

**Ace Air Conditioning, Inc.  
Ace Electrical, Inc.**

# **Employee Safety Manual**

**May 2017**



## 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

### Housekeeping

1. Use caution signs/cones to barricade slippery areas.
2. Do not store or leave items on stairways.
3. Return tools to their storage places after using them.
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 place materials such as boxes or trash in walkways and passageways.
6. Do not use gasoline for cleaning purposes.
7. Mop up water around drinking fountains; drink dispensing machines and ice machines.

### Lifting Procedures

#### General

1. Test the weight of the load before lifting by pushing the load along its resting surface.
2. 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.
3. Never lift anything if your hands are greasy or wet.
4. Wear protective gloves when lifting objects with sharp corners or jagged edges.

#### When lifting

1. Face the load.
2. Position your feet 6"-12" apart with one foot slightly in front of the other.
3. Bend at the knees, not at the back.
4. Keep your back straight.
5. Have a firm grip on the object using your hands and fingers. Use handles when they are present.
6. Hold the object as close to your body as possible.
7. Perform lifting movements smoothly and gradually; do not jerk the load.
8. 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.
9. Set down objects in the same manner as you picked them up, except in reverse.
10. Do not lift an object from the floor to a level above your waist in one motion. Set the load down on a table or bench and then adjust your grip before lifting it higher.

#### Ladders and Step Ladders

1. Read and follow the manufacturer's instructions label affixed to the ladder if you are unsure how to use the ladder.
2. Do not 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. When performing work from a ladder, face the ladder and do not lean backward or sideways from the ladder.
5. Allow only one person on the ladder at a time.
6. Do not stand on the top two rungs of any ladder.

7. Do not stand on a ladder that wobbles, or that leans to the left or right of center.
8. Do not try to "walk" a ladder by rocking it. Climb down the ladder, and then move it.

#### Climbing a Ladder

1. Face the ladder when climbing up or down it.
2. Do not carry items in your hands while climbing up or down a ladder.
3. 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.

#### Knives/Sharp Instruments

1. When handling knife blades and other cutting tools, direct sharp points and edges away from you.
2. Cut in the direction away from your body when using knives.
3. Use the knife that has been sharpened; do not use knives that have dull blades.
4. Use knives for the operations for which they are made.
5. Do not use knives that have broken or loose handles.
6. Do not use knives as screwdrivers or pry bars.
7. Do not pick up knives by their blades.
8. Carry knives with their tips pointed towards the floor.
9. Do not carry knives, scissors or other sharp tools in your pockets or an apron unless they are first placed in their sheath or holder.
10. Do not attempt to catch a falling knife.
11. Store knives in knife blocks or in sheaths after using them.
12. When opening cartons use the safety box cutters. Do not cut with the blade extended beyond the guard.

#### OFFICE PERSONNEL

##### Office Safety

##### General

1. Do not place material such as boxes or trash in walkways and passageways.
2. Do not throw matches, cigarettes or other smoking materials into trash baskets.
3. Do not kick objects out of your pathway; pick them up or push them out of the way.
4. Keep floors clear of items such as paper clips, pencils, tacks or staples.
5. Straighten or remove rugs and mats that do not lie flat on the floor.
6. Mop up water around drinking fountains and drink dispensing machines.
7. Do not block your view by carrying large or bulky items; use a dolly or hand truck or get assistance from a fellow employee.
8. Store sharp objects, such as pens, pencils, letter openers or scissors in drawers or with the points down in a container.
9. Carry pencils, scissors and other sharp objects with the tips pointing down.
10. Use the ladder or step stool to retrieve or store items that are located above your head.
11. Do not run on stairs or take more than one step at a time.
12. Keep doors in hallways fully open or fully closed.
13. Use handrails when ascending or descending stairs or ramps.

14. Obey all posted safety and danger signs.

Furniture Use

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. Use the handle when closing doors, drawers and files.
3. Put heavy files in the bottom drawers of file cabinets.
4. Do not tilt the chair you are sitting in on its back two legs.
5. Do not stand on furniture to reach high places.

Equipment Use

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.
3. Do not plug multiple electrical cords into a single outlet.
4. Do not use extension or power cords that have the ground prong removed or broken off.
5. Do not use frayed, cut or cracked electrical cords.
6. Use a cord cover or tape the cord down when running electrical cords across aisles, between desks or across entrances or exits.
7. Turn the power switch of the local exhaust fans to "On" when operating the blueprint machine.
8. Do not use lighting fluid to clean drafting equipment; use soap and water.

SALES PERSONNEL

Driving Safety

Fueling Vehicles

1. Turn the vehicle off before fueling.
2. Do not smoke while fueling a vehicle.
3. Wash hands with soap and water if you spill gasoline on your hands.

Driving Rules

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 vehicles.

AIR-CONDITIONING, REFRIGERATION, and HEATING MECHANICS  
(Installation and Service/Repair)

General Job Site Rules

1. Do not begin working until barricades, warning signs or other protective devices have been installed to isolate the work area from local traffic.
2. Do not walk under partially demolished walls or floors.
3. Stop working outdoors and seek shelter during lightning storms.
4. When working outside, keep shirts on to avoid dehydration and sun burn.

