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FIRE BARRIERS

FIRE PROOFING

INSULATION

SPRAY FIREPROOFING AND FIRESTOPPING

SAFETY AND HEALTH PROGRAM

PREFACE

How to Use This Manual

To The Employer:

The purpose of this safety and health program manual is to establish standards for industry-specific safety and health programs for establishments covered under Standard Industrial Classification (SIC code): 0000, Policy Directive. The Florida Division of Safety developed parts of this manual with voluntary input from Florida employers, workers' compensation insurance carriers, labor organizations, trade associations, and other industry leaders. The manual was revised and updated by the University of South Florida's Consultation Program Staff in January 2001.

This manual is intended to serve as the basis for an employer integrated safety and health management program. The essential elements of this program include: top management's commitment and involvement; the establishment and operation of safety committees; provisions for safety and health training; first aid procedures; accident investigations; record keeping of injuries; and workplace safety rules, policies, and procedures.

If this manual meets the needs of your establishment, it may be used exactly as written. If you have previously established and are maintaining a safety program, you can continue to use your program provided that the essential elements covered in this safety program are also addressed in your program. Use of all or part of this manual does not relieve employers of their responsibility to comply with other applicable federal laws.

It is intended that this manual be enhanced and continuously improved by the employer. The employer to accommodate actual operations and work practices, provided that the original intent of that section is not lost, may modify any section of this manual. For example, if a safety committee meets weekly or quarterly instead of monthly, then Section II of the manual should be amended to accommodate this practice. If there is a safety rule, policy, or procedure appropriate for the work or work environment which has not been included, or if a rule included in Section VII is inappropriately written, then a new safety rule, policy, or procedure should be added to improve the manual. Likewise, if a specific rule in the Safety Rules, Policies, and Procedures section does not apply because the equipment or work operation described is not used, then that specific rule should be crossed out or deleted from the manual. If accidents occur, new safety rules should be developed and incorporated in Section VII of this manual to prevent their recurrence.

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Section I.

MANAGEMENT COMMITMENT AND INVOLVEMENT

POLICY STATEMENT

The management of this organization is committed to providing employees with a safe and healthful workplace. It is the policy of this organization that employees report unsafe conditions and do not perform work tasks if the work is considered unsafe. Employees must report all accidents, injuries, and unsafe conditions to their supervisors. No such report will result in retaliation, penalty, or other disincentive.

Employee recommendations to improve safety and health conditions will be given thorough consideration by our management team. Management will give top priority to and provide the financial resources for the correction of unsafe conditions. Similarly, management will take disciplinary action against an employee who willfully or repeatedly violates workplace safety rules. This action may include verbal or written reprimands and may ultimately result in termination of employment.

The primary responsibility for the coordination, implementation, and maintenance of our workplace safety program has been assigned to:

Name: _____
Title: _____ Telephone: _____

Senior management will be actively involved with employees in establishing and maintaining an effective safety program. Our safety program coordinator, myself, or other members of our management team will participate with you or your department's employee representative in ongoing safety and health program activities, which include:

- Promoting safety committee participation;
- Providing safety and health education and training; and
- Reviewing and updating workplace safety rules.

This policy statement serves to express management's commitment to and involvement in providing our employees a safe and healthful workplace. This workplace safety program will be incorporated as the standard of practice for this organization. Compliance with the safety rules will be required of all employees as a condition of employment.

Signature of CEO/President

Date

Section II.

SAFETY COMMITTEE

Safety Committee Organization

A safety committee has been established as a management tool to recommend improvements to our workplace safety program and to identify corrective measures needed to eliminate or control recognized safety and health hazards. The safety committee employer representatives will not exceed the amount of employee representatives.

Responsibilities

The safety committee will be responsible for assisting management in communicating procedures for evaluating the effectiveness of control measures used to protect employees from safety and health hazards in the workplace.

The safety committee will be responsible for assisting management in reviewing and updating workplace safety rules based on accident investigation findings, any inspection findings, and employee reports of unsafe conditions or work practices; and accepting and addressing anonymous complaints and suggestions from employees.

The safety committee will be responsible for assisting management in updating the workplace safety program by evaluating employee injury and accident records, identifying trends and patterns, and formulating corrective measures to prevent recurrence.

The safety committee will be responsible for assisting management in evaluating employee accident and illness prevention programs, and promoting safety and health awareness and co-worker participation through continuous improvements to the workplace safety program.

Safety committee members will participate in safety training and be responsible for assisting management in monitoring workplace safety education and training to ensure that it is in place, that it is effective, and that it is documented.

Management will provide written responses to safety committee written recommendations.

Meetings

Safety committee meetings are held quarterly and more often if needed and each committee member will be compensated at his or her hourly wage when engaged in safety committee activities.

Management will post the minutes of each meeting (see page) in a conspicuous place and the minutes will be available to all employees.

All safety committee records will be maintained for not less than three calendar years.

SAFETY COMMITTEE MINUTES

Date of Committee Meeting: _____

Time: _____

Minutes Prepared By: _____

Location: _____

Members in Attendance

<u>Name</u>	<u>Name</u>	<u>Name</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Previous Action Items:

Review of Accidents Since Previous Meeting:

Recommendations for Prevention:

Recommendations from Anonymous Employees:

Suggestions From Employees:

Recommended Updates To Safety Program:

Recommendations from Accident Investigation Reports:

Safety Training Recommendations:

Comments:

Section III.

