

# Safety Rules

## *Lumber and Other Building Materials Dealers*

SIC CODE 5211

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The safety rules contained on these pages have been prepared for your guidance and your protection in your daily work. Employees are to study these rules carefully, review them often and use good common sense in carrying out their duties.

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## ALL EMPLOYEES

### General Rules

1. Do not place material such as boxes or trash in walkways and passageways.
2. Do not store or leave items on stairways.
3. Do not block or obstruct stairwells, exits or accesses to safety and emergency equipment such as fire extinguishers or fire alarms.
4. Straighten or remove rugs and mats that do not lie flat on the floor.
5. Mop up water around drinking fountains and drink dispensing machines.
6. Use caution signs or cones to barricade slippery areas such as freshly mopped floors.

### 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, pallet jacks or carts, or get assistance from a co-worker.
4. If assistance is required to perform a lift, coordinate and communicate your movements with those of your co-worker.
5. Position your feet 6 to 12 inches apart with one foot slightly in front of the other.
6. Face the load.
7. Bend at the knees, not at the back.
8. Keep your back straight.
9. Get a firm grip on the object 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.

## CASHIER/SERVICE DESK/OFFICE PERSONNEL

### Cashier/Service Desk Personnel

1. Use a closed fist or the back of your hand to close a cash register drawer.
2. Do not allow merchandise to accumulate on the floor behind the counter.

### Office Personnel

1. Close drawers and doors immediately after use.
2. Do not stand on furniture to reach high places.
3. Open one file cabinet drawer at a time.
4. Put heavy files in the bottom drawers of file cabinets.
5. Use the handle when closing doors, drawers and files.
6. Store sharp objects, such as pens, pencils, letter openers or scissors in drawers or with the points down in a container.
7. Do not tilt the chair you are sitting in on its back two legs.
8. Use a ladder or step stool to retrieve or store items that are located above your head.
9. Use a cord cover or tape the cord down when running electrical or other cords across aisles, between desks or across entrances and exits.
10. Do not use frayed, cut or cracked electrical cords.
11. Do not connect multiple electrical devices into a single outlet.
12. Keep doors in hallways fully open or fully closed.
13. Obey all posted safety and danger signs.

## SALES/WAREHOUSE PERSONNEL

### General Rules

1. Do not work outdoors during lightning storms.
2. Wear your lifting belt when lifting or moving merchandise by hand.
3. Stand clear of motorized carts, forklifts and other moving vehicles in and around the warehouse area.
4. Wear leather gloves when handling materials such as steel, wire mesh or splintered wood.
5. Do not attempt to catch falling materials.
6. Return tools to their storage places after use.
7. Do not try to kick objects out of pathways. Push or carry them out of the way.
8. Move slowly when approaching blind corners.
9. Sweep up shavings around equipment such as table saws, circular saws, band saws, and radial arm saws by using a broom and a dust pan.

## SALES/WAREHOUSE PERSONNEL

### Unpacking Merchandise

1. Use long handled snips when cutting strapping bands away from a shipping container.
2. Wear safety glasses when cutting strapping bands, uncrating materials and driving nails.
3. Stand to the side of the strapping band when cutting it.
4. Immediately dispose of metal banding scraps in waste containers labeled "Banding Waste".
5. When cutting shrink wrap with a blade, always cut away from you and your co-workers.
6. Visually inspect for sharp objects or other hazards before reaching into any container such as a garbage can, box, bag or sink.
7. Remove protruding nails or bend them down into the lumber by using a claw hammer.
8. Store case cutters, exacto knives or other tools with cutting edges in sheaths when they are not in use.

### Stocking Shelves

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

### Hand Tools

1. Keep the blade of all cutting tools sharp.
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 or splits, or if the head of the tool is loose.
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, from one employee to another, from scaffolds or other elevated platforms.

## SALES/WAREHOUSE PERSONNEL

### Ladders and Step Ladders

1. Do not use a ladder that has loose rungs, cracked or split side rails, missing rubber foot pads or other visible damage.
2. Keep ladder rungs clean and free of grease. Remove buildup of material such as dirt or mud.
3. Do not place a ladder in a passageway or doorway without posting warning signs or cones that detour pedestrian traffic away from the ladder. Lock the doorway which you are blocking and post the sign "Detour".
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 leans.
10. When using a rolling ladder, lock the wheels before climbing and use the handrail while climbing.
11. Do not move a rolling ladder while someone is on it.
12. Do not place ladders on boxes, loose bricks, pails, trash cans 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.

### Hand Trucks

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. Do not walk backward with the hand truck, unless going up stairs or ramps.
9. When going down an incline, keep the hand truck in front of you so that it can be controlled at all times.
10. Move hand trucks at a walking pace.
11. Store hand trucks with the tongue under a pallet or shelf.
12. Do not exceed the manufacturer's load rated capacity. Read the capacity plate on the hand truck if you are unsure.

