



# **Employee Safety Manual**

## 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

### 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.

## Company Drivers

Safety is your priority. All vehicles are equipped with outer and inner dashcams that have the capability to record video and audio, as well as provide access to direct communication with all vehicle occupants for safety, to prevent distracted driving, and for compliance with driving laws and company policies.

### 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.
4. Avoid and prevent distracted driving at all times. Distracted driving is anything that takes your attention away from driving. Traffic safety experts classify distractions into three main types:



- a. **Manual:** when you move your hands from the wheel.
  - b. **Visual:** when you focus your eyes away from the road.
  - c. **Cognitive:** when your mind wanders away from the task of driving.
5. Practice Defensive Driving at all times. Defensive Driving is it's about thinking ahead and anticipating hazards so you can avoid accidents before they happen. You should always:
  - Plan Ahead: Check weather conditions before you leave. Give yourself enough time to make the trip. When possible stick to a lane with a shoulder next to it, so you have somewhere to move in an emergency.
  - Scan your Surroundings: Avoid "That car came out of nowhere!" scenarios. Scan intersections before passing them. The goal is to always anticipate where vehicles will be a few seconds later so you can respond quickly.
  - Brake Early: Leave extra space between you and other cars. Slow down sooner. There is no good reason to tailgate anyone.
  - Remain Calm: Don't be aggressive. Not only will this irritate drivers around you, it is also highly dangerous. Studies have shown that aggressive driving causes more accidents rather than prevents them. Examples: brake-checking," accelerating through yellow lights, yelling at other drivers.

## 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 sunburn.
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 beehive 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 earmuffs 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:
  - a. 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).

- b. 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:
  - a. Verify that the locked-out switch or control cannot be overridden.
  - b. Test the equipment to be certain that the locked-out switch is de-energized and not simply malfunctioning.
  - c. Press all start buttons to see if the equipment starts.
  - d. 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:
  - a. All tools and other items have been removed.
  - b. All machine guards are in place.
  - c. All electric systems are reconnected.
  - d. All employees are clear of equipment.

### Electrical Power 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 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 worktable.

### 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.

### Toolboxes/Chests/Cabinets

1. Use the handle when opening and closing a drawer or door of a toolbox, chest, or cabinet.
2. Do not stand on toolboxes, chests or cabinets to gain extra height.
3. Lock the wheels on large toolboxes, chests or cabinets to prevent them from rolling.
4. Push large chests, cabinets and toolboxes; do not pull them.
5. Do not open more than one drawer of a toolbox 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 toolbox or chest as a workbench.
8. Do not move a toolbox, 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

### 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.
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 airline before making any adjustments or repairs to the tool.

### 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.

### 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.
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 work piece. 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.

### 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.

## 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 toolboxes or tool belts. Do not carry tools in your hand or clothing when climbing.

### 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.

### 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 worktable.

## 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-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 work piece in a vise, support the far end of the work piece by using an adjustable pipe stand, sawhorse or box.
2. Position the work piece in the vise so that the entire face of the jaw supports the work piece.
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.

#### Toolboxes/Chests/Cabinets

1. Use the handle when opening and closing a drawer or door of a toolbox, chest or cabinet.
2. Tape over or file off sharp edges on toolboxes, chests or cabinets.
3. Do not stand on toolboxes, chests or cabinets to gain extra height.
4. Lock the wheels on large toolboxes, chests or cabinets to prevent them from rolling.
5. Push large chests, cabinets and toolboxes; do not pull them.
6. Do not open more than one drawer of a toolbox 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 toolbox or chest as a workbench.
9. Do not move a toolbox, 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
  1. 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 earmuffs 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 toolboxes or tool belts. Do not carry tools in your clothing.

## FIRST AID INSTRUCTIONS

In any situation requiring emergency medical treatment, promptly call or have a coworker call for emergency medical assistance. Following these steps ensures that injuries are managed effectively until professional medical help arrives.

### WOUNDS

#### Minor Cuts, Lacerations, Abrasions, or Punctures

- Wash the wound using clean, running water and mild soap.
- Rinse the wound thoroughly to remove any dirt or debris.
- Gently pat the wound dry with a clean towel or gauze.
- Apply an over-the-counter antibiotic ointment to prevent infection.
- Cover the wound with a clean dressing, such as a bandage or sterile gauze.

#### Major Cuts: Large, Deep, and Bleeding

- Apply direct pressure to the wound using a clean cloth or bandage.
- Maintain pressure until bleeding slows or stops.
- If possible, elevate the injured area above the level of the heart to reduce bleeding.
- Continue applying pressure and seek emergency medical assistance immediately.
- If blood soaks through the cloth, do not remove it. Instead, add more cloth or bandage on top and continue applying pressure.

