

# Safety Rules

## *Concrete Block and Brick Manufacturing*

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**Section VII**  
**CONCRETE BLOCK AND BRICK SIC 3271**  
**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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### CONFINED SPACE

1. Do not perform confined space operations until you have received initial indoctrination and training, regarding your duties and responsibilities.
2. If respirators are required, do not perform any operations until trained in the specifics of the respirator protection program.
3. Obtain a confined space entry permit from your supervisor before entering the space.
4. Do not enter a confined space more than five feet deep without a full body harness and lifeline attached to a man-rated winch for retrieval.
5. Lock and tag "OUT OF SERVICE" all impellers, agitators, pumps or any other equipment in the tank before entering the confined space.
6. Open all manholes of the space for ventilation.
7. If involved in confined space operations, follow all provisions of this company's written confined space program.

### ELECTRICAL POWERED TOOLS

1. Do not use power equipment or tools on which you have not been trained.
2. Keep power cords away from the path of drills, saws, vacuum cleaners, floor polishers, mowers, knives and grinders.
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 you are standing on wet floors.
9. Do not operate spark inducing tools such as grinders, drills or saws near containers labeled "Flammable" or in an explosive atmosphere.
10. Turn off electrical tools and disconnect the power source from the outlet before attempting repairs or service work. Tag the tool "Out of Service."
11. Do not connect multiple electrical tools into a single outlet.
12. Do not run extension cords through doorways, through holes in ceilings, stairways, walls or floors.
13. Do not drive over, drag, step on or place objects on a cord.
14. Do not operate a power hand tool with a two-pronged adapter or a two-conductor extension cord.
15. Never operate electrical equipment barefooted. Wear rubber-soled or insulated work boots.
16. Do not operate a power hand tool while holding a part of the metal casing or 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.
17. Do not operate a power hand tool that has frayed, worn, cut, improperly spliced or damaged power cord.
18. Do not operate a power hand tool if the ground pin from the three-pronged power plug is missing or has been removed.

## PNEUMATIC TOOLS

1. Do not point a compressed air hose at bystanders or use it to clean your clothing.
2. Do not use tools that have handles with burrs or cracks.
3. Do not use compressors if their belt guards are missing. Replace belt guards before use.
4. Turn the tool "off" and let it come to a complete stop before leaving it unattended.
5. Disconnect the tool from the air line before making any adjustments or repairs to the tool.
6. Engage positive locks on hoses and attachments before use.
7. Shut off pressure valve and disconnect air line when not in use.
8. Tag damaged or defective pneumatic tools "Out of Service" to prevent usage of the tool by other employees.

## HAND TOOLS

### General

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. Use tied-off containers to keep tools from falling off of elevated work platforms.
3. Keep the blade of all cutting tools sharp.
4. Carry all sharp tools in a sheath or holster.
5. Tag worn, damaged or defective tools "Out of Service" and do not use them.
6. Do not use a tool if its handle has splinters, burrs, cracks, splits or if the head of the tool is loose.
7. Do not use impact tools such as hammers, chisels, punches or steel stakes that have mushroomed heads.
8. When handing a tool to another person, direct sharp points and cutting edges away from yourself and the other person.
9. Do not carry sharp or pointed hand tools such as screwdrivers, scribes, snips, scrapers, chisels or files in your pocket unless the tool or pocket is sheathed.
10. Do not perform "make-shift" repairs to tools.
11. Do not use "cheaters" on load binders.
12. Do not carry tools in your hand when climbing. Carry tools in tool belts or hoist the tools to the work area with a hand line.
13. Do not throw tools from one location to another, from one employee to another, from scaffolds or other elevated platforms.