5. Drink plenty of clear liquids during your breaks.
6. Erect protective barriers or guards and warning signs prior to removing manhole covers where accessible by vehicular or pedestrian traffic.
7. Do not use a metal ladder within 50 feet of electrical power lines.
8. Do not block the walking surfaces of elevated working platforms, such as scaffolds, with tools or materials that are not being used.
9. Do not stand on sinks, toilets or cabinets; use a step ladder.
10. Stand clear of floor openings if guardrails or covers are removed or displaced.
11. If you discover a wasp nest or bee hive while installing or servicing equipment, use the long-distance aerosol insecticide labeled "Wasp and Bee Insecticide" to spray the nest. Test with the stick or pole once again to ensure that all bees/wasps are gone before continuing work.
12. Seek first aid immediately if bitten or stung by wasps or bees.
13. Do not handle caterpillars or other insects with your bare hands.
14. Make sure work area is clean and clear of debris to avoid slips, falls, and sprains.

### Equipment Installation Safety

#### General Safety

1. Assume all electrical wires as live wires.
2. Turn the main switch to "Off" before removing and replacing power fuses.
3. Do not wear jewelry or coats with metal zippers when working on or near energized lines, panels, parts or equipment.
4. Do not wear watches, rings or other metallic objects when working on or near energized lines, panels, parts or equipment.
5. Wear 100% cotton or flame resistant shirts or jumpers (with sleeves rolled down) and protective hats when working on or near live parts, lines, and panels.
6. Do not work near any circuit that is in service without first installing barricades approved by your supervisor.

#### General Wiring Safety

1. Do not fish through conduits or ducts until you determine that the fish tape and wires will not contact energized lines or the equipment.
2. Do not use conductive measuring ropes or tapes when working on or near energized lines or sources.
3. Do not fasten or hang electrical extension or power cords from non-insulated staples or nails and do not suspend them by wire.
4. Wear rubber gloves or use hot sticks when placing protective equipment on/around energized voltage conductors.
5. Treat bare wire communication conductors on structures as energized lines unless they are protected by insulated conductors.
6. Visually inspect and wipe down all hot line tools each day before use.
7. Do not use defective hot line tools. Mark them as defective and turn them in for repair or replacement.
8. Keep conductors that are being strung in or removed under positive control to prevent accidental contact with energized circuits.
9. If an existing line that crosses over a conductor is to be de-energized, ground the line

on both sides of the crossing or treat the conductor being crossed as energized.

#### General Personal Protective Equipment Guidelines

1. Do not wear hard hats that are dented or cracked.
2. Wear your safety glasses when operating drills and when cutting or snipping copper or light gauge wire.
3. Wear your safety goggles when welding, soldering or cutting metal.
4. Do not continue to work if your safety glasses become fogged. Stop work and clean the glasses until the lenses are clear and defogged.
5. Wear the dielectric gloves when working on electric current.
6. Do not wear jewelry or coats with metal zippers to work.
7. Wear ear plugs or ear muffs in areas posted "Hearing Protection Required."

#### Respirators

1. Wear the respirator provided by your supervisor for your assigned duties.
2. Shave daily to prevent facial hair from interfering with the face seal of the respirator.
3. Clean and disinfect your respirator with detergent solution and clean water after each use.
4. Do not wear contact lenses when wearing a respirator. Use optical inserts acquired by your supervisor.
5. Return respirators to carrying case or carton and store in your locker or storage area when the work is completed.
6. Prior to each use, inspect the respirators for missing or distorted inhalation and exhalation valves, or cracked face pieces. Do not use if any of these conditions are found.
7. Do not use respirator that has cracks, excessive dirt on the face piece, and loss of elasticity in the straps, missing gaskets, and kinks in air supply hoses.
8. Perform a fit test prior to use:
  - First, position face piece comfortably over face and pull all straps tight. Do not wear face piece if it does not allow you to talk, if it does not fit snug over the nose bridge or if it slips. Close off the inlet of the canister, cartridges or filters with the palm of your hands or replace the seals and inhale slightly and hold for 10 (ten) seconds. If face piece remains slightly collapsed and no inward leaking is detected, the respirator is tight enough. Use your other hand to detect air leaks around face seal. (Negative pressure test).
  - Second, close off the exhalation valve and blow into face piece gently. Use hands to feel any air leaking out of the seal between face piece and face. If no outward leaking is detected, the respirator is tight enough. (Positive pressure test)
9. Only use respirator that has been issued to you.

#### Spray Painting Safety

1. Do not point the spray gun toward any part of your body or at anyone else.
2. Store rags that have paint on them in closed metal containers labeled "oily rags."
3. Press the pressure relief valve on painting canisters and painting guns prior to disconnecting them.

4. Do not store food or eat where spray painting is being performed.
5. Close the lids of containers of paint and thinner tightly after each use or when not being used.
6. Return containers of thinners, mineral spirits and other liquids labeled "Flammable" to the storage cabinet labeled "Flammable Storage," when painting is finished.
7. Always wash your hands with soap and water after using paints or other toxic solvents to remove paint from your skin.

#### Confined Spaces

1. Do not enter any area labeled "confined space" without a confined space entry permit.
2. Do not enter any confined spaces without reading and following this "confined space entry procedure."
3. Turn "off" disconnect, or lock and tag all systems that affect or make operational the confined space prior to entry.
4. Do not perform hot work such as electric or gas welding or cutting in or on a confined space until the atmosphere has been determined to be safe.
5. Use mechanical forced air ventilation when open flames or torches are used in a confined space.
6. Do not enter any confined space without a safety observer present; minimum of a two person team.
7. Use survey equipment such as an "organic vapor meter" to test and monitor the confined space for oxygen deficiency and explosive or hazardous gases/fumes. If the organic vapor meter reading for the explosive gases is above 10% of the LEL and if the oxygen reading is below 19.5% or greater than 23.5%, do not enter the confined space.

