

## General Safety Program

### Preparation

1. Read Applicable Background information and related Company Policy Chapter.
2. Make \_\_\_\_\_ Copies of this Lesson Plan for Personnel
3. Make Transparency, procure transparency pens, etc.
4. Coffee, tea, snacks

Other:

### Material

- 1.
- 2.
- 3.

### Objective

By the end of this session, personnel shall be able to discuss:

- Their Safety Responsibilities and Rights as a Worker
- General Shop Safety Procedures
- What Personal Protective Equipment is and what is to be used by the employee
- Exit and Exit Marking
- Housekeeping procedures
- Material Storage Procedures

### Background

The Company's goal is to ensure that the Company is a safe and healthful place to work. The Company and its employees are required to comply with federal and state safety and health standards. Employees must have the knowledge, skills, and abilities to carry out their work safely and efficiently. In the past there was no guarantee that you would be told of the chemical and physical hazards you might encounter while doing your job. That is why the OSHA standards pertaining to work place hazardous chemicals and hazardous operations are so important. In order to ensure that you are working in a safe environment, there are responsibilities that must be fulfilled by the Company and its employees.

### Notes

The Company, being the employer, is responsible for:

- Complying with occupational safety and health standards and regulations.
- Developing safety and health programs.
- Keeping records of all monitoring data.
- Correcting safety and health hazards.
- Informing workers of their rights and responsibilities related to occupational safety and health.

# Lesson

## Employee Responsibilities

You, as a worker of the Company, are responsible for:

- Observing and complying with safety and health standards and regulations that apply to your work.
- Reporting hazardous conditions promptly.
- Responding to warning signals that may be activated in the event of an emergency situation.
- Reporting emergencies using proper procedures.
- Participating in the safety improvement process at the Company.

Because you are a worker, OSHA gives you the following rights:

- Know what hazards and hazardous chemicals are present in your workplace.
- Receive all important information pertaining to hazardous chemicals in the work place.
- Know what to do in the case of an emergency such as a hazardous material spill, fire, hurricane, flood, etc.
- See the records of work place monitoring.
- Receive prompt notification if you have been exposed to hazardous materials or harmful physical agents in excess of permissible limits.

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1. All portable and fixed powered shop machines and tools will be equipped with approved guarding devices. Guards are to be in place while using the machine. Equipment must also be properly electrically grounded before use.
2. Proper personal protective equipment will be provided (safety glasses, goggles, and shields) and used during grinding or other work that may produce flying particles (e.g. drill press, power saws, etc.). Company approved dust respirators will be used for work that produces airborne dust particles. Eye protection is required during electrical or electronic hardware repair, installation and/or open front operation.
3. Approved face, eye and body protection will be used during any burning or welding operation. Also, sufficient shielding that provides protection to others in the immediate area will be used.
4. No flammable materials (paints, solvents, chemicals, etc.) will be stored within the immediate area of any burning or welding operation. Flammable materials must be stored in OSHA and Company approved cabinets.
5. Any employee using portable fixed tools (drill press, jig or band saw, etc.) must not wear loose clothing. Anyone with long hair must tie back the hair or wear acceptable hair protection while operating equipment. All stock must be clamped down (attempting to hold stock with hands will not be permitted).
6. Before any employee performs service or maintenance on a machine or equipment where the unexpected energizing, start up or release of stored energy could occur and cause injury, the machine or equipment shall be made safe. This will be accomplished by locking out and tagging out energy isolating devices, and otherwise disabling the machines or equipment. (see Lockout/Tagout Policy).
7. Clean-up after using powered equipment or hand tools must be done immediately following use of the power tool.
8. Before any work is started in an area posted with a "Radioactive Materials" label, the supervisor or the Safety and Health Manager will be contacted for instructions so that the work may be safely performed.
9. Before any work is started in an area designated as "Restricted" (e.g. high hazard, carcinogens, etc.), the area must be inspected by the Safety and Health Manager and permission to proceed given to the supervisor.

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[illegible][illegible][illegible][illegible]

- [illegible]

## Notes

## 8. Body Protection

Natural or synthetic rubber or acid-resisting rubberized cloth aprons shall be worn by personnel handling irritating or corrosive substances. Aprons shall normally be worn with acid sleeves and gloves for greater body protection against skin injuries.

## 9. Insulated Matting

Insulating matting shall be used by workers for additional resistance to shock where potential shock hazards exist, such as:

- Areas where floor resistance is lowered due to dampness.
- Areas where high voltages (above 600 volts) may be encountered.
- Areas with electrical repair or test benches.

