

CODE OF SAFE PRACTICES

It is our policy that everything possible will be done to protect employees, customers and visitors from accidents. Safety is a cooperative undertaking requiring participation by every employee. Failure by any employee to comply with safety rules will be grounds for corrective discipline. Supervisors shall insist that employees observe all applicable Company, State and Federal safety rules and practices and take action, as it is necessary to obtain compliance.

To carry out this policy, employees shall:

GENERAL PRACTICES

1. Report all unsafe conditions and equipment to their supervisor or safety coordinator.
2. Report all accidents, injuries and illnesses to their supervisor or safety coordinator immediately.
3. Anyone known to be under the influence of intoxicating liquor or drugs shall not be allowed on the job while in that condition.
4. Horseplay, scuffling, and other acts which tend to have an adverse influence on the safety or wellbeing of the employees are prohibited.
5. Means of egress shall be kept unblocked, well lighted and unlocked during work hours.
6. In the event of fire, call for supervisor or sound alarm and evacuate.
7. Upon hearing the alarm, stoop work safely, turn off machines and evacuate to the parking lot immediately. If the way is blocked evacuate to the street through the office area.
8. Only trained workers may attempt to respond to a fire or other emergency.
9. Exit doors must comply with fire safety regulations during business hours.
10. Stairways should be kept clear of items that can be tripped over and all areas under stairways that are egress routes should not be used to store combustibles.
11. Materials and equipment will not be stored against doors or exits, fire ladders or fire extinguisher stations.
12. Aisles must be kept clear at all times.
13. Work areas should be maintained in a neat, orderly manner. Trash and refuse are to be thrown in proper waste containers.
14. All spills shall be wiped up promptly.
15. Always use the proper lifting technique. Never attempt to lift or push an object that is too heavy. You must contact your supervisor when help is needed to move a heavy object.

16. Never stack material precariously on top of lockers, file cabinets or other relatively high places.
17. When carrying material, caution should be exercised in watching for and avoiding obstructions, loose material, etc.
18. Do not stack materials in an unstable manner.
19. Report exposed wiring and cords that are frayed or have deteriorated insulation so that they can be repaired promptly.
20. Never use a metal ladder where it could come in contact with energized parts of equipment, fixtures or circuit conductors.
21. Maintain sufficient access and working space around all electrical equipment to permit ready and safe operations and maintenance.
22. Do not use any portable electrical tools and equipment that are not grounded or double insulated.
23. All electrical equipment should be plugged into appropriate wall receptacles or into an extension of only one cord of similar size and capacity.
24. All cords running into walk areas must be taped down or inserted through rubber protectors to preclude them from becoming tripping hazards.
25. Inspect motorized vehicles and other mechanized equipment daily or prior to use.
26. Shut off engine, set brakes and block wheels prior to loading or unloading vehicles.
27. Inspect pallets and their loads for integrity and stability before loading or moving.
28. Do not store compressed gas cylinders in areas which are exposed to heat sources, electric arcs or high temperature lines.
29. Do not use compressed air for cleaning off clothing unless the pressure is less than 10 psi.
30. Identify contents of pipelines prior to initiating any work that affects the integrity of the pipe.
31. Wear hearing protection in all areas identified as having high noise exposure.
32. Face shields must be worn when grinding.
33. Do not use any faulty or worn hand tools.
34. Guard floor openings by a cover, guardrail, or equivalent.
35. Do not enter a confined space unless tests for toxic substances, explosive concentrations, and oxygen deficiency have been taken.
36. Always keep flammable or toxic chemicals in closed containers when not in use.
37. Do not eat in areas where hazardous chemicals are present.
38. Be aware of the potential hazards involving carious chemicals stored or used in the workplace.
39. Cleaning supplies should be stored away from edible items on kitchen shelves.
40. Cleaning solvents and flammable liquids should be stored in appropriate containers.

41. Solutions that may be poisonous or not intended for consumption should be kept in well-labeled containers.

CODE OF SAFE PRACTICES

HOIST

JOB SUMMARY:	Hoist/Lifts items.
SKILLS REQUIRED:	Strong back. Able to stretch and reach.
EMOTIONAL STANDARDS:	Ability to handle heavy weight. Detail oriented.
PHYSICAL STANDARDS:	Agility with hands. Able to handle heavy weight Tolerate repetitive motion and work; needs strong hands.
SAFETY EQUIPMENT REQUIRED:	Gloves when required.

SAFE CONDITIONS:

1. Employees shall be properly instructed on the hazards of their work and of safe practices by bulletins, printed rules, verbal instructions and periodic safety meetings.
2. **HAZARDS:** Strained back; minimal twisting.

SAFE PRACTICES

1. Make sure drum is in good shape.
2. Report if hoist doesn't handle smoothly.
3. Always lock in hoist.
4. Make sure when in use that a stand is placed underneath hoisted items.
5. Do not lift beyond capacity of hoist.
6. Be sure that the safety latch is in place on lifting hook.
7. Follow all Company safety rules and policies.
8. Employees must report all unsafe conditions immediately to a Supervisor.
9. No horseplay is permitted.
10. Clean worksite conditions must be maintained at all times.
11. All Personnel Protective Equipment (PPE) required by State or Federal Regulation must be worn.
12. All equipment guards required by State and Federal Regulations must be in place.
13. Report all accidents immediately to a Supervisor.
14. Use Lockout/Tagout/Blockout procedures when required by State or Federal Regulations.
15. Inspect equipment prior to each use.
16. Only operate equipment that you have been trained and authorized to use.
17. All electrical wiring shall be to code and maintained in safe condition.
18. Use proper lifting techniques.
19. Only qualified personnel can perform maintenance services.
20. Follow all Manufacturers safety guidelines.
21. Do not operate equipment under the influence of altering prescription drugs, illegal drugs and/or alcohol.
22. Ensure that all Warning, Caution and Danger signs are in place.

CODE OF SAFE PRACTICES

HAMMER DRILL

JOB SUMMARY:	Hammers/cores/drills/chisels.
SKILLS REQUIRED:	Ability to count. Follow directions. Good attitude. Safety conscious.
EMOTIONAL STANDARDS:	Detail oriented. Ability to handle repetitive work.
PHYSICAL STANDARDS:	Ability to withstand heat Able to stand for long periods on hard surfaces.
JOB HAZARDS:	Repetitive wrist, shoulder and arm movements. Twisting and turning motions. Hazard of burns.
SAFETY EQUIPMENT REQUIRED:	Goggles. Ear protection if using for long periods.

SAFE CONDITIONS:

Employees shall be properly instructed on the hazards of their work and of safe practices by bulletins, printed rules, verbal instructions and periodic safety meetings.

SAFE PRACTICES:

1. Employees must report all unsafe work place conditions.
2. No horseplay is permitted.
3. Adequate aisle space shall be maintained.
4. Workplace should be maintained clean and dry. Any spills must be immediately cleaned up.
5. Appropriate footwear should be worn-no open-toed shoes or sandals.
6. When carrying loads, care should be exercised to avoid over-exertion and strain. Use dollies.
7. Smoking is allowed in designated areas only.
8. Always have guides to set materials to.
9. Never put finders into guides or away from bit.
10. Do stretch exercises for back muscles.
11. Make sure guides are secure.
12. Read and understand instructions.
13. Know locking sleeve procedure.
14. When using for long periods, wear ear protection.

CODE OF SAFE PRACTICES

PERMITS, CERTIFICATIONS AND LICENSES

DOSH PERMIT IS REQUIRED FOR:

(California Only)

- 1. Construction of trenches or excavation 5 feet or more in depth into which a person is required to descend.**
- 2. Construction of buildings, structures, scaffolding or false work more than 3 stories high (36 feet).**
- 3. Operation of tower cranes or erection, climbing and dismantling.**
- 4. Demolition of buildings or structures of dismantling of scaffolding or false work more than 2 stories.**
- 5. Any handling use or disruption of asbestos exceeding .05%.**
- 6. Any use of carcinogens.**
- 7. Check with the closest DOSH office for additional permits.**

CERTIFICATION:

- 1. Forklift operators.**
- 2. Cranes and derricks exceeding 3 tons rated capacity.**
- 3. Powder activated tool-must be valid operator.**
- 4. Check with the closed DOSH office for additional requirements.**

TO CARRY ON-SITE:

- 1. Job-Site Safety Manual (IIPP) with Code of Safe Practices.**
- 2. MSDS-Hazardous Communication Program.**
- 3. Contingency Plan.**

CODE OF SAFE PRACTICES

HACK SAW

JOB SUMMARY: Cut Metal.

SKILLS REQUIRED: Ability to use proper equipment. Good vision.
Able to follow directions. Good attitude. Safety conscious.

EMOTIONAL STANDARDS: Ability to handle repetitive work.

PHYSICAL STANDARDS: Strong back and arms. Able to stand for long periods on hard surfaces.

JOB HAZARDS: Repetitive wrist, shoulder, arm and back movements.
Twisting and turning motions.

SAFETY EQUIPMENT REQUIRED: Eye Protection. Earplugs.

SAFE CONDITIONS:

Employees shall be properly instructed on the hazards of their work and of safe practices by bulletins, printed rules, verbal instructions and periodic safety meetings.

SAFE PRACTICES

1. Employees must report all unsafe work place conditions.
2. No horseplay is permitted.
3. Appropriate footwear should be worn- no open toed shoes or sandals.
4. When carrying loads, care should be exercised to avoid over-exertion and strain.
5. Smoking is allowed in designated areas only.
6. Make sure teeth of saw are clear of metal.
7. All access metal to be removed from table.
8. Secure metal object to be cut.
9. Have only professionals clean or repair saw.
10. Make sure oil pump is working.
11. Do not remove jammed cut off piece until blade has stopped.
12. Maintain proper adjustment of blade tension.
13. Use blade guard.
14. Warning: adjust upper guard to clear work piece.
15. Make sure blade tensions are tightened.
16. Make sure teeth are in good shape.
17. Keep hands away from blade holder when in use.

CODE OF SAFE PRACTICES

SWEEPER

JOB SUMMARY: Sweeps

SKILLS REQUIRED: Ability to use proper equipment. Able to follow directions.
Good attitude. Safety conscious.

EMOTIONAL STANDARDS: Ability to handle repetitive work.

PHYSICAL STANDARDS: Strong back and arms.

JOB HAZARDS: Repetitive wrist, shoulder, arm and back movements.

SAFETY EQUIPMENT REQUIRED: Gloves, eye protection and earplugs.

SAFE CONDITIONS

Employees shall be properly instructed on the hazards of their work and of safe practices by bulletins, printed rules, verbal instructions and periodic safety meetings.

SAFE PRACTICES

1. Employees must report all unsafe work place conditions.
2. No horseplay is permitted.
3. Appropriate footwear should be worn- no open-toed shoes or sandals.
4. When carrying loads, care should be exercised to avoid over-exertion and strain.
5. Smoking is allowed in designated places.
6. Have professional repair sweeper.
7. Do not lean on unload while machine is running.
8. Do not turn sweeper upside down when using.
9. Make sure feet are stable to handle weight of sweeper.
10. Wear goggles/earplugs at all times.
11. Beware of pulleys.
12. Do not sweep if someone is within 8 feet of you.
13. All personnel within 20 feet to wear protective eyewear (goggles)
14. Do not use near edge of roof.

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SPRAYER

JOB SUMMARY: Sprays.

SKILLS REQUIRED: Good attitude. Follow directions. Self-starter.

EMOTIONAL STANDARDS: Ability to handle repetitive work. Safety conscious.

PHYSICAL STANDARDS: Strong. Tolerate repetitive motion and work. Strong hands/arms back.

SAFE CONDITIONS:

1. Employees shall be properly instructed on the hazards of their work and of safe practices by bulletins, printed rules, verbal instructions and periodic safety meetings.
2. **HAZARDS:** bending; twisting; repetitive motion; lifting.