#### Sheet Metal Air-Duct Fabrication

##### General Machine Safety

1. Replace the guards before starting machines, or after making adjustments or repairs to the machine.
2. Do not remove, alter or bypass any safety guards or devices when operating any piece of equipment or machinery.
3. Do not wear loose clothing or jewelry around moving machinery.
4. Long hair must be contained under a hat or hair net, regardless of gender.
5. Read and obey safety warnings posted on or near any machinery.
6. Do not try to stop a work piece as it goes through any machine. If the machine becomes jammed, unplug it before clearing the jam.
7. Do not use metal working equipment such as grinders, sanders or beveling machines if they do not have safety guards.
8. Clamp work when using saws or cutting tools.

##### Drill Table Safety

1. Insert the work piece into the table grooves before starting the drilling process.
2. Use brushes or vacuum machinery to remove metal chips, shavings and other debris from the drill table. Do not use your bare hands.
3. Do not use dull, cracked or bent drill bits.

### Riveting/Bolting Safety

1. Wear safety goggles while riveting or bolting.
2. Do not use your hands to guide a bit into place when riveting or bolting steel.
3. Disconnect the snap and plunger from an air hammer when it is not in use.
4. Do not pass air powered tools from one worker to another by the hose.
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, or rivets in your hands or pockets; use the carrying/storing container provided for this purpose.

### Welding Operations

1. Wear clothing made of cotton, wool, or non-synthetic fibers. Wear long sleeve shirts, long pants, and boots.
2. Before welding place the floor fan behind you to keep welding fumes away from your face.
3. Use the welding screen to shield other employees from flying slag and intense light.
4. Wear the welding helmet or welding goggles during welding operations.
5. Use the insulated work gloves when using welding sheet metal air-ducts.
6. Do not perform welding tasks while wearing wet cotton gloves or wet leather gloves.
7. Do not use the welding apparatus if the power cord is cut, frayed, split or otherwise visibly damaged or modified.
8. Do not perform "hot work" such as welding, cutting or other spark producing operations within 50 feet of containers labeled "Flammable" or "Combustible."

### Sanding Operations

1. Wear gloves, aprons, dust masks, goggles and hearing protection when operating the sander.
2. When using a disk sander, sand on the downward side of the disk.
3. Do not use your hands to hold the part to be sanded. Use clamps and fixtures.
4. Do not eat, drink, or use tobacco products while using sanders.
5. After leaving the sanding area wash hands and exposed skin surfaces of arms.

### Lockout/Tagout

1. Do not remove a lock from any equipment unless you placed it there yourself. Each person shall place his/her own lock/tag when required to isolate an energy source.
2. Do not start any adjustment, service or repair without verifying that the tag/lock out switch or control cannot be by-passed or over-ridden.
3. Lockout verification:
  - Verify that the locked-out switch or control cannot be overridden.
  - Test the equipment to be certain that the locked-out switch is de-energized and not simply malfunctioning.
  - Press all start buttons to see if the equipment starts.
  - Ensure the system you will be working on is the same one that has been locked out.

4. Before restarting the equipment, verify the following:

- All tools and other items have been removed.
- All machine guards are in place.
- All electric systems are reconnected.
- All employees are clear of equipment.

#### 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, and grinders.
3. Do not use cords that have splices, exposed wires, or cracked or frayed ends.
4. Do not carry plugged in equipment or tools with your finger on the switch.
5. Do not carry equipment or tools by the cord.
6. Disconnect the tool from the outlet by pulling on the plug, not the cord.
7. Turn the tool off before plugging or unplugging it.
8. Do not leave tools that are "On" unattended.
9. Do not handle or operate electrical tools when your hands are wet or when you are standing on wet floors.
10. Do not operate spark inducing tools such as drills, saws or grinders near containers labeled "Flammable" or in an explosive atmosphere.
11. Do not use extension cords or other three pronged power cords that have a missing prong.
12. Do not remove the ground prong from electrical cords.
13. Do not use an adapter such as a cheater plug that eliminates the ground.
14. Do not plug multiple electrical cords into a single outlet.
15. Do not stand in water or on wet surfaces when operating power hand tools or portable electrical appliances.
16. Do not use a power hand tool while wearing wet cotton gloves or wet leather gloves.
17. Never operate electrical equipment barefooted. Wear rubber-soled or insulated work boots.
18. Do not operate a power hand tool or portable appliance that has a frayed, worn, cut, improperly spliced or damaged power cord.
19. Do not operate a power hand tool or portable appliance if a prong from the three-pronged power plug is missing or has been removed.
20. Do not operate a power hand tool or portable appliance that has a two-pronged adapter or a two conductor extension cord.
21. Do not operate a power hand tool or portable appliance while holding a part of the metal casing or while holding the extension cord in your hand. Hold all portable power tools by the plastic hand grips or other nonconductive areas designed for gripping purposes.

#### 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 to within 1/4 inch of the grinding wheel and the tool rest an 1/8 inch from the abrasive wheel as outlined in the grinder's operating and maintenance manual before using.