## 10. Other

a. Shop supervisors shall ensure that shop personnel use the protective clothing and equipment that will protect them from hazards of the work they perform. It is the responsibility of workers to keep their PPE in a clean, sanitary state of repair and use the equipment when required.

b. Workers shall keep their hands and face clean, change clothes when they are contaminated with solvents, lubricants, or fuels, and keep their hands and soiled objects out of their mouth. No food or drink shall be brought into or consumed in areas exposed to toxic materials, chemicals, or shop contaminants. Workers shall wash their hands before eating or smoking after exposure to any contaminant.

c. Workers shall not wear rings, earrings, bracelets, wristwatches, or necklaces in the vicinity of operating machinery and power tools. Additionally, long full beards, unrestrained long hair, and loose clothing can become caught in tools or machinery and cause serious personal injury. Highly combustible garments or coveralls made of material such as nylon shall not be worn in or around high temperature equipment or operations such as boiler operations, welding, and any other work with open flame devices.

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## Exits and Exit Markings

1. Every exit shall have "EXIT" in plain legible letters not less than 6 inches high with the strokes of the letters not less than three-quarters of an inch wide.

2. Doors, passageways, or stairways which are neither exits nor ways to an exit (but may be mistaken for an exit) shall be clearly marked "NOT AN EXIT" or by a sign indicating their actual use, for example: "STORAGE ROOM" or "BASEMENT."

3. When the direction to the nearest exit may not be apparent to an occupant, an exit sign with an arrow indicating direction shall be used.

4.Exit access shall be arranged so it is unnecessary to travel toward any area of high hazard potential in order to reach the nearest exit (unless the path of travel is effectively shielded by suitable partitions or other physical barriers).

5.Exit signs shall be clearly visible from all directions of egress and shall not be obstructed at any time. If occupancy is permitted at night, or if normal lighting levels are reduced at times during working hours, exit signs shall be suitably illuminated by a reliable light source.

6.A door from a room to an exit or to a way of exit access will be the side-hinged swinging type. It will swing out in the direction of travel if 50 or more persons occupy the room or the exit is from an area of high hazard potential.

7.Areas around exit doors and passageways shall be free of obstructions. The exit route shall lead to a public way. No lock fastening device shall be used to prevent escape from inside the building.

8. Where occupants may be endangered by the blocking of any single exit due to fire or smoke, there shall be at least two means of exit remote from each other.

9.Exits, exterior steps, and ramps shall be adequately lighted to prevent mishaps. Separate lighting will not be required if street or other permanent lighting gives at least one foot-candle of illumination on the exit, steps, or ramp.

## Notes

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1. Material shall not be placed where anyone might stumble over it, where it might fall on someone, or on or against any support unless the support can withstand the additional weight.

3.Nails shall be removed from loose lumber or the points turned down.

4. Ice shall be removed from all walkways and work areas where it may create a hazard or interfere with work to be done. If ice cannot be removed readily, sand or other approved materials shall be applied.

5.Trash and other waste materials shall be kept in approved receptacles. Trash shall not be allowed to accumulate and shall be removed and disposed of as soon as practicable, at least once per shift (or more often if needed).

6. Disconnect switches, distribution panels, or alarm supply boxes shall not be blocked by any obstruction that may prevent ready access.

7. Machinery and equipment shall be kept clean of excess grease and oil and (operating conditions permitting) free of excessive dust. Pressure gauges and visual displays shall be kept clean, visible, and serviceable at all times. Drip pans and wheeled or stationary containers shall be cleaned and emptied at the end of each shift.

All unnecessary accumulation of materials and supplies in the shop area shall be avoided. The presence of unnecessary material in the shop could cause such incidents as tripping, falling, or slipping. This could be especially hazardous around equipment that is in operation. The only material in the shop area shall be that actually in work. The only place that materials should accumulate in quantity are in storerooms and material holding areas.



1.The storage of materials shall not, of itself, create a hazard. Materials stored in tiers shall be stacked, strapped, blocked or interlocked, and limited in height so they are stable and secure against sliding or collapse. Storage racks shall have sufficient capacity to bear the loads imposed on them.

2.Stored materials shall not obstruct fire extinguishers, alarm boxes, sprinkler system controls, electrical switch boxes, machine operations, emergency lighting, first aid or emergency equipment, or exits.

3.Heavy materials and equipment should be stored low and close to the ground or floor to reduce the possibility of injury during handling.

4.All passageways and storerooms shall be maintained clean, unobstructed, dry, and in sanitary condition. Spills will be promptly removed.

5.Where mechanical handling equipment, such as lift trucks are used, safety clearance shall be provided for aisles at loading docks, through doorways, and wherever turns or passages must be made. No obstructions that could create a hazard are permitted in aisles.

#### Closure

According to the National Safety Council, workers are injured from slips, trips, and falls more than any other occupational injury. These can be usually be avoided if proper housekeeping procedures are used. Workers usually end up tripping on a piece of equipment, or tool that they themselves forgot to put away. One way to control hazards is through good housekeeping and common sense. The concept includes picking up, wiping up, and cleaning up. It includes removal of scrap and waste. It includes the adage "having a place for everything and putting everything in its place". Sometimes housekeeping is delegated to janitorial services, but everyone should share in the responsibility of cleaning up.

What questions do you have?

#### Notes