## SALES/WAREHOUSE PERSONNEL

### 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 table saws, circular saws, band saws, and radial arm saws.
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 handle or operate electrical tools when your hands are wet or when you are standing on wet floors.
9. Turn off electrical tools and disconnect the power source from the outlet before attempting repairs or service work. Tag the tool "Out of Service".
10. Do not use extension cords or other grounded three-pronged power cords that have the ground prong removed or broken off.
11. Do not connect multiple electrical tools into a single outlet.
12. Do not run extension cords through doorways, through holes in ceilings, walls or floors.
13. Do not drive over, drag, step on or place objects on a cord.

### 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 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, 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 before releasing the load.

### Orderpickers

1. Only orderpicker operators may operate orderpickers.
2. Do not operate an orderpicker without your safety belt or lanyard in place.
3. Do not remove the safety belt or lanyard when the orderpicker is in the raised position.
4. Do not allow personnel to stand under the orderpicker while it is in the raised position.
5. Drive the orderpicker at a walking pace.
6. Do not drive with the orderpicker in the raised position.



## SALES/WAREHOUSE PERSONNEL

### Handling Chemicals

1. Read and follow the safety instructions on the chemical container label and on the corresponding Material Safety Data Sheets before using, handling, or applying the chemicals in your workplace.
2. Wash your hands after stocking bags labeled "fertilizers" and "insecticides".
3. Do not use chemicals from unlabeled containers and unmarked cylinders.
4. Do not drag containers labeled "Flammable".

### Chemical Spills

1. Wear neoprene gloves, rubber boots, shoe covers, rubber aprons, and protective eyewear, when cleaning spills from containers labeled "Flammable", "Corrosive", "Caustic" or "Poisonous".
2. Do not use protective clothing or equipment that has split seams, pin holes, cuts, tears, or other visible signs of 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. If you come in contact with hazardous materials such as fertilizers, insecticides, drain openers, pool chemicals or paint products, wash the exposed area with water.
5. If a product is spilled onto your clothes, change your clothes as soon as possible.
6. Dispose used rags, debris and other waste in sealed bags or other closed containers after cleaning up a hazardous spill.

## POWER SAW OPERATORS

### General Rules

1. Wear safety goggles, protective gloves, a dust mask and hearing protection when operating a power saw.
2. Do not continue to work if your safety glasses become fogged. Stop work and clean the glasses until the lenses are clear and defogged.
3. Do not wear loose clothing or jewelry.
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 power saw.
6. Replace the guard before starting a power saw and after making adjustments or repairs.
7. Do not remove, alter or bypass any safety guards or devices when operating any power saw.
8. Do not use a power saw that has cracked, broken, or loose guards or other visible damage.

## POWER SAW OPERATORS

### General Rules (Continued)

10. Remove all nails from the stock before using the power saw to cut the stock.
11. Do not make measurements to the stock while the power saw is running. Make the measurements before turning the power switch to the "On" position.
12. When using the power saw, do not hold the workpiece against your body when making the cut.
13. Do not perform cutting operations with the power saw while standing on a wet or slippery floor.
14. When using the power saw, do not reach across the cutting operation.
15. Cut away from your body and below your shoulder level when you are using a power saw.
16. Use the pusher stick to guide materials through the power saw when cutting short stock.
17. Do not try to stop a workpiece as it goes through any power saw. If the power saw becomes jammed, disconnect the power before clearing the jam.
18. Turn the power switch of the saw to "Off" and allow the blade to stop before attempting to pull out an incomplete cut.
19. Do not feed the material faster than the power saw can cut it.

### Band Saws

1. If the material binds or pinches on the blade, turn the power switch of the band saw to "Off" and allow the blade to stop before attempting to back the work away from the blade.
2. If the saw blade breaks, follow this procedure:
  - 1) Shut off the power.
  - 2) Lock the start switch in the "Off" position.
  - 3) Do not attempt to remove any part of the saw blade until the machine has completely stopped.
3. Set the workpiece securely against the jig before beginning the cut.
4. Guide the workpiece using a clinched fist. Do not lay your hand flat on the workpiece.
5. Do not use your hands to clear scraps around the cutting blade of the band saw; use the pusher stick.

## POWER SAW OPERATORS

### Radial Arm Saws

1. Stop using the saw if the lower portion of the blade hood is not adjusting itself to the thickness of the material being cut as the blade passes through the material.
2. When cutting, pull the radial arm saw to the point necessary to complete the cut, release it, then let it return to its stored position. If the saw movement is sluggish or hesitant and it does not return to its stored position in a smooth and timely fashion, turn the power switch of the saw to "Off" and tag it "Out of Service".
3. Allow the radial arm saw to return to its stored position before removing the stock from the table.
4. Lay the stock "squarely" and "solidly" on the table for cross-cutting.
5. Use a clamp to secure cylindrical stock to the table before cutting the stock with a radial arm saw.
6. Use the anti-kickback device on the radial arm saw when it is used for ripping.
7. Use the spreader when ripping to prevent the wood from immediately coming back together and binding the blade.
8. Position the spreader directly in line with the blade.
9. Feed the material to be cut against the revolving blade from the side where the blade rotates upward.