### BROKEN BONES

- Avoid moving the injured person to prevent further injury.
- If movement is necessary, create a splint to immobilize the broken bone. Use items like a board, cardboard, or rolled newspaper to fashion a splint.
- Secure the splint with cloth strips or bandages, ensuring it extends beyond the joints above and below the injury.

### BURNS

#### Thermal (Heat) Burns

- Rinse the burn area with cool (not cold) water for 10-15 minutes.
- Do not use ice or very cold water, as it can cause further damage.
- Gently blot the area dry with a clean cloth.
- Cover the burn with sterile gauze or a clean cloth to protect it from infection.

#### Chemical Burns

- Immediately rinse the affected area with cool water for at least 15-20 minutes.
- Remove any contaminated clothing while rinsing.
- After flushing, cover the area with a clean cloth and seek medical attention.

## **EYE INJURY**

### **Small Particles in the Eye**

- Avoid rubbing the eye to prevent further irritation or injury.
- Use the corner of a soft, clean cloth to gently draw out particles.
- Alternatively, flush the eye with clean water to remove debris.

### **Large or Stuck Particles in the Eye**

- Do not try to remove particles that are stuck in the eye.
- Gently cover both eyes with bandages to prevent movement.
- Seek emergency medical attention immediately.

### **Chemical Eye Injuries**

- Immediately rinse the eyes with clean water for at least 30 minutes.
- Hold the eyelids open to ensure thorough flushing.

## **NECK AND SPINE INJURY**

- Keep the victim still and avoid any movement that could exacerbate the injury.
- Seek immediate medical assistance.
- If trained, stabilize the head and neck using your hands or appropriate equipment until help arrives.

## **HEAT EXHAUSTION**

- Get the victim to a shaded or air-conditioned area.
- Loosen or remove tight clothing to help cool the body.
- Give the victim sips of cool water or a sports drink to rehydrate.
- Have the victim lie down with their feet elevated to improve blood flow.
- Monitor the victim for worsening symptoms. If they do not improve, seek medical attention.

## 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**

#### **STEP 1: IMMEDIATE CARE ON SCENE**

Assess the Situation:

- Ensure the scene is safe to approach.
- Provide immediate care to the injured employee.

If the injury is life-threatening:

- Call 911 or transport the employee to an urgent care or emergency room.
- Types of life-threatening injuries include:
  - Fatalities
  - Extreme bleeding or blood loss
  - Damage to the head, skull, or face
  - Loss of senses (hearing, sight, etc.)
  - Limb incapacitation or dislocation (including paralysis and amputation)
  - Extensive skin damage (burns, bruises, cuts)
  - Spine, back, or rib injuries
  - Nervous system harm or loss of consciousness (electrocution, hypothermia)
  - Poisoning or hazardous substance contamination
  - Any injury requiring hospitalization or medical care

If the injury is not life-threatening:

- Report the incident to HR and Operations.
- Wait for directions to an approved clinic for treatment.

#### **STEP 2: REPORTING AND INITIAL ACTION**

It is imperative that all injuries, regardless of their severity, are reported to management without delay.

Life-threatening injuries:

- Seek medical treatment first.
- Notify Human Resources, Operations Manager, and/or immediate supervisor as soon as practical.

Non-life-threatening injuries:

- Report to the appropriate manager/supervisor on the same business day or as soon as practicable.
- Supervisor/foreman notifies Human Resources and Operations Manager as soon as practicable.
- Human Resources will direct the employee to an approved urgent care facility.
- Supervisor/foreman accompanies the employee to the urgent care facility.
- Company covers medical expenses within reason using a company-issued credit card. Notification:
- All involved parties undergo post-accident drug testing.

### **STEP 3: COMPLETING INVESTIGATION REPORTS**

Accident Investigation Forms:

- Completed on the same day of the injury by:
  - Jobsite foreman or immediate supervisor
  - Injured employee
  - All witnesses

Documentation must include:

- Place/location of the accident
- Date and time of the accident
- People involved; their positions and involvement in the accident
- Actions immediately following the incident
- Whether PPE, safety equipment, or safety procedures were used
- Photos and videos of the site, materials, and equipment involved

### **STEP 4: MANAGEMENT INVESTIGATION AND CORRECTIVE ACTION**

### **Management Responsibilities:**

- Initiate an investigation into the incident.
- Implement appropriate corrective actions to reduce risk and prevent future unsafe work practices.