SAFETY AND HEALTH TRAINING

Safety and Health Orientation

Workplace safety and health orientation begins on the first day of initial employment or job transfer. Each employee has access to a copy of this safety manual, through his or her supervisor, for review and future reference, and will be given a personal copy of the safety rules, policies, and procedures pertaining to his or her job. Supervisors will ask questions of employees and answer employees' questions to ensure knowledge and understanding of safety rules, policies, and job-specific procedures described in our workplace safety program manual.

Their supervisors will instruct all employees that compliance with the safety rules described in the workplace safety manual is required.

Job-Specific Training

- Supervisors will initially train employees on how to perform assigned job tasks safely.
- Supervisors will carefully review with each employee the specific safety rules, policies, and procedures that are applicable and that are described in the workplace safety manual.
- Supervisors will give employees verbal instructions and specific directions on how to do the work safely.
- Supervisors will observe employees performing the work. If necessary, the supervisor will provide a demonstration using safe work practices, or remedial instruction to correct training deficiencies before an employee is permitted to do the work without supervision.
- All employees will receive safe operating instructions on seldom-used or new equipment before using the equipment.
- Supervisors will review safe work practices with employees before permitting the performance of new, non-routine, or specialized procedures.

Periodic Retraining of Employees

All employees will be retrained periodically on safety rules, policies and procedures, and when changes are made to the workplace safety manual.

Individual employees will be retrained after the occurrence of a work-related injury caused by an unsafe act or work practice, and when a supervisor observes employees displaying unsafe acts, practices, or behaviors.

Section IV.

FIRST AID PROCEDURES

EMERGENCY PHONE NUMBERS

Safety Coordinator: _____ Poison Control: _____
First Aid: _____ Fire Department: _____
Ambulance _____ Police: _____
Medical Clinic: _____
Clinic Address: _____

Minor First Aid Treatment

First aid kits are stored in the front office and in the employee lounge. If you sustain an injury or are involved in an accident requiring minor first aid treatment:

- Inform your supervisor.
- Administer first aid treatment to the injury or wound.
- If a first aid kit is used, indicate usage on the accident investigation report.
- Access to a first aid kit is not intended to be a substitute for medical attention.
- Provide details for the completion of the accident investigation report.

Non-Emergency Medical Treatment

For non-emergency work-related injuries requiring professional medical assistance, management must first authorize treatment. If you sustain an injury requiring treatment other than first aid:

- Inform your supervisor.
- Proceed to the posted medical facility. Your supervisor will assist with transportation, if necessary.
- Provide details for the completion of the accident investigation report.

Emergency Medical Treatment

If you sustain a severe injury requiring emergency treatment:

- Call for help and seek assistance from a co-worker.
- Use the emergency telephone numbers and instructions posted next to the telephone in your work area to request assistance and transportation to the local hospital emergency room.
- Provide details for the completion of the accident investigation report.

First Aid Training

Each employee will receive training and instructions from his or her supervisor on our first aid procedures.

FIRST AID INSTRUCTIONS

In all cases requiring emergency medical treatment, immediately call, or have a co-worker call, to request emergency medical assistance.

WOUNDS:

Minor: Cuts, lacerations, abrasions, or punctures

- Wash the wound using soap and water; rinse it well.
- Cover the wound using clean dressing.

Major: Large, deep and bleeding

- Stop the bleeding by pressing directly on the wound, using a bandage or cloth.
- Keep pressure on the wound until medical help arrives.

BROKEN BONES:

- Do not move the victim unless it is absolutely necessary.
- If the victim must be moved, "splint" the injured area. Use a board, cardboard, or rolled newspaper as a splint.

BURNS:

- Thermal (Heat)
- Rinse the burned area, without scrubbing it, and immerse it in cold water; do not use ice water.
- Blot dries the area and cover it using sterile gauze or a clean cloth.
- Chemical
- Flush the exposed area with cool water immediately for 15 to 20 minutes.

EYE INJURY:

Small particles

- Do not rub your eyes.
- Use the corner of a soft clean cloth to draw particles out, or hold the eyelids open and flush the eyes continuously with water.

Large or stuck particles

- If a particle is stuck in the eye, do not attempt to remove it.
- Cover both eyes with bandage.

Chemical

- Immediately irrigate the eyes and under the eyelids, with water, for 30 minutes.

NECK AND SPINE INJURY:

- If the victim appears to have injured his or her neck or spine, or is unable to move his or her arm or leg, do not attempt to move the victim unless it is absolutely necessary.

HEAT EXHAUSTION:

- Loosen the victim's tight clothing.
- Give the victim "sips" of cool water.
- Make the victim lie down in a cooler place with the feet raised.

Section V.

ACCIDENT INVESTIGATION

Accident Investigation Procedures

The supervisor at the location where the accident occurred will perform an accident investigation. The safety coordinator is responsible for seeing that the accident investigation reports are being filled out completely, and that the recommendations are being addressed. Supervisors will investigate all accidents, injuries, and occupational diseases using the following investigation procedures:

- Implement temporary control measures to prevent any further injuries to employees.
- Review the equipment, operations, and processes to gain an understanding of the accident situation.
- Identify and interview each witness and any other person who might provide clues to the accident's causes.
- Investigate causal conditions and unsafe acts; make conclusions based on existing facts.
- Complete the accident investigation report.
- Provide recommendations for corrective actions.
- Indicate the need for additional or remedial safety training.

