

# Safety Rules

## *Non-Residential Building Operators*

SIC CODE 6512

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## **Section VII**

### **SAFETY RULES, POLICIES, AND PROCEDURES**

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

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## **ALL PERSONNEL**

### **General Housekeeping**

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. Return tools to their storage places after use.
5. Use caution signs or cones to barricade slippery areas such as freshly mopped floors.
6. When using chemical cleaning supplies always read the labels and use as directed. Do not mix with other chemicals.
7. Clean up spills or leaks immediately by using a paper towel, rag or a mop and bucket.
8. Do not compact trash using your hands or feet.
9. Wear puncture resistant gloves when handling trash which may contain broken glass or other sharp items.

### **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 order.
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.

## **ALL PERSONNEL**

### **Ladders and Step Ladders**

1. Read and follow the manufacturer's instruction label affixed to the ladder.
2. Do not use a ladder that wobbles or leans.
3. Do not use a ladder that has loose rungs, cracked or split side rails, missing rubber foot pads or other visible damage. Tag damaged ladders "Dangerous, Do Not Use" to prevent accidental use.
4. Keep ladder rungs clean and free of grease. Remove buildup of material such as dirt or mud.
5. Do not use a metal ladder on roof tops or within 50 feet of electrical power lines.
6. Do not place ladders in a passageway or doorway without posting warning signs or cones that detour pedestrian traffic away from the ladder or lock the doorway which you are blocking and post the sign "Detour".
7. Allow only one person on the ladder at a time.
8. Face the ladder when climbing up or down.
9. 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.
10. When performing work from a ladder, face the ladder and do not lean backward or sideways from the ladder.
11. Select a ladder which extends beyond the working height. Do not climb on the top two rungs of the ladder.
12. When using an extension ladder, extend the top of the ladder at least 3 feet above the the roofline or working surface.
13. Secure the extension ladder in place by having another employee hold it or tie off the top of the ladder to the structure.
14. Do not place ladders on barrels, boxes, loose bricks, pails, concrete blocks or other unstable bases.
15. Do not carry items in your hands while climbing up or down a ladder.
16. Do not use a ladder as a horizontal platform.
17. Do not leave tools and materials on the top of step ladders.

### **Driving Safety**

1. Shut all doors and fasten your seat belt before moving the vehicle.
2. Obey all traffic patterns and signs at all times.
3. When driving golf carts keep arms and legs inside the vehicle.

## **OFFICE PERSONNEL**

### **General Office Safety**

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. Carry pencils, scissors and other sharp objects with the points down.
6. Store sharp objects, such as pens, pencils, letter openers or scissors in drawers or with the points down in a container.
7. Keep floors clear of items such as paper clips, pencils, tacks or staples.
8. Do not tilt the chair you are sitting in on its back two legs.
9. Do not stand on furniture to reach high places.
10. Use a ladder or step stool to retrieve or store items that are located above your head.
11. Keep the paper cutter handle in the closed/locked position when it is not in use.
12. Position hands and fingers onto the handle of the paper cutter before pressing down on the blade.
13. Do not place your fingers in or near the feed of a paper shredder.
14. Do not place floor type fans in walkways, aisles or doorways.
15. Turn off and unplug office machines before adjusting, lubricating or cleaning them.
16. Do not use extension or equipment power cords that are frayed, cut, cracked or have the ground prong removed or broken off.
17. Use a cord cover or tape the cord down when running electrical or other cords across aisles, between desks, or across entrances or exits.
18. Do not connect multiple electrical devices into a single outlet.
19. Do not kick objects out of your pathway; pick them up or push them out of the way.
20. Keep doors in hallways fully open or fully closed.

## **MAINTENANCE PERSONNEL**

### **General Maintenance Procedures**

1. Do not leave floor openings unattended when guardrails or covers are removed or displaced.
2. Do not use power tools or equipment where manufacturer or employer provided guards have been removed or safety devices, such as interlocks, do not work.
3. Use only metal receptacles labeled "Oily Rags Only" for disposal of oily shop rags.
4. Store liquid containers labeled "Flammable" only in cabinets, rooms or buildings labeled "Flammable Storage".
5. Do not perform "make-shift" repairs to tools.
6. Keep the blade of all cutting tools sharp.
7. Turn off electrical tools and disconnect the power source from the outlet before attempting repairs or service work. Tag the tool "Out of Service".
8. Do not leave tools that are "On" unattended.