SAFE PRACTICES

1. Employees must report all unsafe work place conditions.
2. No horseplay is permitted.
3. Adequate aisle space shall be maintained.
4. Workplace should be maintained clean and dry. Any spills must be immediately cleaned up.
5. Appropriate footwear should be worn.
6. When carrying loads, care should be exercised to avoid over-exertion and strain.
7. Make sure hands are away from pump/spark plug.
8. Smoking is allowed in designated places only.
9. Goggles to be worn when spraying.
10. Caution: make sure all connection hoses are tight.
11. Not to exceed assigned pressure.
12. High voltage from spark plug-keep hands away.
13. Always release pressure when not using.

CODE OF SAFE PRACTICES

NAIL OR STAPLE AIR PRESSURE GUN

JOB SUMMARY:	Shooting nails/staples by a hand held device driven by air pressure. Attaching multiple objects to one another.
SKILLS REQUIRED:	Knowledge and respect of air pressure devices.
EMOTIONAL STANDARDS:	Ability to handle repetitive work. Detail oriented. Safety conscious.
PHYSICAL STANDARDS:	Able to stand for long periods of time. Strong physical health. Good eyesight.
JOB HAZARDS:	Bending over. Direct pressure on palm of hand Working with bent neck. Bent wrist or extended elbow or both. Lifting, twisting and turning.
SAFETY EQUIPMENT REQUIRED:	Safety glasses. Ear protection when applicable.

SAFE CONDITIONS:

Employees shall be properly instructed on the hazards of their work and of safe practices by bulletins, printed rules, verbal instructions and periodic safety meetings.

SAFE PRACTICES:

1. Follow all Company safety rules and policies.
2. Employees must report all unsafe conditions immediately to a Supervisor.
3. No horseplay is permitted.
4. Clean worksite conditions must be maintained at all times.
5. All Personal Protective Equipment (PPE) required by State or Federal Regulation must be worn.
6. All equipment guards required by State or Federal Regulation must be in place.
7. Report all accidents immediately to a Supervisor.
8. Use Lockout/Tagout/Blockout procedures when required by State or Federal Regulation.
9. Inspect equipment prior to each use.
10. Only operate equipment that you have been trained and authorized to use.
11. All electrical wiring shall be to code and maintained in safe condition.
12. Use proper lifting techniques.
13. Only qualified personnel can perform maintenance services.
14. Follow all Manufacturers safety guidelines.
15. Do not operate equipment under the influence of altering prescription drugs, illegal drugs and/or alcohol.
16. Ensure that all Warning, Caution and Danger signs are in place.
17. Disconnect hose when adding nails or staples and when not in use.
18. Keep finger off trigger until ready to use.
19. Never remove springs.
20. Do not lift or handle by hose.
21. Inspect air hose for cracks.
22. Only shoot nails/staples into solid materials.

CODE OF SAFE PRACTICES

POWDER-ACTUATED TOOLS

Powder-actuated tools must meet ANSIA10.3-1977 or have an approved number.

- Only trained workers holding a valid operator's card can use a powder-actuated tool.
- Containers must be lockable and bear the label, **POWDER-ACTUATED TOOL**, on the outside.
- The container must be kept under lock and key storage.

The following must be provided with each tool:

- Operating and service manual
- Power Load chart
- Inspection-service record
- Repair and servicing tools

Limitations:

- Don't leave the tool unattended.

Don't use the tool:

- In an explosive environment
- On hard or brittle material
- On unbacked, thin, soft material
- Within 3 inches of the edge of masonry
- On thin concrete
- On spalled areas
- On existing holes

Operations:

- Eye or face protection is required for operators and assistants.
- The tool must be inspected prior to use.
- Defective tools must not be used.
- Tools must not be loaded until ready for use.
- Tools must be unloaded if work is interrupted.
- Never point a loaded tool or empty tool at anyone.
- On misfire, the tool must be held in place for 30 seconds.
- Different power loads must be kept in separate compartments.
- Warning signs bearing the words, **POWDER-ACTUATED TOOLS IN USE**, must be conspicuously displayed within 50 feet.

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MIXER/HOPPER

JOB SUMMARY: Mixes material.

SKILLS REQUIRED: Knowledge of MSDS. Knowledge of respirator.
Able to follow directions. Good attitude. Safety conscious.

EMOTIONAL STANDARDS: Detail oriented. Ability to mentally handle repetitive work.

PHYSICAL STANDARDS: Ability to stand long periods on hard surfaces. Strong upper body.
Must be able to handle heat when wearing protective clothing and respirator.

JOB HAZARDS: Repetitive wrist, shoulder and arm movements.
Twisting and turning motions.

SAFETY EQUIPMENT REQUIRED: Goggles/face mask.

SAFE CONDITIONS:

Employees shall be properly instructed on the hazards of their work and of safe practices by bulletins, printed rules, verbal instructions and periodic safety meetings.

SAFE PRACTICES

1. Employees must report all unsafe work place conditions.
2. No horseplay is permitted.
3. Adequate aisle space shall be maintained.
4. Workplace should be maintained clean and dry. Any spills must be immediately cleaned up.
5. Appropriate footwear should be worn-no open-toed shoes or sandals.
6. When carrying loads, care should be exercised to avoid over-exertion and strain. Use dollies.
7. Smoking is allowed in designated places only.
8. Personnel must be trained on MSDS, respirators, safety training and handling confined space.
9. Must be trained on contingency plan in case of emergency.
10. Be knowledgeable of all PPE (personnel protection equipment).
11. Maintenance by trained professionals.
12. Trained Personnel Only.
13. Lockout/Tagout procedures to be followed.
14. Follow all manufactures safety guidelines.

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MIXER

PHYSICAL STANDARDS:	Strong back and arms. Repetitive motions.
JOB STANDARDS:	Refer to Code of Safe Practices.
SAFETY EQUIPMENT REQUIRED:	3-way communication units/transmitters. 2 air horns (boat fog horns). Lockout/Tagout. 2 Dust masks. 2 sets of leather gloves. 2 hard hats. 2 sets of goggles. 2 sets of hearing protection. 1 oxygen. 2 Lanyards. 1 shovel. 1 leather mallet.
TRAINING:	Lockout Procedures. Use of communication/transmitters. Use of hearing protection. Use of oxygen and mask.

SAFE CONDITIONS:

Employees shall be properly instructed on the hazards of their work and of safe practices by bulletins, printed rules, verbal instructions and periodic safety meetings.

SAFE PRACTICES

1. Employees must report all unsafe work place conditions.
2. No horseplay is permitted.
3. Appropriate footwear should be worn- no open-toed shoes or sandals. Hard-toed only.
4. When carrying loads, care should be exercised to avoid over-exertion and strain.
5. Smoking is allowed in designated places only.
6. Lockout at batch plant. Switch section 2.
7. Turn off and Tagout conveyor cord.
8. Turn off and Lockout switch in grisly.
9. The person in the silo is the one who has the key in his pocket.
10. Lockout at batch plant.
11. Lockout at mixer.
12. Trained Personnel Only.

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SHOVEL

JOB SUMMARY:	Moves material.
SKILLS REQUIRED:	Safety conscious. Complete assignments as directed.
EMOTIONAL STANDARDS:	Ability to follow directions. Ability to handle repetitive work.
PHYSICAL STANDARDS:	Strong physical health. Excessive reaches. Ability to stand for long periods on hard surfaces.
JOB HAZARDS:	Repetitive motions. Direct pressure on palm. Bending over. Forceful motions. Lifting, twisting and turning.
SAFETY EQUIPMENT REQUIRED:	Ear protection when required. Gloves Hard-toed shoes. Safety glasses. Respiratory protection when required.

SAFE CONDITIONS:

Employees shall be properly instructed on the hazards of their work and of safe practices by bulletins, printed rules, verbal instructions and periodic safety meetings.

SAFE PRACTICES

1. Follow all Company safety rules and policies.
2. Employees must report all unsafe conditions immediately to a Supervisor.
3. No horseplay is permitted.
4. Clean worksite conditions must be maintained at all times.
5. All Personal Protective Equipment (PPE) required by State or Federal Regulation must be worn.
6. All equipment guards required by State and Federal Regulations must be in place.
7. Report all accidents immediately to a Supervisor.
8. Use Lockout/Tagout/Blockout procedures when required by State or Federal Regulation.
9. Inspect equipment prior to each use.
10. Only operate equipment that you have been trained and authorized to use.
11. All electrical wiring shall be to code and maintained in safe condition.
12. Use proper lifting techniques.
13. Only qualified personnel can perform maintenance services.
14. Follow all Manufacturers safety guidelines
15. Do not operate equipment under the influence of altering prescription drugs, illegal drugs and/or alcohol.
16. Ensure that all Warning, Caution and Danger signs are in place.

CODE OF SAFE PRACTICES

WALKING ON ROOFS

JOB SUMMARY: Walking on roof.

SKILLS REQUIRED: Be stable on feet.

EMOTIONAL STANDARDS: Ability to follow directions.

PHYSICAL STANDARDS: Ability to stand on slopes.
Ability to stand for long periods on hard surfaces.

JOB HAZARDS: Bending over. Lifting, twisting and turning. Forceful motions.
Working with bent neck. Repetitive motions.

SAFETY EQUIPMENT REQUIRED: Gloves suggested.

SAFE CONDITIONS:

Employees shall be properly instructed on the hazards of their work and of safe practices by bulletins, printed rules, verbal instructions and periodic safety meetings.

SAFE PRACTICES

1. Employees must report all unsafe work place conditions.
2. No horseplay is permitted.
3. Adequate aisle space shall be maintained
4. Workplace should be maintained clean and dry. Any spills must be immediately cleaned up.
5. Appropriate footwear should be worn-no open-toed shoes or sandals.
6. When carrying loads, care should be exercised to avoid over-exertion and strain.
7. Smoking is allowed in designated places only.
8. Know roofs and their nature. Example: a dull spot on roof, especially northeast side, mean moss. A rainbow effect on roof means oil. A bulge or high spot on roof means a knot in the wood.
9. Do not walk on moss, oil or high spots. Know how to stand on roof with all your weight over your feet.
10. Never over-extend your reach on roof. Keep your feet under your body.
11. Never touch electrical wires of any source.
12. Always tie off ladder.
13. Know that you may refuse any job without retaliation.
14. Know how to wear boy harness and how to anchor.
15. Know how to use different fall protection.
16. Know how to fall.

CODE OF SAFE PRACTICES

INDUSTRIAL STAPLER (NON-POWERED)

JOB SUMMARY:	Non-powered stapler.
SKILLS REQUIRED:	Detail oriented. Safety conscious. Ability to follow directions.
EMOTIONAL STANDARDS:	Ability to handle repetitive work.
PHYSICAL STANDARDS:	Good eyesight with corrective lenses. Strong physical health. Excessive reaches.
JOB HAZARDS:	None.
SAFETY EQUIPMENT REQUIRED:	Safety glasses.

SAFE CONDITIONS:

Employees shall be properly instructed on the hazards of their work and of safe practices by bulletins, printed rules, verbal instructions and periodic safety meetings.

SAFE PRACTICES

1. Employees must report all unsafe work place conditions.
2. No horseplay is permitted.
3. Adequate aisle space shall be maintained
4. Workplace should be maintained clean and dry. Any spills must be immediately cleaned up.
5. Appropriate footwear should be worn-no open-toed shoes or sandals.
6. When carrying loads, care should be exercised to avoid over-exertion and strain. Use dollies. Back brace belts have been provided and must be worn when lifting.
7. Smoking is allowed in designated places only.

CODE OF SAFE PRACTICES

LIFTING

JOB SUMMARY: Lifting equipment, etc. Maintenance.

SKILLS REQUIRED: Knowledge of lifting techniques.

EMOTIONAL STANDARDS: Ability to follow directions. Ability to handle repetitive work.

PHYSICAL STANDARDS: Strong physical health. Excessive reaches.
Ability to stand for long periods on hard surfaces.

JOB HAZARDS: Bending over. Forceful motions. Lifting, twisting, turning.

SAFETY EQUIPMENT REQUIRED: Safety glasses, suggested and gloves suggested when applicable.

SAFE CONDITIONS:

Employees shall be properly instructed on the hazards of their work and of safe practices by bulletins, printed rules, verbal instructions and periodic safety meetings.

