

O & M Industries, Inc.

General Safe Practices

1. Proper clothing must be worn at all times.
2. Rings on fingers must not be worn when the danger of hand injuries exists due to the possibility of severe injury to fingers, including de-gloving, amputation injuries, electrical shock and severe burns. Rings with a breakaway feature are acceptable.
3. No loose jewelry should be worn in the shop or on project sites. This includes, but not limited too large earring or gauges, watches, bracelets, necklaces, and facial rings.
4. Hair should be kept tied back so as to not be at risk of getting caught in machinery.
5. The use of, or being under the influence of, intoxicating beverages or controlled substances while on the job is prohibited.
6. Horseplay, running, fighting or any such activity that may result in injury will not be tolerated.
7. Eye protection is required at all time while working in the shop or in the field
8. When performing “hotwork” jobs, including welding, long sleeve cotton or leather sleeves are required. At minimum, tightly woven, 100% cotton, long sleeve work shirts must be worn. Welding in close quarters or as the work task increases in intensity, sleeves should be upgraded to include fire retardant cotton up to full leather jackets.
9. All Hotwork must be done according to O & M Industries Hotwork procedure. Employees must ensure that all required permits are completed prior to starting work.
10. Only operate machinery when all guards are in place.
11. Do not operate equipment that you have not been trained to use.
12. Report all unsafe practices, equipment or conditions to your foreman or to management personnel immediately.
13. Report all injuries and accidents to your foreman or to management personnel immediately.
14. Do not leave tools, materials or other objects on the floor which might cause others to trip or fall.
15. Be alert and watch for job site hazards.
16. Do not distract others when working. Always approach co-workers from the front or side so that they will not be surprised or distracted.
17. Do not block exits, traffic lanes, or obstruct fire extinguishers.
18. Do not allow oils or other slippery materials to remain on the floor; report the spill or clean it up immediately.
19. Use gloves to handle material with sharp edges.
20. Unnecessary and excessive haste is the cause for many accidents. Exercise caution at all times. WALK, DON'T RUN!
21. All floor, roof, walkway, walls, or any other opening in any structure or piece of equipment, must be protected with adequate barriers and/or covered with safe and structurally sufficient covers; such barriers or covers must be properly secured and adequate for the existing conditions.
22. Whenever working in a potentially dangerous situation, adequate precautions must be taken to prevent accidents or injury. Use adequate guards and barriers to keep people out of the affected area and in addition, if required, post a person at the perimeter of the affected area to warn people of any imminent danger.
23. Approved safety harnesses and lanyards must be worn by employees when working off the ground and when the possibility exists for injurious falls.
24. All employees must wear hard hats when working at construction sites.

25. Close all valves on oxygen, acetylene, argon CO, or any other pressure tank after each use or at the end of each shift. ***Never transport bottles with gauges on.*** All bottles will be capped and secured when being transported. Oxygen and Acetylene must be stored at least 20' apart and bottles must be secured at all times.
26. Misuse of tools and equipment or circumventing safety devices can result in injury. Do not use makeshift or "jury-rigged" equipment to perform your job.
27. Exercise due caution on all walking surfaces (staging, stairways, ladders, and catwalks). Be aware of wet and slippery surfaces. Falls are the most frequent cause of industrial accidents.
28. When working at plant sites and job sites, all safety rules in effect for that site must be followed. Check with the on-site foreman if you have any questions.
29. Face shield or goggles **MUST** be worn when machine or other operations presents potential eye or face injury from physical, chemical, or radiation agents. Prescription safety glasses may be provided when the prescription is furnished by the employee. Employees may be eligible for such prescriptions once a year. Safety glasses are required at all times.
30. All shop employees must wear approved work shoes and clothing. This includes shirts, full trousers and safety work shoes or boots.
31. Observe good housekeeping practices and keep your work area clean and orderly.
32. Stack materials safely. Avoid lopsided or leaning stacks.
33. Only qualified and authorized personnel are allowed to operate machinery and equipment.
34. Before starting any machinery, ensure that all personnel are properly positioned; this will prevent potential injury. ***Be sure, when overhauling or repairing any equipment, that a warning tag is installed on the main lockout switch. This will prevent accidental operation of the equipment. NEVER remove danger tags from a main lockout until ALL repair work has been completed.***
35. All protruding nails must either be removed or bent over.
36. Forklifts, cranes or other lifting devices may be operated by authorized personnel **ONLY**. More than one person on a forklift is **PROHIBITED AND NEVER** ride on a load.
37. Maximum speed for forklifts outside the building is 5 MPH; inside the building the speed is 3 MPH.
38. No employee shall work in an area in which there has been discovered a serious hazard until the hazard has been eliminated.
39. Welding rods are to be removed from the holder when not in use.
40. Drivers of company cranes and forklifts and equipment must make daily inspections of their machines. Defects in any company equipment will be reported immediately to management.
41. Fire extinguishers that have had their seals broken, or are out of inspection date must be turned into the shop for recharging.
42. Employees must know what a Confined Space is, and NEVER enter without procedures in place in accordance with O & M policy.