### Table Saws

1. Do not use the table saw to cut long workpieces unless a co-worker is standing at the output end of the table saw to catch long workpieces as they leave the saw.
2. Do not use a table saw blade or cutting head that has missing teeth or is cracked.
3. Keep your hand out of the line of the cut when feeding the workpiece into the table saw.
4. Use the push stick to guide the stock when there is not enough room for hand movement between the rip fence and the table saw blade.
5. Use anti-kickback "dog fingers" when a workpiece is being ripped.
6. Use the spreader when ripping to prevent the wood from immediately coming back together and binding the blade.
7. Position the spreader directly in line with the blade.

### Circular Saws

1. Disconnect the plug from the power supply when the circular saw is not being used, before changing blades, when making cutting depth or bevel adjustments, or when inspecting or cleaning the saw.
2. Do not use the circular saw if the lower guard does not close briskly and completely over the saw blade.
3. Do not wedge or tie the lower guard of the circular saw "open".
4. When pocket cutting, raise the lower guard of the circular saw by pulling the retracting lever.
5. Finger-tighten the depth and bevel adjustments before using the circular saw.
6. Do not use a washer or bolt to adjust the arbor size of the blade of the circular saw.
7. Grip the circular saw only by its handles when operating or transporting the saw.

## FORKLIFT OPERATORS

### 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

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

### Picking Up a Load

1. "Square up" on the center of the load and approach it straight on with the forks in the travel position.
2. Stop when the tips of your forks are about a foot from the load.
3. Level the forks and slowly drive forward until the load is resting against the backrest of the mast.
4. Lift the load high enough to clear whatever is under it.
5. Back up about one foot, then slowly and evenly tilt the mast backwards to stabilize the load.

### 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.

## FORKLIFT OPERATORS

### 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. 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.
4. Do not raise or lower a load while you are en route. Wait until you are in the loading area and have stopped before raising or lowering the load.
5. After picking up a load, adjust the forks so that the load is tilted slightly backward for added stability.
6. 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.
7. Drive at a walking pace and apply brakes slowly to stop when driving on slippery surfaces such as icy or wet floors.
8. Approach railroad tracks at a 45° angle.
9. Do not drive over objects in your pathway.
10. Do not drive into an area with a ceiling height that is lower than the height of the mast or overhead guard.
11. Steer wide when making turns.
12. Do not drive up to anyone standing or working in front of a fixed object such as a wall.
13. Do not drive along the edge of an unguarded elevated surface such as a loading dock or staging platform.

## FORKLIFT OPERATORS

### Forklift Safety Rules (Continued)

14. Obey all traffic rules and signs.
15. Sound horn when approaching blind corners, doorways or aisles to alert other operators and pedestrians.
16. Do not exceed a safe working speed of five miles per hour; slow down in congested areas.
17. Stay a minimum distance of three truck lengths from other operating mobile equipment.
18. Drive in reverse and use a signal person when your vision is blocked by the load.
19. Look in the direction that you are driving; proceed when you have a clear path.
20. Do not use bare forks as a man-lift platform.
21. Do not drive the forklift while people are on the attached man-lift platform.
22. Drive loaded forklifts forward up ramps.
23. Raise the forks an additional two inches to avoid hitting or scraping the ramp surface as you approach the ramp.
24. Drive loaded forklifts in reverse when driving down a ramp.
25. Drive unloaded forklifts in reverse when going up a ramp and forward when going down a ramp.
26. Do not attempt to turn around on a ramp.
27. Do not use "Reverse" to brake.
28. Lower the mast completely, turn off the engine and set the parking brake before leaving your forklift.

### Loading Docks

1. Keep the forklift clear of the dock edge while vehicles are backing up to the dock.
2. Do not begin loading or unloading until the supply truck has come to a complete stop, the engine has been turned off, the dock lock has been engaged and the wheels have been chocked.
3. Attach the bridge or dock plate before driving the forklift into the truck.
4. Do not drive the forklift into a truck bed that has soft or loose decking or other unstable flooring.
5. Drive straight across the bridge plates when entering or exiting the trailer.
6. Use dock lights or headlights when working in a dark trailer.

## DELIVERY PERSONNEL

### 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. Only service delivery personnel are permitted to operate a service vehicle.
2. Do not ride in the bed of a pick-up truck.
3. Shut all doors and fasten your seat belt before moving the vehicle.
4. Obey all traffic patterns and signs at all times.
5. Maintain a three point contact using both hands and one foot or both feet and one hand when climbing into and out of vehicles.
6. Allow for greater stopping distance with heavier loads.

### Loading and Unloading

1. Engage air brakes or chock the wheels of the truck or trailer.
2. Do not drive away without first inspecting to see if all people and forklifts are out of the vehicle bed area.
3. Park the vehicle in such a location that exposure to traffic when unloading is limited.