SAFE PRACTICES

1. Lift with legs not back.
2. Request help if you evaluate item/job to be too heavy.
3. Use tools to aid when lifting such as a dollie, cart or forklift.
4. Do stretching exercises. Warm up prior to lifting.
5. Keep your back straight.
6. Always check the weight of an item before lifting.
7. Be sure your body is square to the item being lifted. Never twist.
8. Follow all Company safety rules and policies.
9. Employees must report all unsafe conditions immediately to a Supervisor.
10. No horseplay is permitted.
11. Clean worksite conditions must be maintained at all times.
12. All Personal Protective Equipment (PPE) required by State or Federal Regulation must be worn.
13. All equipment guards required by State and Federal Regulations must be in place.
14. Report all accidents immediately to a Supervisor.
15. Use Lockout/Tagout/Blockout procedures when required by State or Federal Regulation.
16. Only operate equipment that you have been trained and authorized to use.
17. Use proper lifting techniques.
18. Only qualified personnel can perform maintenance services.
19. Follow all Manufacturers safety guidelines.
20. Do not operate equipment under the influence of altering prescription drugs, illegal drugs and/or alcohol.
21. Ensure that all Warning, Caution and Danger signs are in place.

CODE OF SAFE PRACTICES

FOGGER

JOB SUMMARY: Applies chemicals.

SKILLS REQUIRED: Ability to follow directions.

EMOTIONAL STANDARDS: Detail oriented; Safety conscious.

PHYSICAL STANDARDS: Strong physical health
Ability to stand for long periods on hard surfaces.

JOB HAZARDS: Lifting, twisting and turning.

SAFETY

EQUIPMENT SUGGESTED:

Safety glasses suggested.
*Follow MSDS recommendations regarding chemicals being used.

SAFE CONDITION:

1. Employees shall be properly instructed on the hazards of their work and of safe practices by bulletins, printed rules, verbal instructions and periodic safety meetings.

SAFE PRACTICES

1. Employees must report all unsafe work place conditions
2. No horseplay is permitted.
3. Adequate aisle space shall be maintained.
4. Workplace should be maintained clean and dry. Any spills must be immediately cleaned up.
5. Appropriate footwear should be worn. No open toed shoes or sandals.
6. When carrying loads, care should be exercised to avoid over-exertion and strain. Use dollies.
7. Smoking is allowed in designated places only.
8. Do not use in areas where damage could be done by the Fogger.
9. Always follow the MSDS recommendations regarding equipment required.
10. Never work in confined space if chemical required. Request not to.

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FOG COAT DISPENSER AND SPOUT

JOB SUMMARY:	Puts mixture into bag
SKILLS REQUIRED:	Ability to follow directions.
EMOTIONAL STANDARDS:	Ability to handle repetitive work. Detail oriented; safety conscious.
PHYSICAL STANDARDS:	Excessive reaches. Ability to stand for long periods on hard surfaces.
JOB HAZARDS:	Repetitive motions. Bending over. Working with bent neck.
SAFETY EQUIPMENT REQUIRED:	Safety glasses. Masks-type.

SAFE CONDITIONS:

1. Employees shall be properly instructed on the hazards of their work and of safe practices. By either bulletins, printed rules, verbal instructions and periodic safety meetings.

SAFE PRACTICES

1. Employees must report all unsafe work place conditions.
2. No horseplay is permitted.
3. Adequate aisle space shall be maintained.
4. Workplace should be maintained clean and dry. Any spills must be immediately cleaned up.
5. Appropriate footwear should be worn-no open toed shoes or sandals.
6. When carrying loads, care should be exercised to avoid over-exertion and strain. Use dollies.
7. Smoking is allowed in designated places only.
8. Never put fingers near spout or into spout.
9. Always allow 5 inches of clearance from spout.

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FOG COAT HOPPER

- JOB SUMMARY:** Fog coat hopper and add a pale hopper.
- SKILLS REQUIRED:** Ability to follow directions.
- EMOTIONAL STANDARDS:** Complete assignments as directed.
- PHYSICAL STANDARDS:** Excessive reaches. Ability to stand for long periods on hard surfaces.
- JOB HAZARDS:** Bending over. Lifting, twisting and turning.
- SAFETY EQUIPMENT REQUIRED:** Safety glasses. Masks-type.
- SAFE CONDITIONS:**
1. Employee shall be properly instructed on the hazards of their work and of safe practices by either bulletins, printed rules, verbal instructions and periodic safety meetings.

SAFE PRACTICES

1. Employee must report all unsafe work place conditions.
2. No horseplay is permitted.
3. Adequate aisle space shall be maintained.
4. Workplace should be maintained clean and dry. Any spills must be immediately cleaned up.
5. Appropriate footwear should be worn-no open toed shoes or sandals.
6. When carrying loads, care should be exercised to avoid over-exertion and strain. Use dollies.
7. Smoking is allowed in designated places only.
8. Never extend or put hands in hopper.

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HAMMER

JOB SUMMARY:	Drives nails.
SKILLS REQUIRED:	Ability to follow directions.
EMOTIONAL STANDARDS:	Ability to handle repetitive work. Detail oriented. Safety conscious.
PHYSICAL STANDARDS:	Inadequate heights, work surfaces. Excessive reaches. Strong physical health.
JOB HAZARDS:	Repetitive motions. Bending over. Forceful motions. Direct pressure on palm.
SAFETY EQUIPMENT REQUIRED:	Gloves, Hard Hat. Safety glasses.

SAFE CONDITIONS:

Employees shall be properly instructed on the hazards of their work and of safe practices by bulletins, printed rules, verbal instructions and periodic safety meetings.

SAFE PRACTICES

1. Employees must report all unsafe work place conditions.
2. No horseplay is permitted.
3. Adequate aisle space shall be maintained.
4. Workplace should be maintained clean and dry. Any spills must be immediately cleaned up.
5. Appropriate footwear should be worn-no open-toed shoes or sandals.
6. When carrying loads, care should be exercised to avoid over-exertion and strain. Use dollies.
7. Smoking is allowed in designated places only.

CODE OF SAFE PRACTICES

PRESSURE WASHER

JOB SUMMARY: Washing.

SKILLS REQUIRED: Safety conscious.

EMOTIONAL STANDARDS: Ability to handle repetitive work. Ability to follow directions.

PHYSICAL STANDARDS: Inadequate mobility. Ability to stand for long periods on hard surfaces. Strong, physical health.

JOB HAZARDS: Bending over. Forceful motions. Direct pressure on palm. Lifting, twisting and turning. Repetitive motions.

SAFETY EQUIPMENT REQUIRED: Back Belts, Goggles, Safety glasses.

SAFE CONDITIONS:

Employees shall be properly instructed on the hazards of their work and of safe practices by bulletins, printed rules, verbal instructions and periodic safety meetings.

SAFE PRACTICES

1. Employees must report all unsafe work place conditions.
2. No horseplay is permitted.
3. Adequate aisle space shall be maintained.
4. Workplace should be maintained clean and dry. Any spills must be immediately cleaned up.
5. Appropriate footwear should be worn-no open-toed shoes or sandals.
6. When carrying loads, care should be exercised to avoid over-exertion and strain. Use dollies. Back brace belts have been provided and must be worn when lifting.
7. Smoking is allowed in designated places only.

CODE OF SAFE PRACTICES

TEXTURE MIXER AND ACCOUSTIC MIXER

JOB SUMMARY:	Makes texture.
SKILLS REQUIRED:	Ability to follow directions.
EMOTIONAL STANDARDS:	Ability to handle repetitive work. Complete assignments as directed. Ability to work in multi-cultural environment.
PHYSICAL STANDARDS:	Strong physical health. Excessive reaches. Ability to stand for long periods on hard surfaces.
JOB HAZARDS:	Lifting, twisting and turning. Repetitive motions. Bending over.
SAFETY EQUIPMENT REQUIRED:	Masks.

SAFE CONDITIONS:

Employees shall be properly instructed on the hazards of their work and of safe practices by bulletins, printed rules, verbal instructions and periodic safety meetings.

SAFE PRACTICES

1. Employees must report all unsafe work place conditions.
2. No horseplay is permitted.
3. Adequate aisle space shall be maintained.
4. Workplace should be maintained clean and dry. Any spills must be immediately cleaned up.
5. Appropriate footwear should be worn-no open-toed shoes or sandals.
6. When carrying loads, care should be exercised to avoid over-exertion and strain. Use dollies.
7. Smoking is allowed in designated places only.
8. Never place hands or legs into vat or bin.
9. Never lift load; use pallet elevator.

CODE OF SAFE PRACTICES

YARD

JOB SUMMARY: Walking in a yard.

SKILLS REQUIRED: Ability to follow directions. Good attitude. Safety conscious.

EMOTIONAL STANDARDS: Detail oriented.

PHYSICAL STANDARDS: Ability to stand for long periods on hard surfaces.

JOB HAZARDS: Moving trucks, forklifts.

SAFETY EQUIPMENT REQUIRED: Hard hat. Eye protection.

SAFE CONDITIONS:

Employees shall be properly instructed on the hazards of their work and of safe practices by bulletins, printed rules, verbal instructions and periodic safety meetings.

SAFE PRACTICES

1. Employees must report all unsafe work place conditions.
2. No horseplay is permitted.
3. Adequate aisle space shall be maintained.
4. Workplace should be maintained clean and dry. Any spills must be immediately cleaned up.
5. Appropriate footwear should be worn-no open-toed shoes or sandals.
6. When carrying loads, care should be exercised to avoid over-exertion and strain. Use dollies.
7. Smoking is allowed in designated places only.
8. Respirators should be worn at all times while guniting.
9. Safety glasses and hard hats are to be worn at all times.
10. Pipe should be blocked when in gunite area..

CODE OF SAFE PRACTICES

LATHING

JOB SUMMARY: Wall covering systems installing.

EMOTIONAL STANDARDS: Detail oriented. Safety conscious. Ability to handle repetitive work.

PHYSICAL STANDARDS: Excessive reaches.

JOB HAZARDS: Bending over. Lifting, twisting and turning. Repetitive motions.

SAFETY EQUIPMENT REQUIRED: Hard hat. Safety glasses.

SAFE CONDITIONS:

Employees shall be properly instructed on the hazards of their work and of safe practices by bulletins, printed rules, verbal instructions and periodic safety meetings.

SAFE PRACTICES

1. Follow all Company safety rules and policies.
2. Employees must report all unsafe conditions immediately to a Supervisor.
3. No horseplay is permitted.
4. Clean worksite conditions must be maintained at all times.
5. All Personal Protective Equipment (PPE) required by State or Federal Regulation must be worn.
6. All equipment guards required by State and Federal Regulations must be in place.
7. Report all accidents immediately to a Supervisor.
8. Use Lockout/Tagout/Blockout procedures when required by State or Federal Regulation.
9. Inspect equipment prior to each use..
10. Only operate equipment that you have been trained and authorized to use.
11. All electrical wiring shall be to code and maintained in safe condition.
12. Use proper lifting techniques.
13. Only qualified personnel can perform maintenance services.
14. Follow all Manufacturers safety guidelines.
15. Do not operate equipment under the influence of altering prescription drugs, illegal drugs and/or alcohol.
16. Ensure that all Warning, Caution and Danger signs are in place.

CODE OF SAFE PRACTICES

MORTOR BOARD STANDS

JOB SUMMARY: Stand for Plastering/Stucco

EMOTIONAL STANDARDS: Ability to follow directions. Detail oriented. Safety conscious.

PHYSICAL STANDARDS: Excessive reaches.

JOB HAZARDS: Bending over. Lifting, twisting and turning.

SAFETY EQUIPMENT REQUIRED: Hard hat. Hard-toed boots. Safety glasses.

SAFE CONDITIONS:

Employees shall be properly instructed on the hazards of their work and of safe practices by bulletins, printed rules, verbal instructions and periodic safety meetings.