Material Handling

1. Never attempt to lift or move bulky or heavy objects alone. If objects weigh more than 50 pounds, seek assistance. Carts and pallet jacks are available to assist you and should be used whenever possible.
2. When handling objects, always observe the following lifting techniques:

- a. Bend your knees;
 - b. Keep your back straight;
 - c. Grasp the object firmly; and
 - d. Lift with your legs
 - e. Never twist your body while carrying an object
3. Use gloves, aprons or pads when handling materials that are rough, sharp, hot or covered with hazardous substances.
 4. Pull, do not push. Be sure you can see where you are going when moving a load.
 5. When carrying long objects, keep the leading end above head height and the trailing end close to the ground.
 5. Do not stack materials or bins too high.

Slips and Falls

1. Always wear appropriate footwear.
2. Watch your step and be sure of your footing.
3. Maintain clear and smooth working surfaces.
4. Remove tripping hazards from aisle ways and other “traffic areas”.
5. Do not leave electrical cords and air hoses in walkways.
6. Walk, do not run.

Trenches and Excavations

1. No one is to be in a hole or trench over five feet deep without shoring, sloping, benching or equivalent alternative methods.
2. Spoils are to be located at least two (2) feet from the edge of any trench five (5) feet deep or more.
3. Provide safe and easy access and egress from any hole over five (5) feet in depth.
4. In trenches four (4) feet deep or more, provide safe means of access and egress within 25 feet of any work area in the excavation.
5. Install crossings with standard guardrails and the boards when excavation is more than 6 feet deep.
6. When working in traffic areas, control personnel must wear safety orange vests to monitor work area.
7. Foreman at the job site will be responsible for making sure the above rules are followed and will have in his possession a copy of trench and excavation safety guide #S358 provided by Cal/OSHA.

Chemicals

1. Read the warning labels before using a chemical and always follow the manufacturer’s instructions.
2. Only trained and authorized persons are permitted to mix chemicals.
3. Store chemicals in accordance with the manufacturer’s instructions.
4. If you have any questions concerning required personal protective equipment or other precautions with regard to chemical use, consult the Material Safety Data Sheet or ask you supervisor or foreman.
5. Use only soap and water when washing yourself. Never use solvents or other chemicals because they can cause serious skin irritations.
6. Keep containers closed when not in use.
7. All containers must be correctly labeled as to their contents.
8. Inspect containers at frequent and regular intervals and report leaks immediately.

9. Only approved containers should be used for storing chemicals. The use of empty food or beverage containers for this purpose is prohibited.
10. Do not store or eat food where it could get contaminated with chemicals used in the work area.
11. Know the location of emergency showers and eye wash fountains when working with caustic materials.
12. Only chemically resistant personal protective equipment should be used when working with or handling chemicals. Do not use cloth or leather gloves as these will absorb chemicals and allow such chemicals to come into contact with your skin.