Accident investigation reports must be submitted to the safety coordinator within 24 hours of the accident.

ACCIDENT INVESTIGATION REPORT

REPORT # _____

COMPANY: _____

ADDRESS: _____

1. Name of injured: _____ S.S. #: _____

2. Sex: M F Age: _____ Date of accident: _____

3. Time of accident: _____ a.m. _____ p.m. Day of accident: _____

4. Employee's job title: _____

5. Length of experience on job: _____ (years) _____ (months)

6. Address of location where the accident occurred: _____

7. Nature of injury, Injury type, and Part of the body affected: _____

8. Describe the accident and how it occurred: _____

9. Cause of the accident: _____

10. Was personal protective equipment required? yes no Was it provided? yes no
Was it being used? yes no If "no", explain: _____

Was it being used as trained by supervisor or designated trainer? yes no If "no",
explain. _____

11. Witness(es): _____

12. Safety training provided to the injured? yes no If "no", explain: _____

13. Interim corrective actions taken to prevent recurrence: _____

14. Permanent corrective action recommended to prevent recurrence: _____

15. Date of report _____

Prepared by: _____

Supervisor (Signature) _____ Date: _____

16. Status and follow-up action taken by safety coordinator: _____

Safety Coordinator (Signature) _____ Date: _____

INSTRUCTIONS FOR COMPLETING THE ACCIDENT INVESTIGATION REPORT

An accident investigation is not designed to find fault or place blame but is an analysis of the accident to determine causes that can be controlled or eliminated.

(Items 1-6) Identification: This section is self-explanatory.

(Item 7) Nature of Injury: Describe the injury, e.g., strain, sprain, cut, burn, fracture. **Injury Type:** First aid -injury resulted in minor injury/treated on premises; Medical - injury treated off premises by physician; Lost time -injured missed more than one day of work; No Injury - no injury, near-miss type of incident. **Part of the Body:** Part of the body directly affected, e.g., foot, arm, hand, head.

(Item 8) Describe the accident: Describe the accident, including exactly what happened, and where and how it happened. Describe the equipment or materials involved.

(Item 9) Cause of the accident: Describe all conditions or acts which contributed to the accident, i.e.,

- a. Unsafe conditions - spills, grease on the floor, poor housekeeping or other physical conditions.
- b. Unsafe acts - unsafe work practices such as failure to warn, failure to use required personal protective equipment.

(Item 10) Personal protective equipment: Self-explanatory

(Item 11) Witness(es): List name(s), address(es), and phone number(s).

(Item 12) Safety training provided: Was any safety training provided to the injured related to the work activity being performed?

(Item 13) Interim corrective action: Measures taken by supervisor to prevent recurrence of incident, i.e., barricading accident area, posting warning signs, shutting down operations.

(Item 14): Self-explanatory

(Item 15): Self-explanatory

(Item 16) Follow-up: Once the investigation is complete, the safety coordinator shall review and follow-up the investigation to ensure that corrective actions recommended by the safety committee and approved by the employer are taken, and control measures have been implemented.

Section VI.

RECORD KEEPING PROCEDURES

Record keeping Procedures

The safety coordinator will control and maintain all employee accident and injury records. Records are maintained for a minimum of five (5) years following the end of the year to which they relate and include:

- Log & Summary of Occupational Injuries and Illnesses as required by **29 CFR 1904.2**
- Accident Investigation Reports;
- Workers' Compensation Notice of Injury Reports; and

Section VII.

SAFETY RULES, POLICIES, AND PROCEDURES

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

TO ALL PERSONNEL: Section VII Rules

1. All personnel shall follow the rules outlined in this Safety and Health Procedures Manual.

ALL EMPLOYEES

Housekeeping

1. Do not place trash in walkways and passageways.
2. Do not kick objects out of your pathway; pick them up or push them aside and out of the way.
3. Do not throw matches, cigarettes or other smoking materials into trash bins.
4. Do not store or leave items on stairways.
5. Do not block or obstruct stairwells, exits or accesses to safety and emergency equipment such as fire extinguisher or fire alarms.

Ladder and Step Ladder Safety

1. Do not use ladders that have loose rungs, cracked or split side rails, missing rubber foot pads or are otherwise visibly damaged.
2. Keep ladder rungs clean of grease. Remove buildup of material such as plaster, dirt or mud.

Climbing a Ladder:

1. Secure the ladder in place by having another employee hold it.
2. Face the ladder when climbing up or down.
3. Maintain a three-point contact by keeping both hands and one foot or both feet and one hand on the ladder at all times when climbing up or down.
4. Do not carry items in your hands while climbing up or down a ladder.

Performing Work from a Ladder

1. One person shall be on the ladder at a time.
2. Face the ladder and do not lean backward or sideways from the ladder.
3. Do not stand on the top two rungs of any ladder.
4. Do not use a ladder that wobbles or that leans to the left or right.
5. Do not try to "walk" a ladder by rocking it. Climb down the ladder, and then move it.

OFFICE PERSONNEL

Office Safety

General

1. Store sharp objects such as pens, pencils, letter openers or scissors in drawers or with the points down in a container.

2. Carry pencils, scissors and other sharp objects with the points down.
3. Do not jump from ramps, platforms, ladders or step stools.
4. Do not run on stairs or take more than one step at a time.
5. Use handrails when ascending or descending stairs or ramps.
6. Obey all posted safety and danger signs.