SAFE PRACTICES

1. Follow all Company safety rules and policies.
2. Employees must report all unsafe conditions immediately to a Supervisor.
3. No horseplay is permitted.
4. Clean worksite conditions must be maintained at all times.
5. All Personal Protective Equipment (PPE) required by State or Federal Regulation must be worn.
6. All equipment guards required by State and Federal Regulations must be in place.
7. Report all accidents immediately to a Supervisor.
8. Use Lockout/Tagout/Blockout procedures when required by State or Federal Regulation.
9. Inspect equipment prior to each use..
10. Only operate equipment that you have been trained and authorized to use.
11. All electrical wiring shall be to code and maintained in safe condition.
12. Use proper lifting techniques.
13. Only qualified personnel can perform maintenance services.
14. Follow all Manufacturers safety guidelines.
15. Do not operate equipment under the influence of altering prescription drugs, illegal drugs and/or alcohol.
16. Ensure that all Warning, Caution and Danger signs are in place.

CODE OF SAFE PRACTICES

PLASTERING TROWELS

JOB SUMMARY: Smoothes Excess Stucco.

EMOTIONAL STANDARDS: Detail oriented. Safety conscious. Ability to handle repetitive work.

PHYSICAL STANDARDS: Inadequate heights, work surfaces, excessive reaches.

JOB HAZARDS: Lifting, twisting and turning. Repetitive motions. Direct pressure on palms. Posture; bent wrist or extended elbow or both.

SAFETY EQUIPMENT REQUIRED: Hard hat. Safety glasses.

SAFE CONDITIONS:

Employees shall be properly instructed on the hazards of their work and of safe practices by bulletins, printed rules, verbal instructions and periodic safety meetings.

SAFE PRACTICES

1. Follow all Company safety rules and policies.
2. Employees must report all unsafe conditions immediately to a Supervisor.
3. No horseplay is permitted.
4. Clean worksite conditions must be maintained at all times.
5. All Personal Protective Equipment (PPE) required by State or Federal Regulation must be worn.
6. All equipment guards required by State and Federal Regulations must be in place.
7. Report all accidents immediately to a Supervisor.
8. Use Lockout/Tagout/Blockout procedures when required by State or Federal Regulation.
9. Inspect equipment prior to each use.
10. Only operate equipment that you have been trained and authorized to use.
11. All electrical wiring shall be to code and maintained in safe condition.
12. Use proper lifting techniques.
13. Only qualified personnel can perform maintenance services.
14. Follow all Manufacturers safety guidelines.
15. Do not operate equipment under the influence of altering prescription drugs, illegal drugs and/or alcohol.
16. Ensure that all Warning, Caution and Danger signs are in place.

CODE OF SAFE PRACTICES

STUCCO SPRAY NOZZLE

JOB SUMMARY: Sprays Stucco on walls.

EMOTIONAL STANDARDS: Ability to handle repetitive work. Detailed oriented. Safety Conscious.

PHYSICAL STANDARDS: Strong physical health.

JOB HAZARDS: Lifting, twisting and turning. Forceful motions.
Exposure to vibrating equipment or tools.

SAFETY EQUIPMENT REQUIRED: Hard hat. Safety glasses.

SAFE CONDITIONS:

Employees shall be properly instructed on the hazards of their work and of safe practices by bulletins, printed rules, verbal instructions and periodic safety meetings.

SAFE PRACTICES

1. Follow all Company safety rules and policies.
2. Employees must report all unsafe conditions immediately to a Supervisor.
3. No horseplay is permitted.
4. Clean worksite conditions must be maintained at all times.
5. All Personal Protective Equipment (PPE) required by State or Federal Regulation must be worn.
6. All equipment guards required by State and Federal Regulations must be in place.
7. Report all accidents immediately to a Supervisor.
8. Use Lockout/Tagout/Blockout procedures when required by State or Federal Regulation.
9. Inspect equipment prior to each use..
10. Only operate equipment that you have been trained and authorized to use.
11. All electrical wiring shall be to code and maintained in safe condition.
12. Use proper lifting techniques.
13. Only qualified personnel can perform maintenance services.
14. Follow all Manufacturers safety guidelines.
15. Do not operate equipment under the influence of altering prescription drugs, illegal drugs and/or alcohol.
16. Ensure that all Warning, Caution and Danger signs are in place.

CODE OF SAFE PRACTICES

TRESTLES (HORSE SCAFFOLD)

JOB SUMMARY: Supports Planks for Work Platform.

EMOTIONAL STANDARDS: Ability to follow directions. Detail oriented. Safety conscious.

PHYSICAL STANDARDS: Inadequate heights, work surfaces.

JOB HAZARDS: Lifting, twisting and turning.

SAFETY EQUIPMENT REQUIRED: Gloves, Hard hat, Safety glasses.

SAFE CONDITIONS:

Employees shall be properly instructed on the hazards of their work and of safe practices by bulletins, printed rules, verbal instructions and periodic safety meetings.

SAFE PRACTICES

1. Follow all Company safety rules and policies.
2. Employees must report all unsafe conditions immediately to a Supervisor.
3. No horseplay is permitted.
4. Clean worksite conditions must be maintained at all times.
5. All Personal Protective Equipment (PPE) required by State or Federal Regulation must be worn.
6. All equipment guards required by State and Federal Regulations must be in place.
7. Report all accidents immediately to a Supervisor.
8. Use Lockout/Tagout/Blockout procedures when required by State or Federal Regulation.
9. Inspect equipment prior to each use..
10. Only operate equipment that you have been trained and authorized to use.
11. All electrical wiring shall be to code and maintained in safe condition.
12. Use proper lifting techniques.
13. Only qualified personnel can perform maintenance services.
14. Follow all Manufacturers safety guidelines.
15. Do not operate equipment under the influence of altering prescription drugs, illegal drugs and/or alcohol.
16. Ensure that all Warning, Caution and Danger signs are in place.

CODE OF SAFE PRACTICES

MITER SAW

JOB SUMMARY:	Cuts wood at an angle.
SKILLS REQUIRED:	General shop skills. (See code of Safe Practice for "SHOP"). Able to lift large pieces of wood and work alone when cutting.
EMOTIONAL STANDARDS:	Detail oriented. Ability to stay with job until completed. Repetitive work.
PHYSICAL STANDARDS:	Good eyesight (corrective lenses ok).
JOB HAZARDS:	Repetitive motions. Forceful motions.
SAFETY EQUIPMENT REQUIRED:	Safety glasses. Gloves. Earplugs when needed.

SAFE CONDITIONS:

Employees shall be properly instructed on the hazards of their work and of safe practices by bulletins, printed rules, verbal instructions and periodic safety meetings.

SAFE PRACTICES

1. Employees must report all unsafe work place conditions..
2. No horseplay is permitted.
3. Adequate aisle space shall be maintained.
4. Workplace should be maintained clean and dry. Any spills must be immediately cleaned up.
5. When carrying loads, care should be exercised to avoid over-exertion and strain.
6. Smoking is allowed in designated areas only..
7. See "Shop" Codes of Safe Practices.
8. Never put foot on pedal until all measurements are complete and hands/fingers are out of cutting area.
9. All claim guides are to be secured.
10. Be aware of sharp edges.
11. Use rolling carts when at all possible to elevate carrying heavy pieces.

CODE OF SAFE PRACTICES

CIRCULAR HANDSAW

JOB SUMMARY: Cuts Wood.

SKILLS REQUIRED: Detailed oriented. General shop skills.

EMOTIONAL STANDARDS: Ability to handle repetitive work. Follow directions. Safety conscious.
Ability to interact in a multi-cultural environment.

PHYSICAL STANDARDS: Good eyesight with or without corrective lenses.
Strong physical health. Ability to stand for long periods of time.

JOB HAZARDS: Repetitive motions. Working with bent neck. Bending over. Forceful motions.
Exposure to vibrating equipment or tools. Lifting, twisting and turning.
Bent wrist or extended elbow or both. Static load.

SAFETY EQUIPMENT REQUIRED: No open-toed shoes. Goggles/safety glasses.

SAFE CONDITIONS:

Employees shall be properly instructed on the hazards of their work and of safe practices by bulletins, printed rules, verbal instructions and periodic safety meetings.

SAFE PRACTICES

1. Employees must report all unsafe work place conditions.
2. No horseplay is permitted.
3. Adequate aisle space shall be maintained.
4. Workplace should be maintained clean and dry. Any spills must be immediately cleaned up.
5. Appropriate footwear should be worn-no open-toed shoes or sandals.
6. When carrying loads, care should be exercised to avoid over-exertion and strain. Use dollies.
7. Smoking is allowed in designated areas only.
8. Be familiar with "Shop Code of Safe Practices".
9. Blade shall be permanently shielded on upper half.
10. Lower half of circular teeth shall be guarded with a hinged guard cover.
11. Both hands to be on provided handles not to expose hands/fingers to blade.
12. Hinge on lower half of blade shall not be obstructed by wedge to expose blade.
13. Never change blades unless saw has been disconnected from electricity (unplugged).
14. Follow extension cord rules.
15. Change blade if dull or sap has built up.

CODE OF SAFE PRACTICES

AIR / JACKHAMMER

JOB SUMMARY: Use Jackhammer.

SKILLS REQUIRED: Able to follow directions. Basic knowledge of compressed air.

JOB HAZARDS: Repetitive wrist, shoulder and arm movements.
Lifting, twisting and turning motions.

SAFETY

EQUIPMENT

REQUIRED: Hard-toed boots. Goggles, Gloves, Earplugs/muffs. Hard hat may be required.

SAFE CONDITIONS:

Employees shall be properly instructed on the hazards of their work and of safe practices by bulletins, printed rules, verbal instructions and periodic safety meetings.

SAFE PRACTICES

1. Employees must report all unsafe work place conditions.
2. No horseplay is permitted.
3. Cord to be taped down.
4. Always use grounded extension cords.
5. Appropriate footwear should be worn (hard-toed shoes).
6. When carrying loads, care should be exercised to avoid over-exertion and strain.
7. Smoking is allowed in designated areas only.
8. Maintenance to be done by professional service.
9. Make sure compressor is in good working order.
10. All hoses to be secured and without leaks.
11. 3 minute breaks should be taken every 15 minutes.
12. Back stretching exercise to be done every break.

CODE OF SAFE PRACTICES

GENERATOR

JOB SUMMARY:	Creates electricity.
SKILLS REQUIRED:	Follow instructions.
EMOTIONAL STANDARDS:	Ability to interact in a multi-cultural environment. Ability to handle repetitive work.
PHYSICAL STANDARDS:	Able to lift-strength is required if generator is moved.
JOB HAZARDS:	Repetitive wrist, shoulder and arm movements. Lifting, twisting and turning motions.
SAFETY EQUIPMENT REQUIRED:	Gloves. Goggles. Earplugs.

SAFE CONDITIONS:

Employees shall be properly instructed on the hazards of their work and of safe practices by bulletins, printed rules, verbal instructions and periodic safety meetings.

SAFE PRACTICES

1. Employees must report all unsafe work place conditions.
2. No horseplay is permitted.
3. Wear earplugs at all times.
4. Wear goggles at all times.
5. Appropriate footwear should be worn (hard-toed shoes)..
6. When carrying loads, care should be exercised to avoid over-exertion and strain.
7. Smoking is allowed in designated areas only.
8. Gas container to be stored in No Smoking area.
9. Maintenance to be done by professional service.
10. Always have machine away from people.
11. Place a caution sign over the generator stating "high voltage".
12. Make sure wires/plugs are secured. Refer to "Spider" Code of Safe Practices.
13. All excessive gas or gas spills to be wiped up at once.

CODE OF SAFE PRACTICES

PAINTERS

Safe Work Place Conditions

1. All shop equipment will be in good safe working conditions.
2. Chemical spill kit and procedure will be in place.
3. Protective equipment will be supplied.

Safe Work Practices

1. Employees should report all unsafe work place conditions.
2. No horseplay is permitted.
3. Work place should be kept free of debris, storage, air and electrical cords, especially floors.
4. Floor surfaces shall be maintained clean and dry. Spills must be immediately cleaned up.
5. Adequate aisle space shall be maintained.
6. Appropriate footwear shall be worn.
7. When carrying loads, care should be exercised to avoid over-exertion and strain.
8. Employees should use proper lifting techniques.
9. Employees must use caution when using air and electrical tools and follow manufacturers' safety tips.
10. Employees must make sure when using air and electric tools that they are in good safe working order.
11. Proper dust respirators should be used in sanding.
12. Employees must wear proper protective equipment when mixing chemicals.
13. Employees must wear proper fitting respirator and other protective equipment when spraying or applying hazardous chemicals.
14. Employees must mix paint in well-ventilated area.
15. Employees must store waste in designated area.
16. Employees must dispose of waste in a proper hazardous container.
17. All containers will be labeled.
18. All chemicals will have lids in place when not in use.
19. All rags will be stored in properly sealed containers.
20. No Smoking is allowed in mixing area.
21. Employees will be trained on cleanup of hazardous material and will use these procedures.
22. Employees will be trained on Right to Know Law before being hired.
23. All respiratory equipment will be fit tested and checked on a daily basis.
24. Proper cutting devices will be used.