#### General Power Saws Safety

1. Wear the prescribed personal protective equipment such as goggles, gloves, dust masks and hearing protection when operating the power saw.
2. Turn the power switch of the saw to "Off" before making measurements, adjustments or repairs.
3. Keep your hands away from the exposed blade.
4. Operate the saw at full cutting speed, with a sharp blade, to prevent kickbacks.
5. If the saw becomes jammed, turn the power switch of the saw to "Off" before pulling out the incomplete cut.
6. Do not alter the anti-kickback device or blade guard.

#### Scaffolding

1. Follow the manufacturer's instructions when erecting the scaffold.
2. Do not work on scaffolds outside during stormy or windy weather.
3. Do not climb on scaffolds that wobble or lean to one side.
4. Initially inspect the scaffold prior to mounting it. Do not use a scaffold if any pulley, block, hook or fitting is visibly worn, cracked, rusted or otherwise damaged. Do not use a scaffold if any rope is frayed, torn or visibly damaged.
5. Do not use any scaffold tagged "Out of Service."
6. Do not use unstable objects such as barrels, boxes, loose brick or concrete blocks to support scaffolds or planks.
7. Do not work on platforms or scaffolds unless they are fully planked.
8. Do not use a scaffold unless guardrails and all flooring are in place.
9. Level the scaffold after each move. Do not extend adjusting leg screws more than 12 inches.
10. Use your safety belts and lanyards when working on scaffolding at a height of 10 feet or more above ground level. Attach the lanyard to a secure member of the scaffold.
11. Do not climb the cross braces for access to the scaffold. Use the ladder.
12. Do not jump from, to, or between scaffolding.
13. Do not slide down cables, ropes or guys used for bracing.
14. Keep both feet on the decking. Do not sit or climb on the guardrails.
15. Keep the scaffold free of scraps, loose tools, tangled lines and other obstructions.
16. Do not throw anything "overboard" unless a spotter is available. Use the debris chutes or lower things by hoist or by hand.
17. Do not move a mobile scaffold if anyone is on the scaffold.
18. Chock the wheels of the rolling scaffold, using the wheel blocks, and also lock the wheels by using your foot to depress the wheel-lock, before using the scaffold.

#### Hazardous Materials

1. Wear the chemical goggles when using, applying or handling chemical liquids from containers labeled "Caustic" or "Corrosive."

2. Follow the instructions on the label and in the corresponding Safety Data Sheet (SDS) for each chemical product you will be using in your workplace.
3. 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", and "Caustic" or "Poisonous."
4. Always use your chemical goggles and the face shield when handling chemicals labeled "Corrosive" or "Caustic."
5. Do not use protective clothing or equipment that has split seams, pin holes, cuts, tears, or other visible signs of damage.
6. Each time you use your gloves, wash them, before removing the gloves, using cold tap water and normal hand washing motion. Always wash your hands after removing the gloves.
7. Only dispense a liquid labeled "Flammable" from its bulk container located in areas posted "Flammable Liquid Storage."
8. Do not use chemicals from unlabeled containers or unmarked cylinders.
9. Do not drag containers labeled "Flammable."
10. Do not store chemical containers labeled "Oxidizer" with containers labeled "Corrosive" or "Caustic."

#### General Hand Tool Safety

1. Use tied off containers to keep tools from falling off of scaffolds and other elevated work platforms.
2. Carry all sharp tools in a sheath or holster.
3. Tag worn, damaged or defective tools "Out of Service" and do not use them.
4. Do not use a tool if its handle has splinters, burrs, cracks, splits or if the head of the tool is loose.
5. Do not use impact tools such as hammers, chisels or steel stakes that have mushroomed heads.
6. Do not perform "make-shift" repairs to tools.
7. Do not carry tools in your hand when you are climbing. Carry tools in tool belts or hoist the tools to the work area using a hand line.
8. Do not throw tools from one location to another or from one employee to another.
9. Transport hand tools only in toolboxes or tool belts. Do not carry tools in your clothing.

#### Hammers

1. Do not strike nails or other objects with the "cheek" of the hammer.
2. Do not strike a hardened steel surface, such as a cold chisel, with a claw hammer.
3. Do not strike one hammer against another hammer.
4. Do not use a hammer if your hands are oily, greasy or wet.
5. Do not use a hammer as a wedge or a pry bar.

#### Saws

1. Keep control of saws by releasing downward pressure at the end of the stroke.
2. Do not use an adjustable blade saw if the blade is not taut.
3. Do not use a saw that has dull saw blades.
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.

#### 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. When you are performing electrical work, use the screwdriver that has the blue handle; this screwdriver is insulated.
8. Do not use a screwdriver if your hands are wet, oily or greasy.

#### Wrenches

1. Do not use wrenches that are bent, cracked or badly chipped or that have loose or broken handles.
2. Do not use a shim to make a wrench fit.
3. Use a split box wrench on flare nuts.
4. Do not use a wrench that has broken or battered points.
5. Discard any wrench that has spread, nicked or battered jaws or if the handle is bent.
6. 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 you are performing electrical work, use the pliers that have the blue rubber sleeves covering the handle; these pliers are insulated.
4. Do not use pliers that are cracked, broken or sprung.
5. 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.

#### Clamps

1. Do not use the C-clamp for hoisting materials.
2. Do not use the C-clamp as a permanent fastening device.

#### Metal 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.

#### 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.

### 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, sling board, 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.