### HAZARDOUS MATERIALS

1. Follow the instructions on the label and in the corresponding Material Safety Data Sheet (MSDS) for each chemical product used in your workplace.
2. Do not use protective clothing or equipment that has split seams, pin holes, cuts, tears, or other signs of visible damage.
3. Each time you use your gloves, wash your gloves before removing them using cold tap water and normal hand washing motion. Always wash your hands after removing the gloves.
4. Do not use chemicals from unlabeled containers and unmarked cylinders.
5. Do not perform "hot work", such as welding, metal grinding or other spark producing operations, within 50 feet of containers labeled "Flammable" or "Combustible."
6. Do not drag containers labeled "Flammable."
7. Do not store chemical containers labeled "Oxidizer" with containers labeled "Corrosive" or "Caustic."
8. Always use chemical goggles and a face shield before handling chemicals labeled "Corrosive" or "Caustic."

### PERSONAL PROTECTIVE EQUIPMENT

1. Do not paint or drill holes in hard hats.
2. Do not wear hard hats that are dented or cracked.
3. Do not wear anything under a hard hat, such as baseball cap and shower cap, except for manufacturer approved liners.
4. Wear safety glasses, goggles or face shields when operating chippers or grinders.
5. Wear face shields over goggles or safety glasses during open gas cutting or welding operations.
6. Wear chemical goggles when using, applying or handling chemical liquids or powders from containers labeled "CAUSTIC" or "CORROSIVE."
7. Do not continue to work if your safety glasses become fogged. Stop work and clean the glasses until the lenses are clear and defogged.
8. Wear a welding helmet or welding goggles during welding operations.
9. Wear dielectric gloves when working on electric current.
10. Wear ear plugs or ear muffs in areas posted "Hearing Protection Required."

### RESPIRATOR SAFETY

1. Do not perform operations requiring respirators, unless you have been approved for use of respirators, trained, and fitted.
2. Inspect respirators for cracked or worn parts before and after each use and after cleaning. Do not use the respirator if any of the conditions (cracked or worn parts) are present.
3. Do not work in an area that requires the use of respiratory protective equipment if you fail to obtain a tight seal between the respirator and your face.
4. Do not wear a respirator if facial hair prevents a tight seal between the respirator and your face.
5. Clean and sanitize respiratory equipment according to manufacturer's recommendations after each use.
6. Store respiratory equipment in a clean and sanitary location.

### HOUSEKEEPING

1. Do not place material such as boxes or trash in walkways and passageways.
2. Do not block or obstruct stairwells, exits or accesses to safety and emergency equipment such as fire extinguishers or fire alarms.
3. Keep walking surfaces of elevated working platforms clear of tools that are not being used, and clear of other materials such as aggregate.
4. Return tools to their storage places after use.
5. Do not use gasoline for cleaning purposes.



## 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. Allow only one person on the ladder at a time.
5. Face the ladder when climbing up or down.
6. 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.
7. When performing work from a ladder, face the ladder and do not lean backward or sideways from the ladder.
8. Do not stand on the top two rungs of any ladder.
9. Do not stand on a ladder that wobbles, or that leans to the left or right.
10. When using a straight ladder, extend the top of the ladder at least 3 feet above the edge of the landing.
11. Do not move a rolling ladder while someone is on it.
12. Do not place ladders on barrels, boxes, loose bricks, pails, concrete blocks or other unstable bases.
13. Do not carry items in your hands while climbing up or down a ladder.
14. Do not try to "walk" a ladder by rocking it. Climb down the ladder, and then move it.
15. Do not use a ladder as a horizontal platform.

## LIFTING PROCEDURES

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

## LOCKOUT/TAGOUT

NOTE: Devices such as padlocks shall be provided for locking out the source of power at the main disconnect switch. Before any maintenance, inspection, cleaning, adjusting or servicing of equipment (hydraulic, electrical, mechanical or air) that requires entrance into or close contact with the machinery or equipment, the main power disconnect switch or valve, or both, controlling its source of power or flow of material, shall be locked-out or blocked off with a padlock, blank flange or similar device.