CODE OF SAFE PRACTICES

MACHINERY/EQUIPMENT BASIC LOCKOUT PROCEDURE

- 1. Each employee has the responsibility for locking out and tagging every piece of equipment on which he/she is required to perform work that places the employee in a position of potential injury due to start-up or movement of the equipment or material in process.**
- 2. Do not operate, repair, or test any machinery, electrical apparatus, or other equipment unless it is part of your assigned duties.**
- 3. Your supervisor has the responsibility for making certain you are instructed in this procedure and to take appropriate action if procedure is violated. An employee who violates the lockout procedure is subject to disciplinary action up to and including termination.**
- 4. Do not remove a WARNING tag unless you placed it, and then not until the persons protected by it are in the clear.**
- 5. Locks or tags shall be removed only by the person who placed them.**
- 6. Locks or tags shall never be removed until the individual in charge of the work has made certain that all workmen are in a safe position.**

DEFECTIVE MACHINERY AND TOOLS:

If any tool, machine, or other piece of equipment is in an unsafe/defective condition, do not use it, but report it to your supervisor who will have it repaired or replaced.

GUARDS:

Machine guards and other safety devices are provided for your protection. They must not be removed except for making repairs, lubricating, or cleaning, and then only by authorized persons. They must be replaced before starting machinery. ANY PERSON WHO REMOVES OR INDUCES ANOTHER EMPLOYEE TO REMOVE OR RENDER ANY MACHINE GUARD INOPERABLE MAY, UNDER LAW, BE TERMINATED, IMPRISONED AND/OR FINED.

CODE OF SAFE PRACTICES

INDUSTRIAL LADDERS

1. **Do not use defective ladders. All portable ladders must be equipped with safety shoes, metal spikes, or spurs, whichever is applicable to the condition under which the ladder is being used, or else the bottoms of the ladders must be held, tied or securely anchored to prevent slipping.**

Exception: Stepladders, when used as such, lashed ladders, and ladders provided with hooks at the topmost portion of ladder and hooked securely to an object above.

2. **Since they are conductive, metal ladders must not be used around electrical circuits or in places where they may come in contact with such circuits. Metal ladders must be marked with signs or decals reading "Caution- Do Not Use Near Electrical Equipment."**
3. **Use ladders properly. Hold on with both hands when going up or down. Always face the ladder when ascending or descending. Do not climb higher than the third rung from the top on straight or extension ladders or the second tread from the top on stepladders.**

CODE OF SAFE PRACTICES

LIFT

JOB SUMMARY: Raises platform.

SKILLS REQUIRED: Strong back, able to stretch and reach.

EMOTIONAL STANDARDS: Detail oriented. Able to handle high work conditions.
Ability to handle heavy weight.

PHYSICAL STANDARDS: Agility with hands. Able to handle heavy weight.
Tolerate repetitive motion and work. Strong hands. Able to deal with heights.

SAFE CONDITIONS:

1. Employees shall be properly instructed on the hazards of their work and of safe practices by bulletins, printed rules, verbal instructions or periodic safety meetings.
2. **HAZARDS:** Strained back; minimal twisting.

SAFE PRACTICES

1. Employees must report all unsafe work place conditions.
2. No horseplay is permitted.
3. Adequate aisle space shall be maintained.
4. Workplace should be maintained clean and dry. Any spills must be immediately cleaned up.
5. Appropriate footwear should be worn-no open-toed shoes or sandals.
6. When carrying loads, care should be exercised to avoid over-exertion and strain. Use dollies.
7. Smoking is allowed in designated areas only.
8. Make sure lift is in good working order at all times.
9. Report if lift doesn't go up smoothly.
10. Always lock in lift.
11. Make sure on flat surface.
12. Do not exceed 250 lbs.
13. All jacks must contact floor.
14. Make sure all rails are secure.
15. Hard-hats must be worn underneath.
16. Signs to make area secure for falling items.
17. Always lock in hoist.
18. Make sure when in use that a stand is placed underneath hoist.
19. Raise crank clockwise.
20. Keep cable even on spool/drum.
21. To set, turn clockwise and release.
22. Do not move lift with load.

CODE OF SAFE PRACTICES

CONSTRUCTION HOUSEKEEPING

- 1. Scrap lumber and debris must be kept reasonably cleared from work surfaces passageways and stairs. Combustible debris must be removed at regular intervals.**
- 2. Ground areas within 6 feet of building must be reasonably free from irregularities.**
- 3. Piles of debris must be stacked in a safe manner preventing falling, slipping or collapsing. Not to exceed 15 feet in height (5 feet for cement).**

CODE OF SAFE PRACTICES

CONSTRUCTION SIGNS, SIGNALS AND BARRICADES

- 1. Danger signs should be used when an immediate hazard exists.**
- 2. Caution signs should be used only to warn against potential hazards or to caution against unsafe practices.**
- 3. Construction sites that may be hazardous to the laymen must be posted with “Authorized Personnel Only” where barricades are not feasible.**
- 4. Signaling must be done when there is auto traffic or foot traffic that would be moving in a hazardous job site location. The flagmen must use and wear the proper materials (ANSI standards).**
- 5. Barricades for protection of employees, pedestrians and vehicles must be used to obstruct passage in hazardous areas.**

CODE OF SAFE PRACTICES

LADDER

JOB SUMMARY:	Elevation to heights.
SKILLS REQUIRED:	Able to follow directions. Good attitude. Be safety conscious.
EMOTIONAL STANDARDS:	Detail oriented. Ability to mentally handle heights.
PHYSICAL STANDARDS:	Ability to stand for long periods.
JOB HAZARDOUS:	Repetitive wrist, shoulder and arm movements. Twisting and turning motions.
SAFETY EQUIPMENT REQUIRED:	None

SAFE CONDITIONS:

Employees shall be properly instructed on the hazards of their work and of safe practices by bulletins, printed rules, verbal instructions or periodic safety meetings.

SAFE PRACTICES

1. Employees must report all unsafe work place conditions.
2. No horseplay is permitted.
3. Adequate aisle space shall be maintained.
4. Workplace should be maintained clean and dry. Any spills must be immediately cleaned up.
5. Appropriate footwear should be worn-no open-toed shoes or sandals.
6. When carrying loads, care should be exercised to avoid over-exertion and strain. Use dollies.
7. Smoking is allowed in designated areas only.
8. Do not stand on top 3 steps.
9. Face ladder while ascending and descending.

CODE OF SAFE PRACTICES

COMPRESSOR

JOB SUMMARY: Compresses air.

SKILLS REQUIRED: Able to follow directions. Good attitude. Be safety conscious.

EMOTIONAL STANDARDS: Detail oriented.
Ability to count pieces. Ability to mentally handle repetitive work.

PHYSICAL STANDARDS: Ability to stand for long periods on hard surfaces.

JOB HAZARDOUS: Repetitive wrist, shoulder and arm movements.
Twisting and turning motions.

SAFETY EQUIPMENT REQUIRED: Goggles/facemask and earplugs

SAFE CONDITIONS:

Employees shall be properly instructed on the hazards of their work and of safe practices by bulletins, printed rules, verbal instructions or periodic safety meetings.

SAFE PRACTICES

1. Employees must report all unsafe work place conditions.
2. No horseplay is permitted.
3. Adequate aisle space shall be maintained.
4. Workplace should be maintained clean and dry. Any spills must be immediately cleaned up.
5. Appropriate footwear should be worn-no open-toed shoes or sandals.
6. When carrying loads, care should be exercised to avoid over-exertion and strain. Use dollies. Back brace belts have been provided and must be worn when lifting.
7. Smoking is allowed in designated areas only.
8. Compressors on wheels must be prevented from rolling.
9. Safety valves must be popped weekly
10. Tank must be drained daily.
11. Air tanks require DOSH permit.

CODE OF SAFE PRACTICES

CEMENT MIXER

JOB SUMMARY:	Mixes cement.
SKILLS REQUIRED:	Able to follow directions. Good attitude. Be safety conscious.
EMOTIONAL STANDARDS:	Detail oriented. Ability to count pieces. Ability to mentally handle repetitive work.
PHYSICAL STANDARDS:	Ability to stand for long periods.
JOB HAZARDOUS:	Repetitive wrist, shoulder and arm movements. Twisting and turning motions.
SAFETY EQUIPMENT REQUIRED:	Goggles, facemask and earplugs.

SAFE CONDITIONS:

Employees shall be properly instructed on the hazards of their work and of safe practices by bulletins, printed rules, verbal instructions or periodic safety meetings.

SAFE PRACTICES

1. Employees must report all unsafe work place conditions.
2. No horseplay is permitted.
3. Adequate aisle space shall be maintained.
4. Workplace should be maintained clean and dry. Any spills must be immediately cleaned up.
5. Appropriate footwear should be worn-no open-toed shoes or sandals.
6. When carrying loads, care should be exercised to avoid over-exertion and strain. Use dollies. Back brace belts have been provided and must be worn when lifting.
7. Smoking is allowed in designated areas only.
8. A mechanical device to clear skip of material.
9. Guardrails installed on both side of skip.

CODE OF SAFE PRACTICES

CONCRETE POWER TROWELS

JOB SUMMARY:	Mixes cement.
SKILLS REQUIRED:	Able to follow directions. Good attitude. Be safety conscious.
EMOTIONAL STANDARDS:	Detail oriented. Ability to mentally handle repetitive work.
PHYSICAL STANDARDS:	Ability to stand for long periods on hard surfaces.
JOB HAZARDOUS:	Repetitive wrist, shoulder and arm movements. Twisting and turning motions.
SAFETY EQUIPMENT REQUIRED:	None.

SAFE CONDITIONS:

Employees shall be properly instructed on the hazards of their work and of safe practices by bulletins, printed rules, verbal instructions or periodic safety meetings.

SAFE PRACTICES

1. Employees must report all unsafe work place conditions.
2. No horseplay is permitted.
3. Adequate aisle space shall be maintained.
4. Workplace should be maintained clean and dry. Any spills must be immediately cleaned up.
5. Appropriate footwear should be worn-no open-toed shoes or sandals.
6. When carrying loads, care should be exercised to avoid over-exertion and strain. Use dollies. Back brace belts have been provided and must be worn when lifting.
7. Smoking is allowed in designated areas only.
8. Manually guided trowels must have automatic shut-off switch.