#### 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. Do not transport cylinders without first removing the regulators and replacing the valve protection caps.
4. Close the cylinder valve when work is finished, when the cylinder is empty or at any time the cylinder is moved.
5. Do not store oxygen cylinders near fuel gas cylinders such as propane or acetylene, or near combustible material such as oil or grease.
6. Stand to the side of the regulator when opening the valve.
7. 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.

8. Do not use compressed gas to clean yourself, equipment or your work area.
9. Do not remove the valve wrench from acetylene cylinders while the cylinder is being used.
10. 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.

#### 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. Do not perform any crane refits or modifications without the manufacturer's approval.
8. Do not leave the crane you are working in unattended if you have a hoisted load suspended in the air.
9. Do not hoist loads over people.
10. Do not use a hoist whose safety latch on the hook has been removed, is bent, or is otherwise visibly damaged.

### Lifting Equipment

1. Do not use chain slings if links are cracked, twisted, stretched or bent.
2. Fabricate all wire in wire rope slings by using thimbles; do not form eyes by using wire clips or knots.
3. Do not shorten slings by using make-shift devices such as knots or bolts.
4. Do not use a kinked chain.
5. Protect slings from the sharp edges of their loads by placing pads over the sharp edges of the items that have been loaded.
6. Do not place your hands between the sling and its load when the sling is being tightened around the load.
7. Wear work gloves when handling rough, sharp-edged or abrasive material such as chains, cables ropes or slings.
8. Do not alter or remove the safety latch on hooks. Do not use a hook that does not have a safety latch, or the safety latch is bent.
9. Lift the load from the center of the hooks, not from the point.

### Vehicle Safety

#### General

1. Turn the vehicle off before fueling it.
2. Do not smoke while fueling a vehicle.
3. Wash hands with soap and water if you spill gasoline on your hands.
4. Shut your door and fasten your seat belt before moving the vehicle.
5. Obey all traffic laws and signals at all times.
6. Maintain a three-point contact using both hands and one foot or both feet and one hand when climbing into and out of vehicles.
7. Only service vehicle personnel are permitted to operate a service vehicle.
8. Do not ride in the bed of a pick-up truck.
9. Turn headlights on when driving inside the shop area or on parking decks.
10. Do not drive over 5 mph in the shop area.
11. Walk behind the vehicle and remove any equipment, tools, or other pathway instructions before getting into the vehicle. Sound the horn to alert nearby coworkers before backing the vehicle.
12. Tie down, lash, or secure all materials and equipment hauled in the bed of vehicles.

13. Do not mount or dismount a moving vehicle.

Lift Gates

1. Do not place items such as air-conditioning units or heating units anywhere on the lift gate where it cannot be moved by a dolly.
2. Secure equipment on the truck by using latches or ropes.
3. Keep hands, fingers and arms away from the edge of the lift gate platform.
4. Do not lower the lift gate until everyone is clear of its landing area.

Vehicle/Trailer Safety

1. Set the parking brake in the towing vehicle and use wheel blocks to chock the wheels of the trailer before removing any equipment from the trailer.
2. Secure equipment and fuel tanks to the vehicle with chains or straps to eliminate or minimize shifting of the load.
3. No one is permitted to ride in the trailer.
4. Take slow, wide turns when towing trailers.
5. Do not exceed the load capacity as posted on the trailer door of the trailer.
6. Do not place all the heavy equipment on one side of the trailer.

Production and Maintenance Personnel

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.

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. Do not place the sander on the material to be sanded before starting the sander.
4. Inspect the back-up pad and disc to ensure that they are securely fastened.
5. Inspect the grinding disc for defects such as cracks, breaks or grooves. Do not use if any of these conditions are present.
6. Do not install a sanding disc whose labeled RPM speed is lower than the rated speed of

the sander.

7. 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.

#### Disc Sander (Continued)

8. 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.
9. Do not hold a small piece of material in your hand to sand it.
10. 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 full stop before grabbing the piece of stock.
7. Keep the drill press and the area around the drill press clear of metal cuttings or lubricants.

#### General Power Saw Safety

1. Wear the prescribed personal protective equipment such as goggles, gloves, dust masks and hearing protection when operating the power saw.
2. Turn the power switch of the saw to "Off" before making measurements, adjustments or repairs.
3. Keep your hands away from the exposed blade.
4. Operate the saw at full cutting speed, with a sharp blade, to prevent kickbacks.
5. If the saw becomes jammed, turn the power switch of the saw to "Off" before pulling out the incomplete cut.
6. Do not alter the anti-kickback device or blade guard.

#### 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.

#### Scroll (Jig) Saw

1. Do not use the saw unless the table is firmly secured and it is in true alignment with the sawblade.
2. Before using the saw all belts, pulleys, shafts and gears must be guarded.
3. Tighten the blade securely in the lower chuck and adjust it in-line with the blade support.
4. Check the tension of the blade by turning the motor by hand, if "knocking" is heard, readjust the tension.
5. Firmly hold the stock and feed it at a moderate rate of speed into the blade.
6. Keep fingers and hands away from the path of the blade.
7. Turn off the machine and wait until it has completely stopped before removing scraps.

#### Metal Lathes

1. Cover 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 prevent 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.

#### Hydraulic/Pneumatic Tools

1. Do not point a charged compressed air hose at bystanders or use it to clean your clothing.
2. Lock and/or tag tools "Out of Service" to prevent usage of defective or damaged tool.
3. Do not use tools that have handles with burrs or cracks.