1. Do not perform any maintenance, inspection, cleaning, adjusting or servicing of any equipment without following the employer lockout / tagout program.
2. If required to work on powered equipment (hydraulic, electrical, air, etc.), you must have your personal padlock with your name on it and personal key on your person at all times.
3. Disconnect and padlock all machine power disconnects in the off position before removing guards for the purpose of working "ON" or "IN" the machinery or its approaching unguarded parts. (NOTE: When more than one employee is working on a single piece of equipment, each employee must use his own padlock along with lock-out tongs to lock out the equipment. When the work is completed, he must remove only his lock.)
4. Do not commence equipment repair or maintenance work until you have verified that the tagged/locked out switch or control cannot be overridden or bypassed.
5. Replace all guards before removing personal padlocks from the control.
6. Do not use or remove another employee's protective lock. Do not remove a lock from equipment unless you placed it there.
7. Before machinery is put back into use after LOCKOUT/TAGOUT, give a verbal announcement/sound warning to fellow employees.

## MACHINE/EQUIPMENT SAFETY

### AUGERS

- Do not put hand or object into the inspection port at any time.

### AUTOCLAVE

1. Only employer authorized personnel may operate an autoclave.
2. Do not force door or the locking device into position.
3. Do not operate autoclave without proper engagement of the safety interlock.

### BLOCK GRINDERS

1. When operating a block grinder wear safety goggles, safety shoes, hearing protection and a particle respirator.
2. Do not wear loose fitting clothing when operating grinders.
3. When feeding blocks onto the chain drive, keep hands away from block hold- down guide.
4. Do not operate grinder without dust collecting equipment in operation.

### BLOCK MACHINES

1. Do not make adjustments on a machine while it is in automatic or in motion. (Follow LOCKOUT/TAGOUT procedures).
2. Turn the power off or take out of automatic to clear any malfunction. (Follow LOCKOUT/TAGOUT procedures).
3. Turn off the master control valve on hydraulic machines before attempting to change molds. (Follow LOCKOUT/TAGOUT procedures).
4. Use two workers when changing molds or performing maintenance. (Follow LOCKOUT/TAGOUT procedures).
5. Do not turn on main or panel disconnects without first closing doors on the electrical boxes or panels. (Follow LOCKOUT/TAGOUT procedures).
6. Block or chain the stripper head frame in the up position before reaching under the stripper head. (Follow LOCKOUT/TAGOUT procedures).
7. Before machines are started, remove tools, bars and etc. from machines or mixer. (Follow LOCKOUT/TAGOUT procedures).

### CONVEYERS

1. Do not climb over or walk on a conveyer.
2. Do not make repairs or adjustments on a conveyer while it is in motion. TURN IT OFF--LOCK IT OUT (Follow LOCKOUT/TAGOUT procedures).
3. Wear a safety helmet when working under a conveyer.
4. Keep hands and feet away from an operating conveyer.

### RACK CONVEYER

1. Keep your hands away from the conveyer while it is in motion.
2. Do not cross or climb on a rack conveyer.
3. Do not step between rack and loader/unloader.
4. Do not stand in front of rack conveyer while loader is in operation.

### CUBER

1. Do not reach into a cuber until the safety hooks are in place.
2. When operating cuber, stand in the area identified by the manufacturer. Do not operate cuber from any other area.
3. Do not step up onto cube rolls or midget rolls.
4. Do not operate cuber unless all guards are in place.

### DEPALLETTERS OR PUSHERS

1. Do not remove blocks from pallet inside the depalleting area.
2. Do not manually actuate depalleter switch inside the depalleting area.
3. Keep hands and arms out of pushing area.
4. When working on depalleter or pusher equipment, turn off the main electrical panel and lock it out. (Follow LOCKOUT/TAGOUT procedures).
5. When operating the depalleter or pusher equipment, wear safety glasses, safety shoes, hearing protection and hard hat.
6. Do not exceed the rated capacity of the depalleter or pusher machine.

## HOISTS

### CHAIN AND ROPE HOISTS

1. Do not operate hoist if the hoist chain or hoist rope has kinks or twists.
2. Do not wrap hoist chain or hoist rope around load.
3. Do not operate chain hoist unless trained and authorized by your supervisor.
4. Procedure during hoist:
  - a. When moving the load, avoid sudden acceleration or deceleration.
  - b. Do not let load contact any obstruction.
  - c. Do not position yourself between the load and wall or any other immovable object.