CODE OF SAFE PRACTICES

MANAGERS EMERGENCY RESPONSE

- 1. Get to the designated areas as soon as possible.**
- 2. Make sure you have a secondary person in charge if you're not able to get to the designated area.**
- 3. Check in personnel as you yell, "Don't leave, check in, don't panic". Ask a fellow worker to start a chant, "don't leave, check in, don't panic".**
- 4. If someone is missing, ask fellow employees where they saw the person last.**
- 5. Send a team of three to respond to missing persons.**
- 6. Keep everyone there for at least 10 minutes, holding down the panic.**
- 7. Inform them that there will be aftershocks and stay clear of falling debris.**
- 8. Assign groups traveling toward one direction to leave in cars heading in that direction, i.e. a car caravan.**
- 9. Responding team to missing persons. Remind them not to move before asking and seeing with their own eyes if they can move their toes, fingers-Watch for back injuries. It is better to secure a cover for them for falling debris than it is to move them.**

CODE OF SAFE PRACTICES

EXTENSION CORDS

1. **Never use extension cords. If at all possible, go directly to outlet.**
2. **Extension cords for a portable work. Not a permanent location.**
3. **OSHA hates extension cords and could fine you if it is a permanent location.**
4. **All extension cords are to be grounded.**
5. **NEVER cut off the ground nipple.**
6. **Cord to be in good physical shape.**
7. **Never have cord on ground in traffic location.**
8. **Be aware of people in the area and place extension cord in area that will be out of others way.**
9. **Never yank or pull an extension cord. There is a reason why it's caught!**
10. **If extension cord is used when it's raining, near pools of water, or where water is present, wrap extension cord connection with plastic on top that will repel water- or move to a dry area.**

CODE OF SAFE PRACTICES

SPRAY SIGNS, SIGNALS AND BARRICADES

- 1. Danger signs should be used when an immediate hazard exists.**
- 2. Caution signs should be used only to warn against potential hazards or to caution against unsafe practices.**
- 3. Pesticides sites, which might be hazardous to the laymen, must be posted with appropriate sign.**
- 4. Signaling must be done when there is auto traffic or foot traffic that would be moving in a hazardous job site location.**
- 5. Barricades for protection of employees, pedestrians and vehicles must be used to obstruct passage in hazardous areas, or in areas to be sprayed.**
- 6. Flagman to use proper materials and wear proper apparel as requested per (ANSI Standards).**

CODE OF SAFE PRACTICES

TRUCK DRIVER

JOB SUMMARY:	Drive to and from jobsite and yard.
SKILLS REQUIRED:	Able to use proper equipment. Able to follow directions. Good attitude. Be safety conscious.
EMOTIONAL STANDARDS:	Ability to handle repetitive work and still be safety conscious.
PHYSICAL STANDARDS:	Strong back and arms. Able to sit for long periods. Good eye sight. Able to judge distances.
JOB HAZARDOUS:	Repetitive wrist, shoulder arm and back movements. Able to climb in and out of tractor.
SAFETY EQUIPMENT REQUIRED:	Always wear a safety belt.

SAFE CONDITIONS:

Employees shall be properly instructed on the hazards of their work and of safe practices by bulletins, printed rules, verbal instructions or periodic safety meetings.

DRIVER RESPONSIBILITY IN ROUTE TO JOBITE

1. Drive safely and defensively-that is; at a safe, slow speed allowing plenty of space between your truck and the vehicle ahead.
2. Obey all traffic laws and road signs.

TRUCK TRIVER'S RESPONSIBILITIES AT JOBSITE

1. At jobsite, park truck on street and pre-walk the property looking for;
 - a. Best spot to load roof while avoiding obstacle such as:
 1. Overhanging trees
 2. Electrical wires
 3. Surrounding vehicles
 4. People on jobsite, etc.
 - b. Inspect driveway condition.
 - c. Inform all household members to remain inside house while roof is being loaded.
 - d. Driver will use caution tape on jobsite marking off area around truck and safe loading area. No one is to encroach in this marked off area.

2. If driving on driveway, is necessary, a driveway release must be signed by the homeowner. Roofing Contractor, or General Contractor. If nobody is available, contact the office before proceeding.
3. Read provided paperwork thoroughly for special job instruction.
4. Swamper/Spotter must aid driver when backing up truck.
5. Before any vehicle leaves the yard, the load must be tied down securely and personally inspected by the driver.
6. Under no circumstances are employees to operate any customer equipment at a jobsite.
7. If address is incorrect on invoice, correct it at the jobsite and turn into Supervisor in office. Show Supervisor the correct address.
8. Truck to be clean inside and out at all times.
9. At end of day, trucks are to be fully gassed, cleaned out, radios turned off, and keys returned to the office.

SAFETY GUIDELINES

1. **DO NOT** operate any equipment unless trained and qualified.
2. **NO** riders on forklifts at anytime, anywhere.
3. When lifting material, use good lifting procedures-lift with the legs, always keeping back straight.
4. No unauthorized persons are allowed to ride in Company vehicles. Violators of this policy are subject to termination.
5. The driver and all riders in Company vehicles must wear seat belts and shoulder harnesses when provided.

SAFE PRACTICES

1. Employees must report all unsafe work place conditions.
2. No horseplay is permitted.
3. Appropriate footwear should be worn-no open-toed shoes or sandals.

NOTE:

ALL DRIVERS HAVE TO MAINTAIN A DMV/INSURANCE RATING OF 2 POINTS OR LESS. ANYTHING ABOVE 2 POINTS COULD BE GROUNDS FOR TERMINATION.

CODE OF SAFE PRACTICES

STUCCO

JOB SUMMARY:	Places stucco sheets on walls.
SKILLS REQUIRED:	Able to follow directions. Safety conscious. Good attitude.
EMOTIONAL STANDARDS:	Detail oriented and ability to stay with job until completed. Repetitive work.
PHYSICAL STANDARDS:	Must have strong physical capacity. Agility needed to lift with legs rather than back.
HAZARDS:	Repetitive lifting, twisting, pushing, or pulling. Bending over. Continuous standing on hard and uneven surfaces. Repetitive shoulder and arm motions..
SAFETY EQUIPMENT REQUIRED:	Fall protection. Harness when required.

SAFE CONDITIONS:

Employees shall be properly instructed on the hazards of their work and of safe practices by bulletins, printed rules, verbal instructions or periodic safety meetings.

SAFE PRACTICES:

1. Employees must report all unsafe work place conditions.
2. No horseplay is permitted.
3. Adequate aisle space shall be maintained.
4. Workplace should be maintained clean and dry. Any spills must be immediately cleaned up.
5. When carrying loads, care should be exercised to avoid over-exertion and strain. Use dollies. Back brace belts have been provided and must be worn when lifting.
6. Electrical extension to be in good condition.
7. Smoking is allowed in designated areas only.
8. When using ladders make sure to inspect ladder before using and place in secure position. Know ladder safety.
9. Do not climb higher than the third rung from the top of straight ladders and second step on step ladder, existed ladder 3 step beyond roof plate.
10. Employ proper lifting techniques and back injury prevention. Use of handcars and other mechanical material handling devices is recommended. Example: Pettibone/hoist.
11. When lifting-use your leg muscles and not your back; bend knees before lifting up.
12. Never lift any object large enough to impair your sight.
13. Exercise care to avoid overexertion.
14. Be especially careful of people below you.
15. When stacking wood or parts be sure to stack properly, checking for proper height and stability. Do not put excessive weight on joist, rafters.
16. Caution: Make sure frame walls are secure before stuccoing.
17. All stucco personnel shall not use foot extensions.

- 18. All stucco personnel should know how to use scaffolds.**
- 19. Make sure hose/pump are in good working order.**
- 20. Keep all personnel or visitors away from spray.**
- 21. Do not reach body outside of scaffold or ladder- Keep body inside safe area.**
- 22. Rope off area when possible.**
- 23. Do not overload scaffold/ladder.**
- 24. Put up scaffold properly-if you need help/direction, ask a supervisor.**

CODE OF SAFE PRACTICES

GENERAL OFFICE

- 1. Never leave lower desk or cabinet drawers open that present a tripping hazard. Use care when opening and closing drawers to avoid pinching fingers.**
- 2. Do not open more than one upper drawer at a time, particularly the top two drawers on tall file cabinets.**
- 3. Individual heaters at work areas should be kept clear of combustible materials such as draper or waste from wastebaskets. Newer heaters equipped with tip-over switches should be used.**
- 4. Appliances such as coffee pots and microwaves should be kept in working order and inspected for signs of wear, heat or fraying of cords.**
- 5. Fans used in work areas should be guarded. Guards must not allow fingers to be inserted through the mesh. Newer fans are equipped with proper guards.**
- 6. Files and supplies should be stored in such a manner as to preclude damage to the supplies or injury to personnel when they are moved. Heaviest items should be stored closest to the floor and lightweight items stored above.**
- 7. Equipment such as scissors, staples, etc., should be used for their intended purposes only and should not be misused as hammers, pry bars, screwdrivers etc. Misuse can cause damage to the equipment and possible injury to the user.**

CODE OF SAFE PRACTICES

OPERATING A VIDEO DISPLAY TERMINAL

1. When working with a VDT, have all pieces of furniture adjusted, positioned and arranged to minimize strain on all parts of the body.
2. Work station should be such that it can be set up so that:
 - a. Keyboard is approximately elbow height
 - b. Screen display is below eye level with primary viewing area from 0 to 60 degrees below the horizontal plane at eye level.
 - c. There is adequate space beneath desk for employee's legs.
3. The front edge of the keyboard and/or the keyboard support surface where wrist or forearm contact occurs, should be rounded and/or padded.
4. Shared workstations should be adjustable with adjustable keyboard heights.
5. The work surface should be sufficient to accommodate the VDT components and other task dependent items, such as hard copy.
6. Chairs should have adjustable seat pan and back support with or without arm support. If armrests are used they should be height adjustable.
7. Easily positioned document holders should be used as well as footrests.
8. A wrist rest should be used and not be permanent.
9. VDT users should be permitted to take at least a 3-minute break for each hour of continuous use of a VDT. A "break" means time spent doing something other than work on a VDT.
10. Lighting should be directed so it does not shine into operator's eyes when the operator is looking at the screen. It should be adequate to enable the operator to see the text and screen, but not bright enough to cause glare.
11. Employees must advise their supervisor if their background lighting causes glare or a reduced clarity of vision on their VDT screen. Screen position should be adjusted to the proper eye level.
12. The screen and document holder should be placed the same distance from the eye in order to avoid constant changes of focus. The document holder needs to stand vertically to the eyes in order to prevent excessive movement of the neck and eyes.
13. Practice good posture, proper seating, foot support & take adequate stretch breaks shaking hands often.
14. Retain sensitivity of appropriate keyboard height and use proper wrist angle.
15. Employees shall follow training on preventing problems associated with VDT use.

CODE OF SAFE PRACTICES

CONSTRUCTION

1. All persons shall follow these safe practice rules and render every possible aid to safe operations, and report all unsafe conditions or practices to the Foreman or Superintendent.
2. Foreman shall insist on employees observing and obeying every applicable Company, State or Federal regulation and order as is necessary to the safe conduct of the work and shall take such action as is necessary to obtain compliance.
3. All employees shall be given frequently accident prevention instructions. Instructions shall be given at least every 10 working days.
4. Anyone known to be under the influence of drugs or intoxicating substances which impair the employees ability to safely perform assigned duties shall not be allowed on the job while in that condition.
5. No one shall knowingly be permitted or required to work while the employees' ability or alertness is so impaired by fatigue, illness, or other causes that they might unnecessarily expose the employee or others to injury.
6. Employees shall not enter manholes, underground vaults, chambers, tanks, silos, or other similar places that receive little ventilation unless it has been determined that it is safe to enter.
7. Employees shall be instructed to ensure that all guards and other protective devices and safety equipment are in proper place and adjusted, and shall report deficiencies to Foreman or Superintendent.
8. Hod or cement carriers should avoid the use of extension ladders when carrying loads. Such ladders may provide adequate strength, but the rung position and rope arrangement make such climbing difficult and hazardous for this trade.
9. Workers shall not handle or tamper with any electrical equipment, machinery or air or water lines in a manner not within the scope of their duties.
10. Employ proper lifting techniques by using the large muscles of the leg rather than the smaller muscles of the back.
11. Inappropriate footwear or shoes with thin or badly worn soles must not be worn.
12. Materials, tools, or other objects shall not be thrown from buildings or structures until proper precautions are taken to protect others from the falling objects.
13. Cleanse yourselves thoroughly after handling hazardous substances and follow special instructions from authorized sources.
14. Gasoline shall not be used for cleaning purposes.

- 15. No burning, welding, or other source of ignition shall be applied to any enclosed tank or vessel, even if there are some openings, until it has been determined that no possibility of explosion exists and authority for the work is obtained from the foreman or superintendent.**
- 16. Any damage to scaffolds, false work, or other supporting structures shall be immediately reported to the Foreman or Superintendent.**
- 17. All tools and equipment shall be maintained in good condition.**
- 18. Damaged tools or equipment shall be removed from service and tagged "Defective".**
- 19. Only appropriate tools shall be used for a specific job.'**
- 20. All excavations shall be visually inspected before backfilling to ensure that it is safe to backfill.**
- 21. Excavating equipment shall not be operated near tops of cuts, banks, or cliffs if employees are working below.**
- 22. Tractors, bulldozers, scrapers and carryalls shall not operate where there is a possibility of overturning in dangerous areas like edges of deep fills, cut banks, and steep slopes.**
- 23. When loading where there is a probability of dangerous slides or movement of material, the wheels or treads of loading equipment, other than that riding on rails, should be turned in the direction which will facilitate escape in case of danger, except in a situation where this position of the wheels or treads cause a greater operational hazard.**

CODE OF SAFE PRACTICES

JANITOR

JOB SUMMARY: Sweep floors, empty trash, clean restrooms and other duties as assigned.