#### Hydraulic/Pneumatic Tools

4. Do not use compressors if their belt guards are missing. Replace the belt guards before using the compressor.
5. Turn the power switch of the tool to "Off" and let it come to a complete stop before leaving it unattended.
6. Disconnect the tool from the air line before making any adjustments or repairs to the

tool.

#### Knives/Sharp Instruments

1. When handling knife blades and other cutting tools, direct sharp points and edges away from you.
2. Cut in the direction away from your body when using knives.
3. Keep knives sharpened; do not use knives that have dull blades.
4. Use knives for the operations for which they are named.
5. Do not use knives that have broken or loose handles.
6. Do not use knives as screwdrivers or pry bars.
7. Do not pick up knives by their blades.
8. Carry knives with their tips pointed towards the floor.
9. Do not carry knives, scissors or other sharp tools in your pockets or an apron unless they are first placed in their sheath or holder.
10. Follow this procedure for picking up any bags that have sharp objects protruding from them: Grab the top of the bag above the tie-off, using both hands, and hold the bag away from your body.
11. When opening cartons, use safety box cutters.

#### 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 perform "make-shift" repairs to tools.
8. Do not throw tools from one location to another or from one employee to another.
9. Transport hand tools only in tool boxes or tool belts. Do not carry tools in your hand or clothing when climbing.

#### HAND TOOL SAFETY (Continued)

##### 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.

#### 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.

#### HAND TOOL SAFETY (Continued)

##### 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 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. 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.

### Clamps

1. Do not use the C-clamp for hoisting materials.
2. Do not use the C-clamp as a permanent fastening device.

### 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.

## ELECTRICAL POWER TOOL SAFETY

### General Rules

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 plugged-in equipment or tools with your finger on the switch.
4. Do not carry equipment or tools by the cord.
5. Disconnect the tool from the outlet by pulling on the plug, not the cord.
6. Turn the tool off before plugging or unplugging it.
7. Do not leave tools that are "On" unattended.
8. Do not handle or operate electrical tools when your hands are wet or when you are standing on wet floors.
9. Do not operate spark inducing tools such as grinders, drills or saws near containers labeled "Flammable".
10. Turn off the electrical tool and unplug it from the outlet before attempting repairs or service work. Tag the tool "Out of Service".
11. Do not use extension cords or other three-pronged power cords that have a missing prong.
12. Do not remove the ground prong from electrical cords.
13. Do not use an adapter such as a cheater plug that eliminates the ground.
14. Do not plug multiple electrical cords into a single outlet.
15. Do not run extension cords through doorways, through holes in ceilings, walls or floors.
16. Do not drive over, drag, step on or place objects on a cord.
17. Do not use a power hand tool to cut wet or water soaked building materials or to repair

pipe leaks.

18. Never operate electrical equipment barefooted. Wear rubber-soled or insulated work boots
19. Do not operate a power hand tool or portable appliance while holding a part of the metal casing or while holding the extension cord in your hand. Hold all portable power tools by the plastic hand grips or other nonconductive areas designed for gripping purposes.

#### 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.

#### Jacks

1. Do not exceed the jack's rated lifting capacity as noted on the label of the jack.
2. Clear all tools, equipment and any other obstructions from under the vehicle before lowering the jack.

#### Batteries

1. Do not lay tools or metal parts on top of a battery.
2. Turn the fan motor selector switch to the "On" position before operating the battery charger. Turn the power switch of the battery charger to "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.

#### Carts

1. Do not exceed the rated load capacity noted on the manufacturer's label on the cart.
2. Ask a spotter to help guide carts around corners and through narrow aisles.
3. Do not stand on a cart or float or use it as a work platform.

#### 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.

#### 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. 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.

#### Machine Guarding

1. Replace the guards, before starting machines, after making adjustments or repairs to the machine.
2. Do not remove, alter or bypass any safety guards or devices when operating any piece of equipment or machinery.
3. Read and obey safety warnings posted on or near any machinery.

#### Personal Protective Equipment

1. Do not drill holes in or paint 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 operating chippers, grinders, lathes, sanders.
4. Wear the chemical goggles when using, applying or handling chemical liquids or powders from containers labeled "Caustic" or "Corrosive".
5. Do not continue to work if your safety glasses become fogged. Stop work and clean the glasses until the lenses are clear and defogged.
6. Wear dielectric gloves when working on energized electric circuits.
7. Wear your ear plugs or ear muffs in areas posted "Hearing Protection Required".

#### 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.

#### WAREHOUSE PERSONNEL

##### General Storeroom/Stockroom Safety

1. Wear leather gloves when handling materials such as copper or aluminum wire.

2. Do not attempt to catch falling materials.
3. Do not try to kick objects out of pathways. Push or carry them out of the way.
4. Move slowly when approaching blind corners.
5. Do not run on stairs or take more than one step at a time.
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.
8. Visually inspect for sharp objects or other hazards before reaching into containers such as garbage cans, boxes, bags or sinks.
9. Remove or bend nails and staples from crates before unpacking the crates.
10. When cutting shrink wrap with a blade, always cut away from you and your co-workers.
11. Straighten or remove rugs and mats that do not lie flat on the floor.
12. Use caution signs or cones to barricade slippery areas such as freshly mopped floors.
13. Obey all safety and danger signs posted in the workplace.