### OVERHEAD HOISTS

1. Do not load overhead hoist beyond the rated capacity.
2. Secure and balance load before lifting.
3. Do not overload hooks.

### SKIP HOISTS

1. Do not enter skip pit until safety stops are in place.
2. Lock or block skip bucket in the raised position for cleaning the skip bucket pit.

### LOADER/UNLOADER

1. Do not operate loader or unloader equipment unless all guards are in place.
2. Do not walk under elevators.
3. Do not reach into elevators.
4. Do not crawl over a moving conveyer.
5. Do not perform any maintenance on the loader or unloader equipment in the automatic position.
6. Do not permit unauthorized personnel around loader or unloader equipment while it is in operation.

### MATERIAL ELEVATORS

1. Only employer authorized personnel may operate elevators.
2. Do not operate the elevator unless all gates and guards are in place.
3. Do not stick tools in inspection port or receiving hopper while the elevator is in operation.

### MIXERS

1. Do not operate the mixer unless a safety grid is over the mixer and guards are over the belt and gears.
2. When cleaning or performing maintenance inside the mixer, pull the motor starter and "LOCK" in the "OFF" position and keep the key in your pocket. (Follow LOCKOUT/TAGOUT and Confined Space Entry Procedures.)
3. Do not use an iron or steel hammer on hardened metal parts, such as molds or mixer parts. Use lead or brass hammers.
4. Do not reach into the mixer while it is in motion.
5. Before starting a mixing machine, remove all tools, bars, etc., on the machine or in the mixer.

### OILERS/CLEANERS

- Do not remove jammed pallets while cleaner/oiler is in operation.

### SPLITTERS

1. Put the splitter in the manual position when making adjustments.
2. When operating the splitter automatically, stand in the manufacturer's identified position.
3. When the splitter is not in operation, pull the connecting power or the stationary switch and lock in the upright position.

### STRAPPERS

1. If entrance to strapper machine is required for servicing, such as cleaning or greasing, place the main disconnect switch to the "OFF" position and padlock until service is completed. Close the main air valve and bleed off all air pressure. Before entering the product passage area, consult the strapper manual and safety procedures required to ensure no cube will be discharged while service is being performed. (Follow LOCKOUT/TAGOUT procedures).
2. Do not ride on conveyer rollers.
3. Do not turn the strapper power switch to the "ON" position until all guards are in place.

### TRANSFER CARS

1. Do not operate the transfer car equipment until all guards are in place.
2. Place the transfer car in the manual mode when performing maintenance work. (Follow LOCKOUT/TAGOUT procedures).

## TURNOVERS

1. Place the switch of the turnover in the manual position before changing the pads or the tips.
2. Replace all guards after repairs, before returning the turnover to the automatic position.
3. Warn and clear all personnel of turnover equipment before starting the equipment.
4. When working on turnover equipment, turn main power source to the "off" position. Follow LOCKOUT/TAGOUT procedures.
5. Wear your safety glasses, safety shoes, hearing protection and hard hat when operating turnovers.
6. Do not exceed the rated capacity of the turnover machine.



## OFFICE SAFETY

NOTE: Includes administration and office personnel.