Furniture Use

1. Open one file cabinet drawer at a time.
2. Close drawers and doors immediately after use.
3. Use the handle when closing doors, drawers, and files.
4. Put heavy files in the bottom drawers of file cabinets.
5. Do not tilt the chair you are sitting in on its two back legs.
6. Do not stand on furniture to reach high places. Use a ladder or step stool to retrieve or store items that are located above your head.

Handling Supplies

1. Do not block your view by carrying large or bulky items; use a dolly or hand truck or get assistance from a fellow employee.
2. Cut in the direction away from your body when using knives or case cutters.

Equipment Use

1. Use a staple remover, not your fingers, for removing staples.
2. Turn off and unplug office machines before adjusting, lubricating or cleaning them.
3. Do not use fans that have excessive vibration, frayed cords or missing guards.
4. Turn the power switch of the equipment to "off" when it is not being used.

GENERAL LABOR PERSONNEL

Housekeeping

1. Do not leave loose tools, lunch boxes or other items on a ledge or lying around the floor. Return tools to their storage places after use.
2. Keep walking surfaces of elevated working platforms, such as scaffolds and equipment, clear of tools and materials that are not being used.
3. Do not use gasoline for cleaning purposes.
4. Sweep up scraps and debris from wallboard installation such as screws, mesh and tape by using a broom and a dustpan.

Lifting Safety

General

1. Plan the move before lifting; remove obstructions from your chosen pathway.
2. Test the weight of the load before lifting by pushing the load along its resting surface.
3. If the load is too heavy or bulky, use lifting and carrying aids such as hand trucks, dollies, pallet jacks, and carts, or get assistance from a co-worker.
4. If assistance is required to perform a lift, coordinate and communicate your movements with those of your co-worker's.
5. Never lift anything if your hands are greasy or wet.
6. Wear protective gloves approved by your supervisor when lifting objects with sharp corners or jagged edges.

7. Do not lift an object from the floor to a level above your waist in one motion. Set the load down on a table or bench and then adjust your grip before lifting it higher.

Stacking Material (Sheet rock, gypsum, foam boards, etc.)

1. When stacking panels by hand, position the panels sideways slightly in front of you, so you do not have to reach over your head or twist your body to lift these materials.
2. Position panels to lean flat against a wall and do not wobble or slide.
3. Push and slide panels along their edge or get assistance from a co-worker.

Ladder and Step Ladder Safety

1. Read and follow the manufacturer's instructions label affixed to the ladder if you are unsure how to use the ladder.
2. Do not use a metal ladder on rooftops or within 50 feet of electrical power lines.
3. Do not jump from roof tops, platforms, scaffolds or ladders.
4. Do not use building materials as improvised climbing devices.
5. Do not use electrical tools while working on a metal ladder unless the ladder has rubber feet.

Personal Protective Equipment

1. Wear steel-toed boots when handling panels and in material handling environments designated by your supervisor.
2. Wear work gloves when handling fiberglass batts, sprayed on finishes, rough textured gypsum board panels, metal lath or when sanding surfaces.
3. Wear your safety glasses and dust mask when handling or mixing plaster ingredients and additives, or applying mud, finishing ceilings, or sanding.
4. Wear your safety glasses when snipping metal pieces such as corner beads, trims, and wire mesh.
5. Do not continue to work if your safety glasses become fogged. Stop work and clean the glasses until the lenses are clear and defogged.
6. Wear the chemical goggles when using, applying or handling chemical liquids or powders from containers labeled "Caustic" or "Corrosive."
7. Wear your ear plugs or earmuffs in areas posted "Hearing Protection Required."

Work Area Protection

Barriers and Signs

1. Place signs (lights) well in advance of the work area to permit upcoming pedestrians and motorists time to react.
2. Erect protective barriers or guards and warning signs prior to demolition work where accessible by vehicular or pedestrian traffic.
3. Position the work vehicle to guard the work area while work is in progress.
4. Do not work on open sided floors, elevated walkways or elevated platforms if there are no guardrails in place.
5. Stand clear of floor openings if guardrails or covers are removed or displaced.
6. Do not work outdoors during lightning storms.

Job Site Safety

1. Do not walk under partially demolished walls or floors.
2. Stop working outdoors and seek shelter during lightning storms.
3. Do not begin working until barricades, warning signs or other protective devices have been installed to isolate the work area.

4. Do not throw or toss debris outside barricaded areas.
5. Stay clear of all trucks, forklifts, cranes, and other heavy equipment when in operation.
6. Do not approach any heavy equipment until the operator has seen you and has signaled to you that it is safe to approach.
7. Keep shirts on to avoid dehydration and sunburn.

Electrical Safety

1. Assume all electrical wires as live wires.
2. Do not wear watches, rings or other metallic objects which could act as conductors of electricity around electrical circuits.
3. Wear the dielectric gloves when working on electric current.