### **Investigation Details:**

- Determine how the accident could have been prevented.
- Identify root cause(s) associated with the injury or illness.
- Document findings and actions taken.

This process ensures immediate care for injured employees, thorough documentation, and preventive measures to enhance workplace safety.

### **OTHER OCCURRENCES**

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

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**

- Emergency/Ambulance/Police/Fire & Rescue: 911
- Ace AC Main Office: 386-668-8651
- Scott Palmateer, President of Ace: 386-804-2872
- NC Field Manager: 386-898-2207
- Service & Install Manager: 386-801-9950
- Human Resources: 386-561-3333

## OSHA RECORDABLE INJURY(IES):

An injury or illness is considered OSHA recordable if it meets any of the following criteria:

- Medical Treatment Beyond First Aid: Requires medical treatment beyond basic first aid.
- Death: Results in the death of an employee.
- Days Away from Work: Causes the employee to miss days of work.
- Restricted Work or Job Transfer: Leads to restricted work activities or transfer to another job.
- Loss of Consciousness: Causes the employee to lose consciousness.

## TRANSITIONAL RETURN TO WORK PROGRAM POLICY AND PROCEDURES

### **Policy Statement**

ACE Air Conditioning, Inc. is dedicated to supporting our employees who are injured on the job. We strive to keep them engaged in meaningful and productive work by offering transitional temporary assignments, such as modified duty or alternative work. This approach ensures that injured or ill employees remain active and integral members of our team.

### **Purpose**

The aim of this program is to return employees who are industrially injured or ill to suitable, gainful employment as soon as medically feasible.

### **Eligibility**

Employees eligible for this program are those who sustain an injury or illness while performing their regular job duties and subsequently receive temporary restrictions or limitations from a physician. The physician must provide a detailed written description of these restrictions.

### **Participation**

Participation in this program is mandatory if an appropriate transitional temporary work assignment is identified. The duration of participation depends on the work restrictions, the availability of the assignment, or the maximum allowable time in the program. The employee will receive a written offer for available modified duty or alternative work and must respond or report to the designated site within 72 hours. Failure to accept a physician-approved assignment may result in the loss of indemnity benefits.



## **Duration**

Transitional temporary work assignments are typically limited to 90 days or the duration deemed medically necessary by a physician, whichever is shorter. Assignments may end sooner if the restrictions can no longer be accommodated or if the physician determines they are no longer necessary. An employee no longer qualifies for this program if their condition becomes permanent, they are released to regular duties without restrictions, or they have participated in the program for the maximum of 90 days.

## **Communication**

All existing employees will be informed of our Return to Work commitment and the program details. New hires will receive this information during orientation.

## **Responsibilities**

Injured/Ill Employee:

- Report the injury/illness to the supervisor immediately and follow directed medical treatment.
- Obtain a work status report from an approved physician and submit it to the supervisor after each medical appointment.
- Participate in transitional temporary work assignments as recommended by a physician.
- Non-cooperation or non-compliance may affect other workers' compensation benefits.
- Comply with all company policies and procedures while on transitional temporary work assignments, except for approved time-off for medical or workers' compensation-related appointments.

Direct Supervisors/Managers:

- Direct the employee to medical treatment upon knowledge of an industrial injury/illness and inform HR or the appropriate filing parties.
- Obtain a valid work status report indicating whether the employee can return to work with or without restrictions.
- If work restrictions are indicated by the physician, coordinate with management to identify an appropriate transitional temporary work assignment promptly.
- Maintain communication with the injured/ill employee throughout their recovery.

- Obtain and forward work status summaries from the employee to the workers' compensation claims examiner after each medical appointment.
- Encourage employees to schedule medical and physical therapy appointments outside of work hours or allow them the necessary time to seek treatment if this is not possible.
- Obtain a release to return to work before allowing the employee to resume their regular job.

### **Administrative Guidelines**

Compensation: The employee will not qualify for workers' compensation disability payments if provided with a transitional temporary work assignment that matches the same number of hours worked and hourly wage as before the injury. If the offered work hours or wage are less than what was received at the time of injury, the 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, not permanent, and do not create an entitlement to the position to which the employee is temporarily assigned.

### **Conclusion**

Our commitment to safety is unwavering. Every employee, from the newest hire to the most experienced team member, plays a vital role in maintaining a secure and healthy work environment. By adhering to the guidelines and procedures outlined in this manual, we can collectively ensure that safety remains our top priority. Remember, a safe workplace is not just a requirement but a shared responsibility. Let us continue to work together, support each other, and strive for excellence in safety every day. Your well-being is our greatest asset, and we are dedicated to safeguarding it.