#### Stocking Shelves

1. When stocking shelves by hand, position the materials to be shelved slightly in front of you, so you do not have to twist when lifting and stacking materials.
2. Place items on shelves so that they lie flat and do not wobble.
3. Place heavier loads on the lower or middle shelves.
4. Do not stack bulky merchandise on crushed boxes.
5. Do not let items overhang from shelves into walkways.
6. Remove one object at a time from shelves.
7. Do not climb the racking to stock or retrieve merchandise; use a ladder.

#### 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 items, such as air-conditioning units or heating units, 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.

### 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 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.

### General Hand Tool Safety

1. Tag worn, damaged or defective tools "Out of Service" and do not use them.
2. Do not use a tool if its handle has splinters, burrs, cracks, splits or if the head of the tool is loose.
3. Do not use impact tools such as hammers, chisels, punches or steel stakes that have mushroomed heads.
4. When handing a tool to another person, direct sharp points and cutting edges away from yourself and the other person.
5. Do not carry sharp or pointed hand tools such as screwdrivers, scribes, snips, scrapers, chisels or files in your pocket unless the tool or your pocket is sheathed.
6. Do not perform "make-shift" repairs to tools.
7. Do not throw tools from one location to another or from one employee to another.
8. Transport hand tools only in tool boxes or tool belts. Do not carry tools in your clothing.

## FIRST AID INSTRUCTIONS

**In all cases requiring emergency medical treatment, immediately call, or have a co-worker call, to request emergency medical assistance.**

### WOUNDS:

Minor: Cuts, lacerations, abrasions, or punctures

- Wash the wound using soap and water; rinse it well.
- Cover the wound using clean dressing.

Major: Large, deep and bleeding

- Stop the bleeding by pressing directly on the wound, using a bandage or cloth.
- Keep pressure on the wound until medical help arrives.

### BROKEN BONES:

- Do not move the victim unless it is absolutely necessary.
- If the victim must be moved, "splint" the injured area. Use a board, cardboard, or rolled newspaper as a splint.

### BURNS:

Thermal (Heat)

- Rinse the burned area, without scrubbing it, and immerse it in cold water; do not use ice water.
- Blot dry the area and cover it using sterile gauze or a clean cloth.

Chemical

- Flush the exposed area with cool water immediately for 15 to 20 minutes.

### EYE INJURY:

Small particles

- Do not rub your eyes.
- Use the corner of a soft clean cloth to draw particles out, or hold the eyelids open and flush the eyes continuously with water.

Large or stuck particles

- If a particle is stuck in the eye, do not attempt to remove it.
- Cover both eyes with bandage.

Chemical

- Immediately irrigate the eyes and under the eyelids, with water, for 30 minutes.

### NECK AND SPINE INJURY:

- If the victim appears to have injured his or her neck or spine, or is unable to move his or her arm or leg, do not attempt to move the victim unless it is absolutely necessary.

HEAT EXHAUSTION:

- Loosen the victim's tight clothing.
- Give the victim "sips" of cool water.
- Make the victim lie down in a cooler place with the feet raised.

## **ACE AIR CONDITIONING – WORK-RELATED INJURY & ILLNESS PROCEDURE**

- CARE FOR THE EMPLOYEE FIRST!
- SECURE THE SCENE
- COMPLETE THE NECESSARY PAPERWORK
- ESTABLISH A RETURN-TO-WORK PROGRAM
- MAKE A COMMITMENT TO SAFETY

### Steps to Follow:

1. If the injury is life-threatening, immediately call 911 or transport the employee to an urgent care or emergency room. These include:
  - a. Fatalities
  - b. Extreme bleeding or blood loss
  - c. Damage to the head, skull and face
  - d. Damage to any of the senses (e.g. partial or complete loss of hearing, sight, etc)
  - e. Incapacitation or dislocation of limbs that hinder functionality and movement (including paralysis and amputation)
  - f. Damage to the skin (e.g. extensive burns, bruises or cuts)
  - g. Blows or injuries to the spine, back and ribs
  - h. Harm to the nervous system or loss of consciousness through electrocution, hypothermia, etc.
  - i. Poisoning
  - j. Contamination from hazardous substances or transmission of diseases
  - k. Any other injury that requires hospitalization or medical care
2. Employee should first seek medical treatment and then notify the supervisor or jobsite foreman
3. The supervisor/foreman is responsible for:
  - a. Promptly ensuring employee receives immediate medical treatment, if necessary
  - b. Completing an accident report and having all witnesses do the same
  - c. Notifying Human Resources and Operations Manager as soon as practicable
  - d. Taking photos if they will help to document incident in more detail
  - e. Reporting the injury as work-related and make sure employee and ALL involved parties are drug-tested post-accident
4. If the employee's injury is non-life threatening (minor) but still requires medical treatment, the employee must report it to the appropriate manager/supervisor

within one business day or as soon as is practicable

5. The supervisor/foreman should always accompany employee to urgent care facility
6. Cover medical expenses within reason on company-issued credit card
7. Notify Operations Manager and NC Managers as soon as is practicable
8. In all situations, major or minor, management is required to document on how accident could have been prevented and to determine root cause(s) associated with the injury or illness
9. Management will initiate an investigation into the incident, when appropriate and implement the necessary, appropriate corrective action to reduce the loss exposure/risk of injury and to prevent future unsafe work practices
10. Employees should also report occurrences that may not have involved injuries but could potentially be dangerous if repeated – these include but are not limited to:
  - a. Explosions
  - b. Slippery surfaces
  - c. Water or gas leaks
  - d. Inadequate insulation of circuits
  - e. Collapses of walls, ceilings, structures, etc.
  - f. Breaking of window glasses or frames
11. Provide the following information on the incident report as accurately as possible:
  - The place/location of the accident
  - The date and time of accident
  - The people involved or injured
  - Their position or involvement in the accident
  - Their actions immediately following the incident
  - Whether any PPE, safety equipment or safety procedures were/were not being utilized

Ace Air Conditioning places great importance on these procedures. All employees are obliged to comply. Failure to follow these procedures fully will result in disciplinary consequences up to and including termination.

