

Shop Safety

- A. No unauthorized persons will be in the actual work areas.
- B. Restricted access will be maintained to specific areas of the shop while welding or painting is in progress.
- C. Replace, repair, or remove from service worn or damaged shop equipment.
- D. All hazardous, flammable, and waste materials will be properly stored and labeled.
- E. No liquid materials will be stored near floor drains, unless either the drain or the material is properly isolated.
- F. Emergency procedures and telephone numbers will be posted in an area readily accessible to all employees.
- G. An easily accessible first-aid kit will be available.
- H. Clear access to all properly charged fire extinguishers will be maintained at all times.
- I. Practice good housekeeping to minimize the potential for accidents; for example, clean up spills immediately.
- J. Use exhaust hoses when idling vehicles.
- K. Machine guards will be in place and secured on all machines that are in use.
- L. No equipment safety features will be disabled or overridden.
- M. All personal protective equipment will be worn according to each department's procedures and training.
- N. Material Safety Data Sheets (MSDS) will be located in an area where all employees can view them, in accordance with the Worker's Right to Know Act (Appendix II).
- O. Proper disposal methods of all materials will be included in the MSDS files. Where required, disposal manifests will be kept by the generating department.