1. Close drawers and doors immediately after use.
2. Open one file cabinet drawer at a time.
3. Put heavy files in the bottom drawers of file cabinets.
4. Use the handle when closing doors, drawers and files.
5. Use the ladder or step stool to retrieve or store items that are located above your head.
6. Do not stand on furniture to reach high places.
7. Do not kick objects out of your pathway; pick them up or push them out of the way.
8. Do not block your view by carrying large or bulky items; use dolly or hand truck or get assistance from a fellow employee.
9. Store sharp objects, such as pens, pencils, letter openers or scissors in drawers or with the points down in a container.
10. Keep floors clear of items such as paper clips, pencils, tacks or staples.
11. Do not tilt the chair you are sitting in on its back two legs.
12. Carry pencils, scissors and other sharp objects with the points down.
13. Position hands and fingers onto the handle of the paper cutter before pressing down on the blade.
14. Keep the paper cutter handle in the closed/locked position when it is not in use.
15. Do not use paper cutting devices if the finger guard is missing.
16. Keep fingers away from the ejector slot when loading or testing stapling devices.
17. Point the ejector slot away from yourself and bystanders when refilling staplers.
18. Do not use extension or power cords that have the ground prong removed or broken off.
19. Use a cord cover or tape the cord down when running electrical or other cords across aisles, between desks or across entrances/exits.
20. Do not place fingers or loose clothing in or near the feed of a paper shredder.
21. Do not connect multiple electrical devices into a single outlet.
22. Do not throw matches, cigarettes or other smoking materials into trash baskets.
23. Keep doors in hallways fully open or fully closed.
24. Use a staple remover, not your fingers, for removing staples.
25. Turn off and unplug office machines before adjusting, lubricating or cleaning them.
26. Do not use fans that have excessive vibration, frayed cords or missing guards.
27. Do not place floor type fans in walkways, aisles or doorways.
28. Use handrails when ascending or descending stairs or ramps.
29. Obey all posted safety and danger signs.
30. Do not use frayed, cut or cracked electrical cords.
31. Do not store or leave items on stairways or walkways.
32. Do not run on stairs or take more than one step at a time.
33. Do not jump from ramps, platforms, ladders or step stools.
34. Clean up spills or leaks immediately by using a paper towel, rag or a mop and bucket.

## VEHICLE/DRIVING SAFETY

### Fueling Vehicles

1. Do not smoke while fueling a vehicle.
2. Wash hands with soap and water if you spill fuel on your hands.
3. Do not leave vehicle while it is being fueled.

### 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.

## TRUCK DRIVERS

1. Do not drive unless you have a license for the type of vehicle to be operated.
2. Perform vehicle check before every trip, using the vehicle check sheet.
3. Keep trucks clean inside and wash windows regularly.
4. Do not move truck while unloader is unsecured, except when dumping the load.
5. Wear hard hats in yard and on job-site while unloading.
6. Stabilize and secure loads on trucks before moving the trucks.
7. For off-the-road pulling, use low gear on both transmissions. Lock and equalize tandems.

## BOOM UNLOADERS

1. Fully extend outriggers before attempting a lift.
2. Do not operate a boom unloader on soft ground without cribbing or mats.
3. Do not operate boom unloader with boom closer than ten feet to power lines.
4. Rotate the boom with the load as close in to the pedestal as possible. When the blocks clear the bed of the truck, lower the blocks as close to the ground as possible (two-three feet.)
5. Do not put cubes of block on scaffolding or above ground level.
6. Inspect cables daily for wear, replace if starting to fray.
7. Unload off the rear end of the truck first.
8. Do not stand under a cube of blocks that is being unloaded.
9. Do not have power take-offs engaged while loading trucks or when leaving control box unattended.
10. Do not operate another person's boom in the yard or on the job site without the driver's permission.
11. Do not unload block if your (the operator's) view is obstructed, e.g., wall or hedges.

### STRADDLE UNLOADERS

1. Secure unloader with hold-down provided, before moving the truck.
2. Do not use bent or cracked unloader pipes.
3. Select an unloading area with firm ground for deploying the stabilizers.
4. Do not lift a load that is over the rated capacity of the unloader.
5. Do not jerk unloader when it is in motion.
6. Keep hands off rails while loader is in motion.
7. Secure rail extensions after unloading.

### PUPS-TRAILERS

1. Inspect unit to ensure that lights, tires, safety chain, air hook-ups and mud flaps are operational.
2. Make hook-ups and check that the locking device is engaged before moving.
3. If trailer has adjustable tongue, check that the locking device is engaged before moving the trailer.
4. Use wheel chocks on the trailers when disconnecting them from trucks.