SKILLS REQUIRED: Good attitude. Follow directions. Self-starter

EMOTIONAL STANDARDS: Ability to handle repetitive work.

PHYSICAL STANDARDS: Strong. Tolerate repetitive motion and work. Strong hands/arms.

SAFE CONDITIONS:

1. Employees shall be properly instructed on the hazards of their work and of safe practices by bulletins, printed rules, verbal instructions or periodic safety meetings.
2. **HAZARDS:** bending ;twisting; repetitive motion ;lifting

SAFE PRACTICES:

1. Employees must report all unsafe work place conditions.
2. No horseplay is permitted.
3. Adequate aisle space shall be maintained.
4. Workplace should be maintained clean and dry. Any spills must be immediately cleaned up.
5. Appropriate footwear should be worn-no open-toed shoes or sandals.
6. When carrying loads, care should be exercised to avoid over-exertion and strain. Use dollies.
7. Smoking is allowed in designated areas only.

CODE OF SAFE PRACTICES

OPERATING A FORKLIFT

1. Only drivers authorized by the employer and trained in the safe operations of industrial trucks or industrial low tractors shall be permitted to operate such vehicles. Methods shall be devised to train operators in safe operation of powered industrial trucks.
2. Stunt driving and horseplay are prohibited.
3. No riders shall be permitted on vehicles unless provided with adequate riding facilities.
4. Employees shall not ride on the forks of lift trucks.
5. Employees shall not place any part of their bodies outside the running lines of an industrial truck or between mast uprights or other parts of the truck where shear or crushing hazards exist.
6. Employees shall not be allowed to stand, pass, or work under the elevated portion of any industrial truck, loaded or empty, unless it is effectively blocked to prevent it from falling.
7. Drivers shall check the vehicle at least once per shift, and if it is found to be unsafe, the matter shall be reported immediately to a foreman or mechanic, and the vehicle shall not be put in service again until it has been made safe. Attention shall be given to the proper functioning of tires, horns, lights, battery, controller, brakes, steering mechanism, cooling system, and the lift system of forklifts (forks, chains, cable, and limit switches).
8. No truck shall be operated with a leak in the fuel system.
9. Vehicles shall not exceed the authorized or safe speed, always maintaining a safe distance from other vehicles, keeping the truck under positive control at all times and all established traffic regulations shall be observed. For trucks traveling in the same directions, a safe distance may be considered to be approximately 3 truck lengths or preferably a time lapse- 3 seconds- passing the same point.
10. Trucks traveling in the same direction shall not be passed at intersections, blind spots, or dangerous locations.
11. The driver shall slow down and sound the horn at cross aisles and other locations where vision is obstructed. If the load being carried obstructs forward view, the driver shall be required to travel with the load trailing.
12. Operators shall look in the direction of travel and shall not move a vehicle until certain that all persons are in the clear.
13. Trucks shall not be driven up to anyone standing in front of a bench or other fixed object of such size that the person could be caught between the truck and object.
14. Grades shall be ascended or descended slowly. When ascending or descending grades in excess of 0 percent loaded trucks shall be driven with the load upgrade. ON all grades the load and load engaging means shall be tilted back if applicable, and raised only as far as necessary to clear the road surface. Motorized hand and hand/rider trucks shall be operated on all grades with the load engaging means downgrade.

15. **The forks shall always be carried as low as possible, consistent with safe operations.**
16. **When leaving a vehicle unattended either; the power shall be shut off, brakes set, the mast brought to the vertical position, and forks left in the down position. When left on an incline, the heels shall be blocked; or the power may remain on provided the brakes are set, the mast is brought to the vertical position, forks are left in the down position, and the wheels shall be blocked, front and rear. NOTE: When the operator is 25 feet from or out of sight of the industrial truck, the vehicle is “unattended”.**
17. **Vehicles shall not be run onto any elevator unless the driver is specifically authorized to do so and, before entering any elevator, the driver shall determine that the capacity of the elevator will not be exceeded. Once on the elevator, the power shall be shut off and the brakes set. Enter all confined areas with load end forward.**
18. **Vehicles shall not be operated on floors, sidewalk doors, or platforms that will not safely support the loaded vehicle.**
19. **Vehicles shall not be loaded in excess of their rated capacity**
20. **A loaded vehicle shall not be moved until the load is safe and secure.**
21. **Extreme care shall be taken when tilting loads. Tilting forward with the load engaging means elevated shall be prohibited except when picking up a load. Elevated loads shall not be tilted forward except when the load is being deposited onto a storage rack or equivalent. When stacking or tiering, backward tilt shall be limited to that necessary to stabilize the load.**
22. **The load engaging device shall be placed in such a manner that the load will be securely held or supported.**
23. **Special precautions shall be taken in the securing and handlings of loads by trucks equipped with attachments, and during the operation of these trucks after the loads have been removed.**

CODE OF SAFE PRACTICES

CHOP SAW

JOB SUMMARY:	Cuts material to length.
SKILLS REQUIRED:	See code of Safe Practices for “Shop”.
EMOTIONAL STANDARDS:	Ability to follow directions. Ability to handle repetitive work. Ability to work in multi-cultural environment. Detail oriented. Safety conscious.
PHYSICAL STANDARDS:	Excessive reaches. Ability to stand for long periods of time on hard surfaces.
JOB HAZARDS:	Lifting, twisting and turning. Repetitive motions wrist, shoulder, arm. Direct pressure on palm. Posture; bent wrist or extended elbow or both.
SAFETY EQUIPMENT REQUIRED:	Earplugs. Face shield. Hard-toed shoes. Goggles.
SAFE PRACTICES:	
1.	Employees must report all unsafe work place conditions.
2.	No horseplay is permitted.
3.	Adequate aisle space shall be maintained.
4.	Workplace should be maintained clean and dry. Any spills must be immediately cleaned up.
5.	Appropriate footwear should be worn- no open-toed shoes or sandals.
6.	When carrying loads, care should be exercised to avoid over-exertion and strain. Use dollies.
7.	Smoking is allowed in designated places only.
8.	All manufacturer’s guards must be in place and used.

CODE OF SAFE PRACTICES

LOADERS & UNLOADERS

JOB SUMMARY:	Move materials onto and off of trucks.
SKILLS REQUIRED:	Ability to follow directions. Safety conscious. Good attitude
EMOTIONAL STANDARDS:	Detail oriented. Ability to stay with job until completed. Repetitive work.
PHYSICAL STANDARDS:	Must have strong physical capacity.
HAZARDS:	Repetitive lifting, twisting, pushing or pulling. Continuous standing on hard surfaces. Bending over. Repetitive motion with arms and wrists due to unloading process.
SAFETY EQUIPMENT REQUIRED:	Must wear weight belts.

SAFE CONDITIONS:

Employees shall be properly instructed on the hazards of their work and of safe practices by bulletins, printed rules, verbal instructions or periodic safety meetings.

SAFE PRACTICES:

1. Employees must report all unsafe work place conditions.
2. No horseplay is permitted.
3. Adequate aisle space shall be maintained.
4. Workplace should be maintained clean and dry. Any spills must be immediately cleaned up.
5. When carrying loads, care should be exercised to avoid over-exertion and strain.
6. No horseplay is permitted.
7. Smoking is allowed in designated places only.
8. When using ladders make sure to inspect ladder before using and place in secure position.
9. Do not climb higher than the third rung from the top of straight ladders, and second step on step ladders.
10. Employ proper lighting techniques and back-injury prevention. Use handcarts and other mechanical material handling devices.
11. When lifting-use your leg muscles and not your back; bend knees before lifting up.
12. Never lift any object large enough to impair your sight.
13. Exercise care to avoid over exertion.
14. Be especially careful after glass breakage or after floor cleaning.
15. When cutting bodes use proper care when using sharp cutting devices. Use training and exercise caution when cutting.
16. When stacking bundles, boxes or cases or parts, stack properly, checking for proper height and stability. Mount shelving correctly and observe shelf load capacity.

CODE OF SAFE PRACTICES

CEMENT/STUCCO/MATERIAL HANDLERS

- 1. Work shall be well planned and supervised to prevent injuries in the handling of materials and in working together with equipment.**
- 2. Employees shall be instructed to ensure that all guards and other protective devices are in proper places and adjusted, and shall report deficiencies promptly to their supervisor.**
- 3. Throwing of bags is prohibited.**
- 4. When lifting heavy objects, the large muscles of the leg instead of the smaller muscles of the back shall be used.**
- 5. Do not lift over 40lbs. without assistance; do not lift anything that would impair your vision without assistance.**
- 6. Inappropriate footwear or shoes with thin or badly worn soles must not be worn. Proper shoes should be worn.**
- 7. Materials, tools, or other objects shall not be thrown from buildings or structures until proper precautions are taken to protect others from the falling objects.**
- 8. Work shall be so arranged that employees are able to face a ladder and use both hands while climbing.**
- 9. No gasoline shall be used for cleaning purposes.**
- 10. Mark all open bags and repair as soon as possible so dust will not become a factor or problem.**
- 11. All tools and equipment shall be maintained in good condition.**
- 12. Damaged tools or equipment shall be maintained in good condition.**
- 13. No screwdrivers should be used to open bags.**
- 14. Only appropriate tools shall be used for a specific job.**
- 15. Cloth mask to be worn when handling bags.**
- 16. Knowledge of the location of the eye wash area is a must for all employees or transit workers.**

CODE OF SAFE PRACTICES

MULTI DRILL

I. SAFE WORKPLACE CONDITIONS

1. **Machines must be turned off and locked out prior to cleaning or worn tool replacement.**
2. **Safety guards and shields must be in place when machines are operating.**
3. **Operators must verify at the beginning and end of the shift that the ventilation system is working properly (gauge at 100).**
4. **Operators must notify maintenance immediately when:**
 - a. **The machine is not working properly and/or safety devices are not functionally properly.**
 - b. **The cutting oil is not properly draining from machines.**

II. SAFE WORK PRACTICES

1. **Do not operate machines with damaged or worn cutting tools.**
2. **Keep floor surfaces in work area clean and dry.**
3. **Do not use compressed air to clean clothing. Air pressure through air nozzle must not exceed 35 psi.**

III. PERSONAL PROTECTIVE EQUIPMENT

1. **Safety glasses must be worn in the shop.**
2. **Safety shoes must be worn in the shop.**
3. **Ear plugs.**
4. **Mask/goggles.**
5. **No horseplay is permitted.**

CODE OF SAFE PRACTICES

METAL SAW

I. SAFE WORKPLACE CONDITIONS

1. Machine must be turned off and locked out prior to cleaning or worn tool replacement.
2. Safety guards and shields must be in place when machines are operating.
3. Operators must verify at the beginning and end of the shift that the ventilation system is working properly (gauge at 100).
4. Operators must notify maintenance immediately when:
 - a. The machine is not working properly and/or safety devices are not functioning properly.
 - b. The cutting oil is not properly draining from machines.

II. SAFE WORK PRACTICES

1. Do not operate machines with damaged or worn cutting blade.
2. Keep floor surfaces in work area clean and dry.
3. Do not use compressed air to clean clothing. Air pressure through air nozzle must not exceed 35 psi.
4. Table to be clear of any materials.
5. Check: Blade is tight
Clean of metal fragments
Wheel is greased
Blade is sharp
6. Place material on table, measure cut, turn on machine. Push gear forward to cut material.
7. Once material is cut, never cross saw with hands to push back cut pieces. Push back pieces with push stick, then put saw in reverse gear to bring saw back.
8. Never wear loose jewelry around neck when operating any machine.