## **MAINTENANCE PERSONNEL**

#### General Maintenance Procedures (Continued)

9. Do not use power equipment or tools on which you have not been trained.
10. Tag worn, damaged or defective tools "Out of Service" and do not use them.
11. Wear safety goggles, face shields or safety glasses when striking, cutting, grinding or drilling.
12. Wear welding helmets, shields or goggles during welding repair work.
13. Do not use cords that have splices, exposed wires or cracked or frayed ends.

#### Portable Power Tools

1. Do not carry equipment or tools by the cord.
2. Disconnect the tool from the outlet by pulling on the plug, not the cord.
3. Use only electrical tools which are plugged into Ground Fault Circuit Interrupter (GFCI) protected cords or circuits when working in wet locations.
4. Do not drive over, drag, step on or place objects on a cord.
5. Do not operate power hand tools or use electrical cords if the ground pin from the three pronged power plug is missing or has been removed.
6. Do not operate power tools or use electrical cords with a two-pronged adapter or a two conductor extension cord.

#### Hand Tools

1. Use tied off containers to keep tools from falling off of scaffolds and other elevated work platforms.
2. Do not use a tool if its handle has splinters, burrs, cracks, or splits or if the head of the tool is loose.
3. Do not use impact tools such as hammers, chisels or punches 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. When using knives, shears or other cutting tools, cut in a direction away from your body.
6. 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.
7. Do not throw tools from one location to another, from one employee to another, from scaffolds or other elevated platforms.
8. Carry all sharp tools in a sheath or holster.
9. Do not strike nails or other objects with the cheek of the hammer.

## **MAINTENANCE PERSONNEL**

### **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. Do not use any scaffold tagged "Out of Service".
5. Do not use unstable objects such as barrels, boxes, loose brick or concrete blocks to support scaffolds or planks.
6. Do not work on platforms or scaffolds unless they are fully planked.
7. Do not use a scaffold unless guardrails and all flooring are in place.
8. Level the scaffold after each move. Do not extend adjusting legs more than 12 inches.
9. Do not walk or work beneath a scaffold.
10. Use 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 a 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 guardrail.
15. Do not lean out from the scaffold. Do not rock the scaffold.
16. Do not throw anything "overboard" unless a spotter is available. Use debris chutes or lower things by hoist or by hand.
17. Do not move a mobile scaffold with anyone on the scaffold.
18. Lock and chock wheels on rolling scaffolds before using.

### **Motor Operated Equipment:**

**Hoist Safety - Powered (and Manual):** Such as Chain Falls, Come Alongs, Block & Tackle, Winches

1. Do not exceed the rated load capacity specified by the manufacturer as marked on the hoisting unit.
2. Do not use a hoist whose safety latch on the hook has been removed, is bent, or is otherwise visibly damaged.
3. Do not use load hooks that are cracked, bent or broken.
4. Do not leave the hoist unattended with a suspended load.
5. Do not hoist loads over people.