## FORKLIFTS

### Pre-Use Inspection

Do not use forklift if any of the following conditions exist:

1. The mast has broken or cracked weld-points.
2. The roller tracks are not greased or the chains are not free to travel.
3. Forks are unequally spaced or cracks exist along the blade or at the heels.
4. Hydraulic fluid levels are low.
5. Hydraulic line and fitting have excessive wear or are crimped.
6. Fluid is leaking from the lift or the tilt cylinders.
7. The hardware on the cylinders is loose.
8. Tires are excessively worn, split or have missing tire material.
9. Air filled tires are not filled to the operating pressure indicated on the tire.
10. Batteries have cracks or holes, uncapped cells, frayed cables, broken cable insulation, loose connections or clogged vent caps.

### Starting the Forklift

1. Apply the foot brake and shift gears to neutral before turning the key.

### Picking Up a Load

1. Square up on the center of the load and approach it straight on with the forks in the travel position.
2. Stop when the tips of your forks are about a foot from the load.
3. Level the forks and slowly drive forward until the load is resting against the backrest of the mast.
4. Lift the load an inch or two to test for stability: If the rear wheels are not in firm contact with the floor, take a lighter load or use a forklift with a higher lift capacity.
5. Lift the load high enough to clear whatever is under it.
6. Back up about one foot, then slowly and evenly tilt the mast backwards to stabilize the load.

### Putting a Load Down

1. Square up and stop about one foot from desired location.
2. Level the forks and drive to the loading spot.
3. Slowly lower the load to the floor.
4. Tilt the forks slightly forward so that you do not hook the load.
5. When the path behind you is clear of obstructions, back straight out until the forks have cleared the pallet.

### Stacking One Load on Top of Another

1. Stop about one foot away from the loading area and lift the mast high enough to clear the top of the stack.
2. Slowly move forward until the load is squarely over the top of the stack.
3. Level the forks and lower the mast until the load is no longer supported by the forks.
4. Look over both shoulders for obstructions and back straight out if the path is clear.

### Forklift Safety Rules

1. Do not exceed the lift capacity of the forklift. Read the lift capacity plate on the forklift if you are unsure.
2. Follow the manufacturer's guidelines concerning changes in the lift capacity before adding an attachment to a forklift.
3. Drive with the load at a ground clearance height of 4-6 inches at the tips and 2 inches at the heels in order to clear most uneven surfaces and debris.
4. Drive at a walking pace and apply brakes slowly to stop when driving on slippery surfaces such as icy or wet floors.
5. Approach railroad tracks at a 45° angle.
6. Do not drive over objects in your pathway.
7. Do not drive into an area with a ceiling height that is lower than the height of the mast or overhead guard.
8. Steer wide when making turns.
9. Do not drive up to anyone standing or working in front of a fixed object such as a wall.
10. Do not drive along the edge of an unguarded elevated surface such as a loading dock or staging platform.
11. Obey all traffic rules and signs.
12. Sound horn when approaching blind corners, doorways or aisles to alert other operators and pedestrians.
13. Do not exceed a safe working speed of five miles per hour and slow down in congested areas.
14. Drive in reverse and use a signal person when your vision is blocked by the load.
15. Look in the direction that you are driving; proceed when you have a clear path.
16. Do not use bare forks as a man-lift platform.
17. Do not drive the forklift while people are on the attached man-lift platform.
18. Do not use "Reverse" to brake.
19. Lower the mast completely, turn off the engine and set the parking brake before leaving your forklift.

## WAREHOUSE PERSONNEL

### General

1. Visually inspect for sharp objects or other hazards before putting hands, legs or other body parts into containers such as garbage cans, boxes, bags or sinks.
2. Remove or bend nails and staples from crates before unpacking.
3. When cutting shrink wrap with a blade, always cut away from you and your co-workers.
4. Do not try to kick objects out of pathways. Push or carry them out of the way.
5. Do not let items overhang from shelves into walkways.
6. Move slowly when approaching blind corners.
7. Place heavier loads on the lower or middle shelves.
8. Remove one object at a time from shelves.
9. Place items on shelves so that they lie flat and do not lean against each other.
10. Keep floors clean and aisles unobstructed to allow easy access to exits.
11. Use only supervisor approved equipment (mobile stairs, ladders) to retrieve materials from high shelves.
12. Secure materials that cannot be laid flat.
13. Report inadequate lighting (burned out bulbs or blocked lights) to your supervisor.
14. Store all hazardous or potentially hazardous products in area designated by your supervisor, immediately upon receipt.