## IMPORTANT CONTACT NUMBERS

911 – Emergency/Ambulance/Police/Fire & Rescue

386-878-4137 – PromptCare, Orange City

407-330-3412 - Florida Hospital Centra Care, Sanford

407-333-0160 – CareSpot Express Healthcare, Lake Mary

386-668-8651 – Ace AC Main Office

386-804-2872 – Scott Palmateer, Operations Manager

New Construction Management:

386-804-1794 - Bryan Steadman, HVAC NC Manager

386-259-2318 - Adam Tulino, NC Project Manager

386-801-8245 – Human Resources

1-800-440-5020 – The Zenith (Work Comp Carrier)

## OSHA RECORDABLE INJURY(IES):

One that requires medical treatment beyond first aid, as well as one that causes death, days away from work, restricted work or transfer to another job, or loss of consciousness.

Obtained from [Toolboxtopics.com](http://toolboxtopics.com), Plumbing, HVAC,  
<http://toolboxtopics.com/Programs/programs.htm> (Accessed October 21, 2016).

## Transitional Return to Work Program Policy and Procedures

### Policy Statement

ACE Air Conditioning, Inc. is committed to working with our employees who are injured on the job. We will make every effort to keep them working in a meaningful and productive manner. By providing transitional temporary work assignments such as modified duty or alternative work, injured/ill employees remain an active and vital part of our company.

### Purpose

The intent is to return industrially injured/ill employees to suitable, gainful employment as soon as medically possible.

### Eligibility

Eligible employees are those who sustain an injury or illness while performing their regular job duties. As a result, they have temporary restrictions or limitations provided by a physician. The physician must provide a clear and complete written description of the restrictions.

### Participation

If an appropriate transitional temporary work assignment is identified, participation is mandatory for the duration of the work restrictions, the availability of the assignment or the maximum amount of time allowable in the program.

The employee will receive a written offer of available modified duty or alternate work. Once the offer is extended, the employee must respond or appear at the designated site within 72 hours. Failure to accept a physician-approved, transitional temporary work assignment may result in the loss of indemnity benefits

### Duration

Transitional temporary work assignments such as modified duty or alternate work are limited and should normally not exceed 90 days or the amount of time that the doctor determines is medically necessary, whichever occurs first. The length of a transitional temporary work assignment, however, may be shorter if the restrictions can no longer be accommodated. Transitional temporary work assignments end in 90 days or when the doctor determines that it is no longer necessary or appropriate due to the employee's recovery, medical condition, or release to return to work full duty. The employee no longer qualifies for this program if their medical condition becomes "permanent", they are released to regular duties without restrictions or they have been participating in the program for the maximum of 90- days, whichever occurs first.

### Communication

All existing employees will be informed of our commitment to Return to Work and the program put in place. Information about this program will also be presented to new hires during the orientation process.

## Responsibilities

### Injured/Ill Employee:

- Report the injury / illness to the supervisor immediately and get medical treatment as directed.
- Obtain a work status report from an approved physician and give it to the supervisor after each medical appointment.
- If recommended by a physician, participate in transitional temporary work assignments when available.
- Non-cooperation or non-compliance may affect other disability benefits.
- While working the transitional temporary work assignment, the employee will comply with all company policies and procedures, with the exception of approved time-off for medical or workers' compensation related appointments.

### Direct Supervisors/Managers:

- Upon knowledge of an industrial injury/illness, direct employee to medical treatment. Inform HR or appropriate filing parties.
- Obtain a valid work status report, which indicates that an employee can return to work with or without restrictions.
- If work restrictions are indicated by the physician, coordinate with other members of management, if necessary, to identify an appropriate transitional temporary work assignment in a timely manner.
- Maintain communication with the injured / ill employee throughout the recovery period.
- Obtain work status summaries from the employee each time he/she goes to the physician and forward a copy to workers compensation claims examiner.
- Encourage employees to schedule medical appointments and/or physical therapy appointments before or after work. If they are unable to do so, allow them the time to seek the necessary treatment in order to recover.
- Obtain a release to return to work before returning the employee to their regular job.

## Administrative Guidelines

Compensation: The employee will not qualify for workers' compensation disability payments if they are provided with a transitional temporary work assignment that is offered for the same number of hours worked and same hourly wage. If the employee is offered work hours and/or an hourly wage less than what was received at the time of injury, the injured employee may be entitled to supplemental workers' compensation disability payments.

Nothing in this Policy entitles an employee to a transitional temporary work assignment. These assignments are temporary, they are not considered permanent and such assignments do not create an entitlement to the position to which the employee is temporarily assigned.