Electrical Powered Tools

1. Do not use power equipment or tools on which you have not been trained.
2. Do not carry plugged in equipment or tools with your finger on the switch.
3. Do not leave tools that are "On" unattended.
4. Do not handle or operate electrical tools when your hands are wet or when you are standing on wet floors.
5. Do not operate a power hand tool or portable appliance:
 - that has a frayed, worn, cut, improperly spliced or damaged cord.
 - that has a two-pronged adapter or a two conductor extension cord.
 - or if a prong from the three-pronged power plug is missing or has been removed.
6. Disconnect the tool from the outlet by pulling on the plug, not the cord.
7. Turn the tool off before plugging or unplugging it.
8. Turn off the electrical tool and unplug it from the outlet before attempting repairs or service work. Tag the tool "Out of Service."
9. Do not stand in water or on wet surfaces when operating power hand tools or portable electrical appliances.
10. Never operate electrical equipment barefooted. Wear rubber-soled or insulated work boots.
11. Do not operate a power hand tool or portable appliance while holding a part of the metal casing or while holding the extension cord in your hand. Hold all portable power tools by the plastic handgrips or other nonconductive areas designed for gripping purposes.
12. Do not use electrical tools if its housing is cracked.
13. Do not use electrical tools while working on a metal ladder unless the ladder has rubber feet.

Electrical Cords

1. Keep power cords away from path of drills and wire soldering and cutting equipment.
2. Do not use cords that have splices, exposed wires or cracked or frayed ends.
3. Do not remove the ground prong from electrical cords.
4. Do not use an adapter such as a cheater plug that eliminates the ground.
5. Do not plug multiple electrical cords into a single outlet.

Electrical Powered Tools

Power Saws

1. Wear safety goggles, protective gloves, a dust mask and hearing protection when operating a power saw.
2. Do not wear loose clothing or jewelry.

3. Clean any residue from the blade or cutting head before making a new cut with the power saw.
4. Do not use a power saw that has cracked, broken, or loose guards or other visible damage.
5. Keep your hands away from the exposed blade.
6. Operate the saw at full cutting speed, with a sharp blade, to prevent kickbacks.
7. Do not alter the anti-kickback device or blade guard.
8. Do not perform cutting operations with the power saw while standing on a wet or slippery floor.
9. When using the power saw, do not reach across the cutting operation.
10. Cut away from your body and below your shoulder level when you are using a power saw.
11. If the saw becomes jammed, turn the power switch of the saw to "Off" before pulling out the incomplete cut.

Pneumatic Tools

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

Hand Tool Safety

1. Use tied off containers to keep tools from falling off of elevated work platforms.
2. Do not use a tool if its handle has splinters, burrs, cracks, splits or if the head of the tool is loose.
3. Do not use tools while your hands are oily, greasy or wet.
4. When handing a tool to another person, direct sharp points and cutting edges away from yourself and the other person.
5. Do not carry sharp pointed hand tools such as screwdrivers in your pocket unless the tool or your pocket is sheathed.
6. Do not perform "make-shift" repairs to tools.
7. Do not throw tools from one location to another, from one employee to another, from scaffolds or other elevated platforms.
8. Do not carry tools in your hand when climbing. Carry tools in tool belts or hoist the tools to the work area with a hand line.
9. Transport hand tools only in toolboxes or tool belts. Do not carry tools in your clothing.
10. When you are performing electrical work, use the tools with the blue rubber sleeves covering the handle, these are insulated.

Hammers

1. Do not strike nails or other objects with the "cheek" of the hammer.
2. Do not strike one hammer against another hammer.
3. Do not use impact tools such as hammers with mushroomed heads.

Pliers

1. Do not attempt to force pliers by using a hammer on them.

2. Do not use pliers that are cracked, broken or sprung.
3. When using diagonal cutting pliers, shield the loose pieces of cut material from flying into the air by using a cloth or your gloved hand.

Saws

1. Keep control of saws by releasing downward pressure at the end of the stroke.
2. Keep your hands and fingers away from the saw blade while you are using the saw.
3. When using a hand saw, hold your panel firmly against the worktable.
4. Do not use a saw that has dull saw blades.
5. Do not carry a saw by the blade.
6. Oil saw blades after each use of the saw.

Snips

1. Wear safety glasses or safety goggles when using snips to cut materials such as lath or corner beads.
2. Wear your work gloves when cutting materials with snips.
3. Do not use straight cut snips to cut curves.
4. Keep the blade aligned by tightening the nut and bolt on the snips.
5. Do not use snips as a hammer, screwdriver or pry bar.
6. Engage the locking clip on the snips after use.

Tool Boxes/Chest/Cabinet

1. Tape over or file off sharp edges on toolboxes, chests or cabinets.
2. Do not stand on toolboxes, chests or cabinets to gain extra height.
3. Lock the wheels on large toolboxes, chests or cabinets to prevent them from rolling.
4. Push large chests, cabinets and toolboxes; do not pull.
5. Do not open more than one drawer of a toolbox at a time.
6. Close and lock all drawers and doors before moving the tool chest to a new location.
7. Do not use a toolbox or chest as a workbench.
8. Do not move a toolbox, chest or cabinet if it has loose tools or parts on the top.

Knives/Sharp Instruments

1. When handling knife blades and other cutting tools, direct sharp points and edges away from you.
2. Always cut in the direction away from your body when using knives.
3. Carry all sharp tools in a sheath or holster. Store knives in knife blocks or in sheaths after using them.
4. Use the knife that has been sharpened; do not use knives that have dull blades.
5. Do not use knives as screwdrivers.
6. Do not pick up knives by their blades.
7. Carry knives with tips pointed towards the floor.

Scaffolding

1. Follow the manufacturer's instructions when erecting the scaffold.
2. Do not work on scaffolds outside during stormy or windy weather.
3. Do not climb on scaffolds that wobble or lean to one side.
4. Initially inspect the scaffold prior to mounting it. Do not use a scaffold if any pulley, block, hook or fitting is visibly worn, cracked, rusted or otherwise damaged. Do not use a scaffold if any rope is frayed, torn or visibly damaged.

