate electrical tools when your hands are wet or when you are standing on wet floors.
6. Do not operate spark inducing tools such as grinders, drills or saws near containers labeled "Flammable" or in an explosive atmosphere such as a paint spray booth.
7. Turn off the electrical tool and unplug it from the outlet before attempting repairs or service work. Tag the tool "Out of Service".

PRODUCTION PERSONNEL
(Machinists, Small Equipment Operators, Shear Operators)

Drills
1. Do not use dull, cracked or bent drill bits.
2. Do not attempt to remove the metal shavings with your bare hands; use a brush.
3. Do not reach underneath the work while the drill bit is rotating.
4. Secure material in a clamping device before starting the drill.

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. 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 vice grip pliers, clamps, or a jig.
4. Adjust the tongue guard so that it is no more than 1/8 inch from the grinding wheel.
5. Do not operate grinder unless goggles or face shield are worn.

Tool Boxes/Chests/Cabinets
1. Use the handle when opening and closing a drawer or door of a tool box, chest, or cabinet.
2. Do not stand on tool boxes, chests or cabinets to gain extra height.
3. Lock the wheels on large tool boxes, chests or cabinets to prevent them from rolling.
4. Push large chests, cabinets and tool boxes; do not pull them.
5. Do not open more than one drawer of a tool box at a time.
6. Close and lock all drawers and doors before moving the tool chest to a new location.
7. Do not use a tool box or chest as a workbench.
8. Do not move a tool box, chest or cabinet if it has loose tools or parts on the top.

Hydraulic/Pneumatic Tools
1. Do not point a charged compressed air hose at bystanders or use it to clean your clothing.
2. Do not use tools that have handles with burrs or cracks.
3. Do not use compressors if their belt guards are missing. Replace the belt guards before using the compressor.
4. Turn the power switch of the tool to "Off" and let it come to a complete stop before leaving it unattended.
5. Disconnect the tool from the air line before making any adjustments or repairs to the tool.

POWER PRESS AND PRESS BRAKE OPERATORS

Pre-Use Inspection.

* Check the press area to make sure that all persons are clear, then test-operate the machine in the following way:

1. Check the action of clutch and brake. Correct ram cycle sequence according to the desired setting (e.g. inch, single, cont).
2. If equipment does not function properly or will not recycle, after completing its selected cycle sequence, do not operate.
3. Look at the air pressure gauge to ensure that the air pressure is correct for your particular operation
4. Inspect machine to verify that all guards are in place.
5. Inspect machine and remove all tools.
6. Inspect all bolts and clamps to make sure they are tight and that die is securely fastened in press.

Press operation

1. Read and obey safety warnings posted on or near machinery.
2. Do not wear loose clothing or jewelry when working on or around machinery.
3. Do not place hand in the die area to remove scrap, use appropriate removal tool.
4. Do not try to stop a workpiece as it goes through any machine.
5. If jammed material cannot be removed with a hand tool, the motor and flywheel must be stopped, all power to press turned off and safety blocks inserted before any work is started.
6. Do not place two pieces of material, one on top of the other (die-doubling, double-header) in the die as this can crack the die and seriously injure the operator
7. Wear protective gloves and safety goggles when unstrapping sheet metal or coiled stock.
8. Stand to the side of stock to prevent injury when cutting strapping.
9. Do not attempt to by pass the safety function of a dual "RUN" control station to permit operation with one hand.
10. Do not leave your machine until you have placed the ram at the bottom of the stroke or blocked the ram to prevent movement.
11. Upon return, do not operate press until first confirming the correct position of the key lock selector switches.

POWER PRESS AND PRESS BRAKE OPERATORS

Cranes and Hoists
1. Do not use load hooks that are cracked, bent or broken.
2. Do not exceed the rated load capacity of the crane as specified by the manufacturer.
3. Do not perform any crane refits or modifications without the manufacturer's approval.
4. Do not leave the crane you are working in unattended if you have a hoisted load suspended in the air.
5. Do not hoist loads over people.
6. When operating a crane, follow only the signals of the person designated to give you signals.
7. Do not use sheet grippers during forming operations because they may slip from the sheet metal.
8. Do not use limit switches to stop the hoist. These Switches are for emergency use only.
9. Never lower the block below the point where less than two full wraps of rope remain on the hoisting drum.

Chains and Slings
1. Do not use slings if they are twisted or bent.
2. Do not shorten slings or chains by using make-shift devices such as bolts or knots.
3. Do not use a kinked chain.
4. Protect slings from the sharp edges of their loads by placing pads over the sharp edges that are being loaded.