### Hand Truck Operations

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

### Pallet Jack Use

1. Only employer authorized personnel may operate pallet jacks.
2. Do not exceed the manufacturer's load rated capacity. Read the lift capacity plate on the pallet jack if you are unsure.
3. Do not ride on pallet jacks.
4. Start and stop gradually to prevent the load from slipping.
5. Pull manual pallet jacks; push when going down an incline or passing close to walls or obstacles.
6. If your view is obstructed, use a spotter to assist in guiding the load.
7. Stop the pallet jack if anyone gets in your way.
8. Do not place your feet under the pallet jack when it is moving.
9. Keep your feet and other body parts clear of pallet when releasing the load.

### WELDING SAFETY

1. Do not attempt to perform any welding until you have been trained and certified by your supervisor.
2. Obey all warning and precaution signs that are posted designating welding areas.
3. When arc welding and arc cutting, use helmets or handshields with filter lenses and cover plates to view the arc.
4. When operating resistance welding or brazing equipment, use face shields or goggles.
5. Wear welding gloves when welding or cutting.
6. Open windows, doors and turn on local exhaust fans to reduce air contaminants.
7. Use respiratory protective equipment provided by supervisor.
8. Do not transfer gases from one cylinder to another or mix gases in a cylinder.
9. Do not use oxygen from a cylinder or cylinder manifold unless a pressure regulating device intended for use with oxygen is provided.
10. Check all cylinders and equipment (hoses, regulators and etc.) for leaks before and after use. Do not use if leaking. Move leaking cylinder outside and report to your supervisor.
11. Use flash guard shields to isolate welding area.
12. When not in use, turn off gas supply and bleed off cylinders.
13. Place oxygen and fuel gas cylinders and acetylene generators away from the welding position so that they will not be unduly heated by radiation from heated materials, by sparks or slag, or by misdirection of the torch flame.
14. Keep one or more approved Class B or Class C fire extinguishers at the location where welding or cutting is being performed.
15. When welding, wear a welding helmet with filter plates and lenses, welding gloves, a long sleeve shirt, long pants, and an apron.
16. Do not perform welding tasks while wearing wet cotton gloves or wet leather gloves.
17. Do not use welding apparatus if power plug cord is cut, frayed, split or otherwise visibly damaged or modified.

### Cutting/Brazing

1. Obey all signs posted in the welding area.
2. Do not leave oily rags, paper or other combustible materials in the welding, cutting or brazing area.
3. Use the red hose for gas fuel and the green hose for oxygen.
4. Do not use worn or cracked hoses.
5. Do not use oil, grease or other lubricants on the regulator.
6. "Blow Out" hoses before attaching the torch.
7. Ignite torches with friction lighters only. Do not use a cigarette lighter or match.
8. Do not wear contact lenses when cutting/brazing in a contaminated atmosphere.
9. Bleed oxygen and fuel lines at the end of the workshift.
10. Do not transport cylinders without first removing regulators and replacing the valve protection caps.

### Compressed Gas Cylinders

#### Storage and Handling

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

#### Use of Cylinders

1. Do not use dented, cracked or other visually damaged cylinders.
2. Use only an open ended or adjustable wrench when connecting or disconnecting regulators and fittings.
3. Close the cylinder valve when work is finished, when the cylinder is empty, or at any time the cylinder is moved.
4. Stand to the side of the regulator when opening the valve.
5. If a cylinder is leaking around a valve or a fuse plug, move it to an outside area away from where work is performed and tag it to indicate the defect.
6. Do not use compressed gas to clean the work area, equipment or yourself.
7. Do not remove the valve wrench from acetylene cylinders while the cylinder is in use.
8. Open compressed gas cylinder valves slowly. Open fully when in use to eliminate possible leakage around the cylinder valve stem.
9. Purge oxygen valves, regulators and lines before use.