5. Do not use any scaffold tagged "Out of Service."
6. Do not use unstable objects such as barrels, boxes, loose brick or concrete blocks to support scaffolds or planks.
7. Do not work on platforms or scaffolds unless they are fully planked.
8. Do not use a scaffold unless guardrails and all flooring are in place.
9. Level the scaffold after each move. Do not extend adjusting leg screws more than 12 inches.
10. Do not walk or work beneath a scaffold unless a wire mesh has been installed between the mid rail and the toeboard or planking.
11. Use your safety belts and lanyards when working on scaffolding at a height of 10 feet or more above ground level. Attach the lanyard to a secure member of the scaffold.
12. Do not climb the cross braces for access to the scaffold. Use the ladder.
13. Do not jump from, to, or between scaffolding.
14. Do not slide down cables, ropes or guys used for bracing.
15. Keep both feet on the decking. Do not sit or climb on the guardrail.
16. Do not lean out from the scaffold. Do not rock the scaffold.
17. Keep the scaffold free of scraps, loose tools, tangled lines and other obstructions.
18. Do not throw anything "overboard" unless a spotter is available. Use the debris chutes or lower things by hoist or by hand.
19. Do not move a mobile scaffold if anyone is on the scaffold.
20. Chock the wheels of the rolling scaffold, using the wheel blocks, and also lock the wheels by using your foot to depress the wheel-lock, before using the scaffold.

Vehicular Safety (trucks and all terrain vehicles)

1. Drive on the graded roadways that have been leveled for this purpose.
2. Turn on low-beam headlights when driving on the site.
3. Hold onto vehicle when stepping out of it onto loose ground, holes or rocks.
4. Tools and materials shall be secured to prevent movement when transported in the same compartment with employees.
5. Do not exceed the maximum number of people for which the vehicle is designed to transport.
6. Do not operate a loaded vehicle or load it, by means of cranes, power shovels, loaders or similar equipment, if the vehicle does not have a cab shield and/or canopy to protect you from shifting or falling materials.

Fueling Vehicles

1. Turn the vehicle off before fueling.
2. Do not smoke while fueling a vehicle.
3. Wash hands with soap and water if you spill gasoline on them.
4. Do not carry extra fuel on any vehicle except in a properly mounted fuel tank approved by your employer.

Driving Rules

1. Shut all doors and fasten your seat belt before moving the vehicle.
2. Obey all traffic patterns and signs at all times.
3. Maintain a three point contact using both hands and one foot or both feet and one hand when climbing into and out of vehicles.
4. Drive up the slope or down the slope not across the slope.

Trailer Safety

1. Set the parking brake in the towing vehicle and use wheel blocks to chock the wheels of the trailer before removing the kettle from the trailer.
2. Permit no one to ride in the trailer.
3. Use ramps to load and unload kettles and equipment from the trailer.
4. Take slow, wide turns when towing trailers.
5. Do not exceed the load capacity as posted on the trailer door of the trailer.
6. Do not place all the heavy equipment on one side of the trailer.
7. Secure equipment and fuel tanks to the vehicle with chains or straps to eliminate or minimize shifting of the load.
8. Do not mount or dismount equipment on the traffic side.

LATHERS

Lifting Safety (Bags, Cans, Buckets)

1. Position your feet 6 to 12 inches apart with one foot slightly in front of the other.
2. Face the load.
3. Bend at the knees, not at the back.
4. Keep your back straight.
5. Get a firm grip on the object with your hands and fingers. Use handles when present.
6. Perform lifting movements smoothly and gradually; do not jerk the load.
7. Hold objects as close to your body as possible.
8. If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. Do not twist at the waist.
9. Set down objects in the same manner as you picked them up, except in reverse.
10. Slide materials to the end of the tailgate before attempting to lift them off of a pick-up truck. Do not lift over the walls or tailgate of the truck bed.

Construction Safety

Sandblasting

1. Only authorized personnel may use blasting equipment.
2. Wear your eye protection, respirator and protective clothing when blasting.
3. Visually inspect hoses or fittings on blasting equipment for wear and tear prior to use. Do not use if the hose or fitting is cracked or otherwise damaged.
4. Post area, "Unauthorized personnel keep out".
5. When working outdoors, keep shirts on to avoid bruises, dehydration and sun burn.

Restoration Job and Asbestos is Suspected

1. Do not perform asbestos removal operations, unless you have been trained, qualified and certified in asbestos removal procedures.
2. Use the respirator that has been fit tested and assigned to you by your supervisor.
3. Always assume that materials used prior to 1976, such as plaster and blown insulation contain asbestos.
4. Do not use sanders or power devices that may create dust or airborne particles.
5. Do not dry scrape, beadblast or mechanically pulverize any existing plaster or blown insulation.

Fiberglass Batts or Sprayed-on Insulation

1. Do not take work clothes home when exposed to sprayed-on insulation or fiberglass batts.
2. Change your work clothes before leaving the job site.

3. Place work clothes contaminated with fiberglass or sprayed-on insulation in a closed labeled container approved by your employer.
4. Use your respirator when working with sprayed-on insulation or fiberglass.