Working Overhead and Using Ladders

1. Do not drop or lower any material while working overhead without first checking that all is clear below.
2. When it is necessary to work above other employees, those persons must be notified and warning signs must be posted at ground level. Barrier protection should be considered.
3. Only approved work platforms are to be used for lifting employees. Do not use pallets or the forks of a forklift to lift someone.
4. When working with tools, hold onto something secure so that you will not fall if the tool slips.
5. Inspect your ladder before each use. Make sure that all hardware is tight, steps and rungs are secure and locking braces are functioning.
6. Never use a broken or defective ladder. Do not attempt to repair damaged ladders.
7. Make sure the ladder is fully opened and on a firm, level surface (avoid slippery, unstable or uneven surfaces) and do not place ladders or other objects in front of door openings.
8. Take time to position the ladder properly. Do not over-reach when working on a ladder.
9. Do not stand or sit on the top step of a ladder.
10. All ladders must be placed on level and stable footings and all extension or straight ladders must be tied off. Extension ladders must extend at least 3' above roof or work area if you are exiting at that level.

Forklift Operations

1. Only trained and authorized employees are permitted to operate forklifts.
2. "Stunt driving" and "horseplay" is prohibited.
3. No riders are permitted on forklifts unless proper seats have been provided for this purpose.
4. Only approved work platforms are to be used for lifting employees. Do not use pallets or the forks of a forklift to lift someone.
5. Do not place any part of your body outside of the forklift or in the mast where it can be caught or crushed.
6. Do not stand, walk or work under the elevated portion of the forklift, even if unloaded and never allow such conduct from other employees.
7. You shall inspect your vehicle at least once per shift. If it is found to be unsafe, you should report it to your foreman. Attention should be given to the tires, horn, lights, battery, controls, brakes, steering and lift system.
8. Do not operate a truck with a leak in the fuel system
9. Maintain safe speeds and observe all traffic regulations. Keep a safe distance from other vehicles and employees.

10. Slow down and sound the horn at cross aisles and other locations where your vision is obstructed. If the load obstructs your forward view, you should travel with the load behind you.
11. Always carry the forks as low as safely possible.
12. Keep the load as close to the mast as possible. Tilt the mast back before moving any load.
13. When leaving your vehicle unattended, you must shut off the power, set the brake, bring the mast to vertical position and lower the forks all the way down.
14. Do not load the forklift in excess of its rated capacity
15. Do not attempt to move loads, which are not safe and secure.

Use of Tools and Equipment

1. Use personal protective equipment when appropriate.
2. Always use the proper equipment for the job being performed. Power tools must have all necessary guard in place. Tools must be in good condition and properly adjusted.
3. Follow proper lockout procedures before starting to work on any machinery.
4. Place appropriate caution signs on the controls of equipment during repair work.
5. All tools should be inspected regularly and kept in good condition.
6. Cutting tools should be used at the proper angle and kept sharp. Do not store knives in your pocket.
7. The heads of striking tools such as punches and chisels must be dressed and squared.
8. Use the right tool for the job, for example.
 - a. Screwdrivers should not be used as a punch.
 - b. Files should not be used to pry.
 - c. Wrenches should not be used as hammers.
9. Do not use files without handles.
10. Hold screwdrivers and wrenches so that a slip or miss will not cause an injury.
11. Electrical power tools must be grounded before use.
12. Check insulation of wires and the condition of plugs and sockets. If found defective, repair them immediately.
13. String extension cords so that they do not create a tripping hazard to others.
14. Do not use tools without the appropriate guards in place.
15. Before drilling into a floor, wall or ceiling be sure that gas and electric lines are not in the way.
16. Never use damaged or defective power tools.