## **MAINTENANCE PERSONNEL**

### **Forklift Safety**

1. Do not operate a forklift unless you have been trained and authorized by your supervisor.
2. Do not exceed the lift capacity of the forklift. Read the lift capacity plate on the forklift you are unsure.
3. Follow the manufacturer's guidelines concerning changes in the lift capacity before adding an attachment to a forklift.
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. 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.
6. After picking up a load, adjust the forks so that the load is tilted slightly backward for added stability.
7. 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.
8. Keep all extremities such as your head, hands and arms within the driver's cage.
9. Drive at a walking pace and apply brakes slowly to stop when driving on slippery surfaces such as icy or wet floors.
10. Do not drive over objects in your pathway.
11. Do not drive into an area with a ceiling height that is lower than the height of the mast or overhead guard.
12. Steer wide when making turns.
13. Do not drive up to anyone standing or working in front of a fixed object such as a wall.
14. Do not drive along the edge of an unguarded elevated surface such as a loading dock or staging platform.
15. Obey all traffic rules and signs.
16. Sound the horn when approaching blind corners, doorways or aisles to alert other operators and pedestrians.
17. Do not exceed a safe working speed of five miles per hour and slow down in congested areas.
18. Stay a minimum distance of three truck lengths from other operating mobile equipment.
19. Drive in reverse and use a signal person when your vision is blocked by the load.
20. Look in the direction that you are driving; proceed when you have a clear path.
21. Do not use bare forks as a man-lift platform.
22. Do not drive the forklift while people are on the attached man-lift platform.
23. Drive loaded forklifts forward up ramps.
24. Raise the forks an additional two inches to avoid hitting or scraping the ramp surface as you approach the ramp.
25. Drive loaded forklifts in reverse when driving down a ramp.
26. Drive unloaded forklifts in reverse when going up a ramp and forward when going down a ramp.
27. Do not attempt to turn around on a ramp.
28. Do not use "Reverse" to brake.

## **MAINTENANCE PERSONNEL**

### **Forklift Safety (Continued)**

29. Lower the mast completely, turn off the engine and set the parking brake before leaving your forklift.

### **Aerial Work Platforms**

1. Follow the manufacturers instructions when setting up and elevating the work platform.
2. Do not use a ladder from an elevated lift platform.
3. Do not exceed the manufacturers recommended height and load.
4. Do not stand on guardrails to gain extra reach.
5. Do not elevate the platform until all guardrails are in place.
6. Never lean out over platform railings to perform work.
7. Do not operate equipment near electrical power lines.
8. Always operate the unit on flat, level ground.

### **Digging Operations**

1. Locate all underground utilities prior to digging with equipment such as backhoes, trenching equipment, front end loaders, etc.

## **GROUNDS MAINTENANCE PERSONNEL**

### **Gasoline Powered Lawn Maintenance Tools**

1. Do not operate powered equipment on which you have not been trained.
2. Do not use tools with parts that are loose, worn, cracked or otherwise visibly damaged.
3. Read and follow the manufacturer's routine and preventive maintenance schedule posted on the workshop wall.
4. Tag damaged tools "Out of Service" to prevent accidental start up or used.
5. Only use grip locations as specified by the manufacturer as a handhold when operating the unit.
6. Do not alter or by-pass any safety device provided by the manufacturer.
7. Do not pour fuel into the tank of a running engine.
8. Do not smoke while servicing, using or refueling a gasoline powered tool.
9. Keep body parts and clothing away from the running engine and the cutting blade.
10. Do not run a gasoline engine inside enclosed storage areas.
11. Turn off the engine when you are not cutting or trimming.
12. Allow the engine to cool before performing maintenance or refueling.
13. Stop the engine and disconnect the spark plug wire before cleaning, inspecting, adjusting or repairing cutting blades or other rotating parts.
14. Allow the engine to cool before covering or storing it in the storage area.
15. Always wear protective equipment such as safety shoes and safety glasses or goggles.

## **GROUNDS MAINTENANCE PERSONNEL**

### **Mowing**

1. Visually inspect the area to be mowed. Remove or mow around hazards such as tree stumps, roots, rocks, branches, sprinklers, hoses, electrical cords, light fixtures, or pipes.
2. Never by-pass the kill switch on the mower handle.
3. Only the operator is permitted to ride on a riding mower.
4. Put the mower into neutral before starting or shutting off a riding power mower.
5. Do not place hands or feet under the mower deck.
6. Do not direct the grass discharge towards bystanders.
7. Empty the grass catcher to avoid clogging the mower.
8. Turn off the mower before dumping the grass catcher or removing clogged grass from the chute.
9. When using a riding mower, mow up and down the slope. Do not mow across a slope.
10. To mow across a slope, use an upright mower.
11. Keep the mower in gear when going down slopes.

### **Edging**

1. Do not start an edger with the blade touching the ground.
2. Do not allow anyone to stand in front of or on the unguarded side of the blade while the edger is in operation.
3. Operate the edger at full blade speed.
4. When edging along roads, stay as close to the curb as possible.