Respiratory Protection

1. Shave daily to prevent facial hair from interfering with the face seal of the respirator.
2. Clean and return respirators to their carrying cases or cartons and store them in your locker or in a designated storage area as instructed by your employer when the work is completed.
3. Only use the respirator that has been fitted and issued to you.

Infection Control

1. Wash your hands after removing your gloves with soap or mild detergent and water before eating, smoking, using the toilet, or any areas of the body that may have contacted cementitious mixtures, pastes or spray-on insulation at the end of each workday.
2. Use a mechanic's cream hand cleaner such as "Go-Jo" or "Humus" where water is not readily available.

Powder Actuated Tools

1. Wear impact resistant safety goggles or face shields when operating any powder actuated tools.
2. Do not attempt to fasten through a pre-drilled hole unless the powder-actuated tool has a hole locator.
3. Keep your head and body behind the powder actuated tool when firing it.
4. Before using powder actuated tools do not alter, bypass or remove the shield or guard at the muzzle end of the powder-actuated tool.
5. Do not load a powder-actuated tool until you are ready to fire it.

Hydraulic/Pneumatic Tools

1. Do not point a compressed air hose at bystanders or use it to clean your clothing.
2. Lock and/or tag tools "Out of Service" to prevent usage of the tool.
3. Do not use tools that have handles with burrs or cracks.
4. Do not use compressors if their belt guards are missing. Replace belt guards before use.
5. Turn the tool "off" and let it come to a complete stop before leaving it unattended.
6. Disconnect the tool from the air line before making any adjustments or repairs to the tool.

FINISHING PERSONNEL- (tapping, bedding, sanding)

Hazardous Materials

Mixing Cementitious Components

1. Apply Vaseline to exposed skin surfaces on your arms and hands prior to handling plaster, lime or any cementitious mixtures.
2. Do not handle lime or cementitious mixtures if you have open cuts or scratches on exposed skin surfaces such as your arms or hands.
3. Use personal protective clothing or equipment such as canvas gloves and protective eyewear, to avoid cement poison or burns.

4. Open doors and windows, and turn the power switch of the local exhaust fans to "On" when working indoors.

Applying Exterior Finishes (scratch coats, coquina, stucco installations, etc.)

1. Do not use a metal ladder on rooftops nor within 50 feet of electrical power lines.
2. Do not block the walking surfaces of elevated working platforms, such as scaffolds, with tools or materials that are not being used.
3. When working outdoors, drink plenty of fluids and keep shirts on to avoid dehydration and sunburn.

Using Joint Compounds

1. Wear protective gloves when handling compounds or chemicals from containers labeled "Flammable," "Toxic," "Caustic" or "Poisonous" and wash your hands after removing the gloves.
2. Follow the instructions on the label and in the corresponding Material Safety Data Sheet (MSDS) for each joint compound or chemical product used in your workplace.
3. Each time you use your gloves, wash your gloves before removing them using cold tap water and normal hand washing motion. Always wash your hands after removing the gloves.
4. Do not use joint/filler compounds or chemicals from unlabeled containers.
5. Do not store chemical containers labeled "Oxidizer" with containers labeled "Corrosive" or "Caustic."
6. Always use goggles and gloves when handling joint/filler compounds or chemicals labeled "Corrosive" or "Caustic."

Applying Finishes: Plaster, Coquina, Popcorn, or other

1. Do not smoke or eat while performing stucco or "popcorn" finishes.
2. Stand clear of mixing or blowing operations.
3. Do not stand, work or operate pneumatic equipment such as blowers with hoses within three feet of any unprotected roof opening or within five feet of any unprotected roof edge.

Job Site Safety

1. Do not walk on or under partially demolished walls or floors.
2. Stop working outdoors and seek shelter during lightning storms.
3. Walk around or duck under protruding framing or duct work and limbs.
4. Do not walk on fallen trees; walk on the ground.
5. Keep combustible liquids stored and covered in approved containers.

Personal Protective Equipment

1. Wear your safety glasses when mixing plaster ingredients and additives, applying spackling, finishing ceilings, or sanding.
2. Wear dust mask or respirator when emptying sacks of dry material such as additives for fire-proofing or plaster ingredients.
3. Use lifelines, safety harnesses or lanyards when you are working higher than 6 feet off the ground.
4. Wear safety glasses while plastering, applying mud or sanding.
5. Wear safety goggles when using power tools or when applying a finishing material.

Knives/Sharp Instruments

1. When handling knife blades and other cutting tools, direct sharp points and edges away from you.
2. Cut in the direction away from your body when using knives.
3. Use the knife that has been sharpened; do not use knives that have dull blades.
4. Use knives for the operations for which they are made.
5. Do not use knives that have broken or loose handles.
6. Do not use knives as screwdrivers, pry bars or can openers.
7. Do not pick up knives by their blades.
8. Carry knives with their tips pointed towards the ground.
9. Do not carry knives, scissors or other sharp tools in your pockets or an apron unless they are first placed in their sheath or holder.
10. Do not attempt to catch a falling knife.
11. Store knives in knife blocks or in sheaths after using them.

WAREHOUSE PERSONNEL

Forklifts Pre-Use Inspection

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

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

Starting the Forklift

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

Picking Up a Load

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

Putting a Load Down

1. Square up and stop about one foot from desired location.
2. Level the forks and drive to the loading spot.
3. Slowly lower the load to the floor.
4. Tilt the forks slightly forward so that you do not hook the load.