III. PERSONAL PROTECTIVE EQUIPMENT

1. Safety glasses must be worn in the shop.
2. Safety shoes must be worn in the shop.
3. Earplugs
4. Mask/goggles.

CODE OF SAFE PRACTICES

NAIL OR STAPLE AIR PRESSURE GUN

JOB SUMMARY: Shooting nails/staples by a hand held device driven by air pressure.
Attaching multiple objects to one another.

SKILLS REQUIRED: Knowledge and respect of air pressure devices.

EMOTIONAL STANDARDS: Ability to handle repetitive work. Detail oriented. Safety Conscious.

PHYSICAL STANDARDS: Able to stand for long periods of time.
Strong physical health. Good eyesight.

JOB HAZARDS: Bending over. Direct pressure on palm of hand.
Bent wrist or extended elbow or both. Working with bent neck.
Lifting, twisting and turning.

SAFETY EQUIPMENT REQUIRED: Earplugs. Goggles or safety glasses.

SAFE CONDITIONS:

Employees shall be properly instructed on the hazards of their work and of safe practices by bulletins, printed rules, verbal instructions or periodic safety meeting.

SAFE PRACTICES:

1. Employees must report all unsafe work place conditions.
2. No horseplay is permitted.
3. Adequate aisle space shall be maintained.
4. Workplace should be maintained clean and dry. Any spills must be immediately cleaned up.
5. Appropriate footwear should be worn-no open-toed shoes or sandals.
6. When carrying loads, care should be exercised to avoid over-exertion and strain. Use dollies.
Use back brace belt when lifting.
7. Smoking is allowed in designated places only.

CODE OF SAFE PRACTICES

AIR PRESSURE GUN

JOB SUMMARY:	Hand held device driven by air pressure.
SKILLS REQUIRED:	Knowledge and respect of air pressure devices.
EMOTIONAL STANDARDS:	Ability to handle repetitive work. Detail oriented. Safety Conscious.
PHYSICAL STANDARDS:	Able to stand for long periods. Strong physical health. Good eyesight.
JOB HAZARDS:	Bending over. Direct pressure on palm of hand. Bent wrist or extended elbow or both. Working with bent neck. Lifting, twisting and turning.
SAFETY EQUIPMENT REQUIRED:	Earplugs, goggles or Safety glasses.

SAFE CONDITIONS:

Employees shall be properly instructed on the hazards of their work and of safe practices by bulletins, printed rules, verbal instructions or periodic safety meetings.

SAFE PRACTICES:

1. Employees must report all unsafe work place conditions
2. No horseplay is permitted
3. Adequate aisle space shall be maintained.
4. Workplace should be maintained clean and dry. Any spills must be immediately cleaned up.
5. Appropriate footwear should be worn, no open-toed shoes or sandals.
6. When carrying loads, care should be exercised to avoid over-exertion and strain. Use dollies. Use back brace belt when lifting.
7. Smoking is allowed in designated places only.
8. Never use air pressure directly on skin.
9. Never use air hose to clean clothing.
10. Be aware of people around you when using air hose.

CODE OF SAFE PRACTICES

AIRLESS SPRAYER

JOB SUMMARY:	Airless sprayer.
SKILLS REQUIRED:	Able to follow directions. Good attitude. Safety Conscious.
EMOTIONAL STANDARDS:	Detail oriented. Ability to mentally handle repetitive work.
PHYSICAL STANDARDS:	Able to stand for long periods on hard surfaces.
JOB HAZARDS:	Repetitive wrist, shoulder and arm movements. Twisting and turning motions.
SAFETY EQUIPMENT REQUIRED:	Goggles/mask.

SAFE CONDITIONS:

Employees shall be properly instructed on the hazards of their work and of safe practices by bulletins, printed rules, verbal instructions or periodic safety meetings.

SAFE PRACTICES:

1. Employees must report all unsafe work place conditions
2. No horseplay is permitted
3. Adequate aisle space shall be maintained.
4. Workplace should be maintained clean and dry. Any spills must be immediately cleaned up.
5. Appropriate footwear should be worn, no open-toed shoes or sandals.
6. When carrying loads, care should be exercised to avoid over-exertion and strain. Use dollies. Use back brace belt when lifting.
7. Smoking is allowed in designated places only.
8. Cleaning with flammable liquid may cause a fire.
9. Use outdoors or extremely ventilated areas.
10. Avoid all ignition sources such as static electricity from plastic drop cloth, open plan frames such as pilot light, hot objects such as cigarettes, arch, turning on/off light switch.

CODE OF SAFE PRACTICES

TOOLS

Tools must be kept clean and in good repair.

Only trained or experienced employees may operate tools, machines, or equipment.

Control Switches (Powered Hand Tools).

NEVER CHANGE BLADES/BITS/PULLEYS ETC., WITHOUT LOCKING OUT OR PULLING PLUG.

The following tools must be equipped with a constant contact "On-Off" switch:

- Drills
- Tapers
- Fastener Drivers
- Grinders
- Disc and Belt Sanders
- Reciprocation and Saber Saws
- Tool similar to those above
- Circular Saw
- Chainsaws (Electric, Hydraulic, and Pneumatic)

An additional single motion lock-on control is also permitted.

Exceptions:

- Concrete Vibrators
- Concrete Breakers
- Powered Tampers
- Jackhammers
- Rock Drills
- Tools similar to those above

Gasoline-powered chain saws must be equipped with a constant pressure throttle which will shut off the power to the chain drive when released.

Hoisting or lowering electric tools by their cords is prohibited.

POWER TOOLS

Power-operated tools should be grounded or be of the double-insulated type. They should be kept out of wet locations.

The following machine parts must be guarded:

- Chains of Sprocket and Chain Drives
- Gears and Sprockets (shield guard)
- Belt and Pulley Drive
- Hazardous revolving or reciprocating parts
- Screw Conveyor Head/Tail Pulleys
- Exposed Shafts
- Projecting Shaft Ends
- Collars and Couplings

CODE OF SAFE PRACTICES

SCISSOR LIFT

JOB SUMMARY:	Lift
SKILLS REQUIRED:	Ability to use proper equipment. Able to follow directions. Good attitude. Safety conscious.
EMOTIONAL STANDARDS:	Ability to handle heights.
PHYSICAL STANDARDS:	Strong back and arms.
JOB HAZARDS:	Repetitive wrist, shoulder, arm and back movements. Twisting and turning motions.
SAFETY EQUIPMENT REQUIRED:	Safety shoes.

SAFE CONDITIONS:

Employees shall be properly instructed on the hazards of their work and of safe practices by bulletins, printed rules, verbal instructions or periodic safety meetings.

SAFE PRACTICES:

1. Employees must report all unsafe work place conditions.
2. No horseplay is permitted.
3. Appropriate footwear should be worn-no open-toed shoes or sandals.
4. When carrying loads, care should be exercised to avoid over-exertion and strain.
5. Smoking is allowed in designated places only.

CODE OF SAFE PRACTICES

WIRE CUTTER

JOB SUMMARY:	Cuts long pieces of metal/steel.
SKILLS REQUIRED:	General shop skills (see Codes of Safe Practice for "SHOP"). Able to lift large pieces of metal. Able to work alone when cutting.
EMOTIONAL STANDARDS:	Detail oriented. Ability to stay with job until completed. Repetitive work.
PHYSICAL STANDARDS:	Good eye sight (corrective lens ok). Strong back.
HAZARDS:	Repetitive motions. Forceful motions.
SAFETY EQUIPMENT REQUIRED:	Safety glasses/gloves/ear plug when needed.

SAFE CONDITIONS:

Employees shall be properly instructed on the hazards of their work and of safe practices by bulletins, printed rules, verbal instructions or periodic safety meetings.

SAFE PRACTICES:

1. Employees must report all unsafe work place conditions.
2. No horseplay is permitted.
3. Adequate aisle space shall be maintained.
4. Workplace should be maintained clean and dry. Any spills must be immediately cleaned up.
5. When carrying loads, care should be exercised to avoid over-exertion and strain.
6. Smoking is allowed in designated places only.
7. See "Shop" Codes of Safe Practice.
8. Never put foot on pedal until all measurements are complete and hands/fingers are out of cutting area.
9. Make sure cutter is in good working order
10. Make sure air hoses are secure are in good working order.
11. Never use cutter on anything other than wire.

CODE OF SAFE PRACTICES

MAINTENANCE

JOB SUMMARY:	Maintain and repair equipment.
SKILLS REQUIRED:	Creativity. Follow directions. Good attitude.
EMOTIONAL STANDARDS:	Detail Oriented. Safety conscious. Complete assignments as directed. Ability to follow directions. Ability to handle repetitive work.
PHYSICAL STANDARDS:	Good eyesight with corrective lenses. Strong physical health. Excessive reaches. Ability to stand for long periods on hard surfaces. Inadequate mobility. Ability to sit on chairs for long periods of time. Inadequate heights, work surfaces.
JOB HAZARDS:	Pinch points. Moving equipment. Electricity.
SAFETY EQUIPMENT REQUIRED:	Earplugs. Face shield. Gloves. Back belts. Respirators. Hearing bands. Hard hat. Hard-toed shoes. Wrist rests. Goggles. Finger cots. Steel-toed shoes. Anti-glare screens. Aprons. Safety glasses. Wrist supports. Masks-type. Paper holders.

SAFE CONDITIONS:

Employees shall be properly instructed on the hazards of their work and of safe practices by bulletins, printed rules, verbal instructions or periodic safety meetings.

SAFE PRACTICES:

1. Employees must report all unsafe work place conditions.
2. No horseplay is permitted.
3. Adequate aisle space shall be maintained.
4. Workplace should be maintained clean and dry. Any spills must be immediately cleaned up.
5. Appropriate footwear should be worn-no open-toed shoes or sandals.
6. When carrying loads, care should be exercised to avoid over-exertion and strain. Use dollies. Back brace belts have been provided and must be worn when lifting.
7. Smoking is allowed in designated places only.
8. Never exceed your knowledge.
9. Follow all Lockout/Tagout procedures
10. Know electricity!
11. Never put hands or body in harms way.
12. Beware of rollers and pinch point.
13. Try never to work alone (if at all possible).
14. CAUTION! If you see fellow workers hurt or down, do not enter that area until you have surveyed the area and know the reason why that person got hurt.
15. Always stop the machines, lockout before starting maintenance.

16. **Be aware of all chemicals you are using and their effects with other chemicals and you.**
17. **AGAIN! Know your limits!**
18. **Never expose any part of your body or clothing to moving parts.**
19. **Know when to use and how to use Lockout/Tagout equipment.**
20. **Always report any malfunction to your Supervisor.**

CODE OF SAFE PRACTICES

BOOM LIFT

JOB SUMMARY: Ariel platform with telescoping and rotating boom.

**SKILLS
REQUIRED:** Able to work with precision. Trained Personnel Only.
Safety conscious. Complete assignments as directed.
Good knowledge of equipment and procedures.

**EMOTIONAL
STANDARDS:** Ability to follow directions. Ability to handle repetitive work.
Ability to handle working in high places. Detail oriented and excellent working habits. Remain patient and safety conscious.
Ability to stay with job until completed.

**PHYSICAL
STANDARDS:** Strong physical health. Strong hands and arms. Good eye/hand coordination
Ability to stand for long periods on hard surfaces. Strong back/legs/arms/wrists/hands-lifting.

JOB HAZARDS: Lifting, twisting and turning. Working with bent neck. Posture: bent wrist or extended elbow or both. Pinched fingers. Repetitive wrist, arms, shoulder and back movements. Hot surfaces, burning. High voltage, electric shock.

**SAFETY
EQUIPMENT
REQUIRED:** Hard hat. Safety glasses.

SAFE CONDITIONS:

Employees shall be properly instructed on the hazards of their work and of safe practices by bulletins, printed rules, verbal instructions and periodic safety meetings.

SAFE PRACTICES:

1. Employees must report all unsafe work place conditions.
2. No horseplay is permitted.
3. Adequate space shall be maintained for panel and personnel.
4. Workplace should be maintained clean and dry. Any spills must be immediately cleaned up.
5. Appropriate footwear should be worn-no open-toed shoes or sandals.
6. When carrying loads, care should be exercised to avoid over-exertion and strain.
7. Safety equipment shall be worn at all times; hard hat, work boots, etc.