EQUIPMENT MAINTENANCE AND SET-UP OPERATORS
(Mechanics, Die Specialists, Machinists)

Solvents and Cutting Fluids
1. Follow the instructions on the label and in the corresponding Material Safety Data Sheet (MSDS) for each chemical product used in your workplace.
2. Use personal protective clothing or equipment such as neoprene gloves, rubber boots, shoe covers, rubber aprons, and protective eyewear, 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 signs of visible damage.
4. Always wash your hands with soap and water after using cutting fluids or solvents.
5. Each time you use your gloves, wash your gloves before removing them using cold tap water and normal hand washing motion. Always wash your hands after removing your gloves.
6. Only dispense liquid labeled "flammable" from its bulk container located in areas posted "flammable liquid storage".
7. Do not use chemicals from unlabeled containers.
8. Do not perform "hot work", such as metal cutting or other spark producing operations, within 50 feet of containers labeled "flammable" or "combustible"

EQUIPMENT MAINTENANCE AND SET-UP OPERATORS
(Mechanics, Die Specialists, Machinists)

Die setters
Note: Before working on any press or die, shut off the power to the drive motor, lock and tagout unit.

1. Do not use compressed air to clean bolster plates, holes or "T" slots.
2. Do not use finger to locate or line up holes; use a drift pin or sight visually.
3. Use a ladder or platform when working beyond reach from floor level to hook up a die or make slide or feed cam adjustments.
4. Do not start press unless all guards or point-of-operation safeguarding devices are in place and operating.
5. Do not release press for use until first removing all parts, tools and foreign materials.

Lockout/Tagout
1. Do not remove a lock from equipment unless you placed it there.
2. Attach your own lock and tag when you need to isolate an energy source.

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. Do not use oil, grease or other lubricants on the regulator.
4. "Blow Out" hoses before attaching the torch.
5. "Blow Out" the cylinder valve before attaching or reattaching a hose to the cylinder.
6. Do not use a cigarette lighter to ignite torches; use friction lighters only.
7. Do not wear contact lenses when you are welding.
8. When welding, wear welding gloves, a long sleeve shirt, long pants, a welding apron and the welding helmet that has filter plates and lenses.
9. Do not change electrodes using your bare hands; use the dry rubber gloves.
10. "Bleed" oxygen and fuel lines at the end of the workshift.
11. Use the welding cart that has a safety chain or cable when transporting cylinders used for welding.
12. Do not wear polyester or double-knit materials when welding, wear fire resistant or heavy cotton material.
13. Keep sleeves rolled down, pocket flaps closed, and trouser cuffs turned down to avoid catching sparks or slag.
14. Keep your head out of the fumes as much as possible.
15. Use an extraction unit, fan or natural drafts to keep the fumes from your breathing zone.
16. Wear your safety glasses when removing slag.

EQUIPMENT MAINTENANCE AND SET-UP OPERATORS
(Mechanics, Die Specialists, Machinists)

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. Place valve protection caps on compressed gas cylinders that are in storage or are not being used.
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. Hoist compressed gas cylinders on the cradle, slingboard, pallet or compressed gas cylinder basket.
7. Do not place compressed gas cylinders against electrical panels or live electrical cords where the cylinder can become part of the circuit.

ASSEMBLING AND FINISHING OPERATORS
(Riveters and Spray Painters)

Riveting and Bolting
1. Do not use your hands to guide a bit into place when riveting or bolting steel.
2. Disconnect the snap and plunger from an air hammer when it is not in use.
3. Do not pass air powered 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.

Painting
1. Spray paint operators must use respirators provided by their supervisor for their assigned duties.
2. Wear goggles, gloves, face shields, long sleeve shirts, and long pants while spray painting is being performed.
3. Always wash your hands with soap and water after using paints; do not use acetone or toxic solvents to remove paint from your skin.
4. Press the pressure relief valve on painting canisters and painting guns prior to disconnecting them.
5. Do not store food or eat where spray painting is being performed.

MATERIAL HANDLING OPERATIONS

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. Stack heavy or bulky storage containers on middle and lower shelves of the storage rack.
5. Do not lift slippery or wet objects; use a hand truck.
6. 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.
7. Store case cutters, exacto knives, or other tools, with the cutting edges in sheaths when they are not in use.

Pallet Jack Use
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 the pallet jack gradually to prevent the load from slipping.
5. Pull manual pallet jacks; push them when going down an incline or passing close to walls or obstacles.
6. If your view is obstructed, ask a spotter to assist in guiding the load.
7. Stop the pallet jack if anyone gets in your way.
8. Never place your feet under the pallet jack.
Forklifts

Pre-Use Inspection
• Only forklift operators may operate the forklift.

Do not use the 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. The forks are unequally spaced or cracks exist along the blade or at the heels.
4. Hydraulic fluid levels are low.
5. The 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. The tires are excessively worn or split, or have missing tire material.
9. Air filled tires are not filled to the operating pressure indicated on the tire.

MATERIAL HANDLING OPERATORS

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.

Driving
1. Obey all traffic rules and signs.
2. 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.
3. Drive at a walking pace and apply the brakes slowly when driving on slippery surfaces such as icy or wet floors.
4. Do not drive into an area with a ceiling height that is lower than the height of the mast or overhead guard.
5. Do not drive up to anyone standing or working in front of a fixed object such as a wall.

Loading Docks
6. Keep the forklift clear of the dock edge while vehicles are backing up to the dock.
7. 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.
8. Do not drive the forklift into the truck until the bridge or dock plate has been attached.
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