5. When the path behind you is clear of obstructions, back straight out until the forks have cleared the pallet.

Stacking One Load on Top of Another

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

Forklift Safety Rules

1. Do not exceed the lift capacity of the forklift. Read the lift capacity plate on the forklift if you are unsure.
2. Follow the manufacturer's guidelines concerning changes in the lift capacity before adding an attachments, such as wedges, to a forklift.
3. Lift the load an inch or two to test for stability: If the rear wheels are not in firm contact with the floor, take a lighter load or use a forklift with a higher lift capacity.
4. Do not raise or lower a load while you are en-route. Wait until you are in the loading area and have stopped before raising or lowering the load.
5. After picking up a load, adjust the forks so that the load is tilted slightly backward for added stability.
6. Drive with the load at a ground clearance height of 4-6 inches at the tips and 2 inches at the heels in order to clear most uneven surfaces and debris.
7. Drive at a walking pace and apply brakes slowly to stop when driving on slippery surfaces such as icy or wet floors.
8. Approach railroad tracks at a 45° angle.
9. Do not drive over objects in your pathway.
10. Do not drive into an area with a ceiling height that is lower than the height of the mast or overhead guard.
11. Steer wide when making turns.
12. Do not drive up to anyone standing or working in front of a fixed object such as a wall.
13. Do not drive along the edge of an unguarded elevated surface such as a loading dock or staging platform.
14. Obey all traffic rules and signs.
15. Sound horn when approaching blind corners, doorways or aisles to alert other operators and pedestrians.
16. Do not exceed a safe working speed of five miles per hour. Slow down in congested areas.
17. Stay a minimum distance of three truck lengths from other operating mobile equipment.
18. Drive in reverse and use a signal person when your vision is blocked by the load.
19. Look in the direction that you are driving; proceed when you have a clear path.
20. Do not use bare forks as a man-lift platform.
21. Do not drive the forklift while people are on the attached man-lift platform.
22. Drive loaded forklifts forward up ramps.
23. Raise the forks an additional two inches to avoid hitting or scraping the ramp surface as you approach the ramp.
24. Drive loaded forklifts in reverse when driving down a ramp.
25. Drive unloaded forklifts in reverse going up a ramp and forward going down a ramp.
26. Do not attempt to turn around on a ramp.
27. Do not use "Reverse" to brake.

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

Loading Docks

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

Warehouse Safety

General

1. When manually stocking shelves, position the materials to be shelved slightly in front of you so you do not have to twist when lifting and stacking materials.
2. Visually inspect for sharp objects or other hazards before putting hands, legs or other body parts into containers such as garbage cans, boxes, bags or sinks.
3. Remove or bend nails and staples from crates before unpacking.
4. When cutting shrink-wrap with a blade, always cut away from you and your co-workers.
5. Do not try to kick objects out of pathways. Push or carry them out of the way.
6. Do not let items overhang from shelves into walkways.
7. Move slowly when approaching blind corners.
8. Place heavier loads on the lower or middle shelves.
9. Remove one object at a time from shelves.
10. Place items on shelves so that they lie flat and do not lean against each other.

Hand Truck Operations

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

Pallet Jack Use

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

Storeroom/Stockroom

1. Use long handled snips when cutting strapping bands away from a shipping container.
2. Wear safety glasses when cutting strapping bands, uncrating materials and driving nails.
3. Stand to the side of the strapping band when cutting it.
Do not use pallets or skids that are cracked or split or have other visible damage.
4. Stack heavy or bulky storage containers on middle and lower shelves of the storage rack.
5. Do not lift slippery or wet objects; use a hand truck.
6. Follow the safe handling instructions listed on the label of the container or listed on the corresponding Material Safety Data Sheet when handling each chemical stored in the stockroom.
7. Do not smoke while handling chemicals labeled "Flammable."
8. Do not store chemicals labeled "Flammable" near sources of ignition such as space heaters and sparking tools.
9. Do not handle or load any containers of chemicals if their containers are cracked or leaking.
10. Do not leave pallet jack unattended with the load suspended.
11. Obey all safety and danger signs posted in the workplace.

Carts

1. Do not exceed the rated load capacity noted on the manufacturer's label on the cart.
2. Use a spotter to help guide carts around corners and through narrow aisles.
3. Do not stand on a cart or float or use it as a work platform.

Manual Stacking and Handling

1. Store all wallboard flat.
2. Do not store boards vertically, this practice will damage the edges creating unstable stacks.
3. Stand each board vertically on it's side as close to the edge of the pile as possible, tilt the board toward the stack, and let the board drop freely on top of the stack.
4. Do not allow boards to overhang more than an inch. Align flush all boards, to keep the boards from becoming unstable and topple on someone while re-stacking.
5. Use a co-worker to assist handling the boards when stocking. Coordinate and communicate your movements with those of your co-worker's.

Heavy Equipment Operations

General

1. Only employer-authorized employees may operate heavy machinery, such as a flatbed, backhoe, boom and other heavy equipment.

2. Set all hydraulic and transmission controls in the neutral position and sound horn before starting equipment.
3. Do not use steering wheel as a grab point when climbing in and out of vehicle.
4. Keep windows and mirrors clean and adjusted for a clear view.
5. Wear seat belts when provided on equipment with roll over protection.
6. To prevent abrupt jerking motion downshift only one gear at a time.
7. Turn off engine before refueling, oiling, or servicing vehicles or heavy equipment.
8. Do not move vehicle forward when your view is obstructed.

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