

Maintenance Employee's GUIDE TO SAFETY



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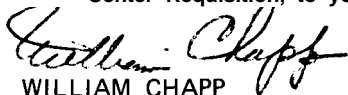
Maintenance Employee's Guide to Safety

EXPLANATION

This safety handbook was developed by the Office of Maintenance Management with the assistance of the Office of Safety and Health for use by all maintenance and maintenance-related personnel in the Postal Service.

DISTRIBUTION

1. **Initial.** An initial distribution is being made to Regions, Districts, MSCs, and Sectional Center Facilities. A copy should be provided to each employee working in a maintenance capacity, and to each employee entering maintenance in the future.
2. **Additional Copies.** Order by sending Form 7380, Supply Center Requisition, to your area supply center.


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EMERGENCY CALLS

Local Telephone Numbers

Fire Department _____

First Aid-Medical/Health Unit _____

Safety Office _____

Ambulance (Emergency Rescue) Service _____

Security _____

Hospital _____

Postal Inspector _____

Taxi Service _____

NOTE

THIS MATERIAL TO BE USED ONLY
DURING AUTHORIZED WORK
HOURS AND ON POSTAL PREMISES.

INTRODUCTION

Various safety rules and procedures have been provided in this booklet so that you can familiarize yourself with those that apply to your job. While the booklet provides quick, easy to find and understand rules applicable to various work, it is not intended to be all inclusive. Your local management may have more specific rules to supplement those requirements.

The rules and procedures in this booklet are practical and based on many years of experience, yet they cannot cover all conditions which may arise on the job you are performing. The omission of any safety practice from the requirements does not reduce individual responsibility for alertness and good judgment in performing your duties. If any rule or procedure is not perfectly clear, do not hesitate to ask your supervisor for clarification.

This booklet provides safety rules and procedures in an easy to use format. Learn and use the rules and procedures which apply to your job. Your office may have additional or slightly different rules which are tailored to your specific situation. Of course you should know and follow local rules also.

The term "SAFETY OFFICER" used in this booklet means the supervisor or designated official having responsibility for the occupational safety program.

With your total cooperation and continued involvement in Safety Awareness we will have a safety program in the Postal Service that is second to none.

"SAFETY IS EVERYBODY'S JOB"

MAINTENANCE EMPLOYEE'S GUIDE TO SAFETY

A. GENERAL SAFETY RULES

- 1. All facility rules, procedures, signs and regulations must be obeyed. Violation of these requirements may result in disciplinary action.**
- 2. No employee is permitted to work under the influence of intoxicants or narcotics.**
- 3. No employee may have contraband material such as firearms, dangerous weapons, fireworks, intoxicants, or narcotics on postal premises.**
- 4. The possession of drugs is prohibited on our premises unless the drugs are prescribed by a physician for treatment of a specific ailment or disease and the medical unit and supervision has been notified in advance. Employees taking prescription drugs which impair physical or mental ability will not drive or work around moving equipment.**
- 5. Smoking is not permitted in the facility except in designated areas.**
- 6. Horseplay, scuffling, fighting, etc., are prohibited on postal premises.**
- 7. Running on postal premises is prohibited.**
- 8. Aisles and emergency exits must be kept clear of mail and equipment at all times. Except when working in assigned areas, employees should use designated aisles when moving about the facility.**

9. **Compressed air must not be used for the cleaning of clothing or body.**
10. **No employee is permitted to operate equipment or machinery that is not properly guarded.**
11. **All guards must be kept in place, securely fastened, and maintained in a functional condition.**
12. **Only qualified maintenance employees are to remove and replace, or adjust a guard on moving machinery or equipment.**
13. **Machinery and equipment will be operated and/or maintained only by individuals trained in and authorized for the work to be performed.**
14. **“Stop” buttons on power driven equipment must be kept accessible and in plain view.**
15. **No employee is permitted to operate defective machinery or equipment. All such machinery or equipment must be reported to your supervisor immediately.**
16. **Do not operate equipment which has been “Red Tagged” with P.S. Form 4707, Out of Order.**
17. **All configuration changes to the building or equipment which you may propose must be reviewed and approved by your supervision. Any safety discrepancies must be resolved before implementing the changes.**
18. **Tools and equipment must not be thrown from one employee to another or dropped from one level to another. The transfer of all tools and equipment will be**

from hand to hand or by use of a suitable rope and tool bucket.

19. Climbing onto or crossing over a conveyor for any reason is strictly prohibited unless the system is effectively locked out.
20. Use hand rails on stairs, elevated platforms, scaffolds, or other elevations.
21. Climbing onto or crossing over hand trucks or other rolling equipment is prohibited.
22. Do not attempt to retrieve fallen, misthrown or caught mail from moving conveyor equipment.
23. Hampers must not be used to move heavy boxes and other heavy articles through the plant. Platform trucks, items 1070 or 1074, or other heavy duty, large wheeled industrial carts should be used. These should be pushed and not pulled to preclude injury.
24. Trailers and trucks that are entered by powered industrial equipment or conveyors must be prevented from rolling by wheel chocks and positive locking parking brakes.
25. Energy accumulation devices such as pneumatic lines, hydraulic lines and capacitors must be "bled down" before any repair is started on the device.
26. Report immediately to your supervisor all hazards and unsafe conditions and all accidents that you are involved in at the time of occurrence.

B. FIRE PREVENTION AND PROTECTION

- 1. In case of a fire, first sound the alarm, then attempt to extinguish the fire, after selecting the proper type of extinguisher. NOTE: Postal personnel are not to fight internal structure fires.**
- 2. Know where all alarm stations and fire extinguishers are located in your immediate work area.**
- 3. Fire hose, hydrants, sprinkler systems, and fire extinguishers are for use in case of fire and must not be used for any other purpose.**
- 4. Used fire extinguishers must be replaced or recharged and rehung immediately.**
- 5. All fire extinguishing equipment must be properly installed and maintained in an operating condition. Report any deficiencies to your supervisor immediately.**
- 6. Learn the location of all fire exits near your work area.**
- 7. Fire exits must not be locked (except with approved fire exit locking mechanisms) or otherwise obstructed. This includes passageways leading to fire exits. Also, fire protection equipment such as fire extinguishers, alarm boxes, etc., will not be obstructed or otherwise made inaccessible.**
- 8. The continuous sounding of fire alarm bells and sirens indicates a general evacuation alarm. All employees will follow directions given by the assigned fire brigade members and supervisors in the area. Employees will evacuate immediately, and not go to their lockers for**

personal items. Elevators will not be used during evacuations.

9. There will be no disruptive actions or unnecessary talking during a fire evacuation. This is important so that instructions and directions can be heard and understood by everyone.
10. Follow all fire evacuation procedures during a fire drill or actual fire.
11. Use only approved safety type cans, including "bulk" storage up to five gallons, for solvents and flammable liquids. Label each can properly to indicate its content and store in designated areas.
12. Spark or heat producing devices will not be used in the vicinity of flammable liquids, vapors or gases.
13. Observe and obey all "No Smoking" rules.
14. Report at once to your supervisor any condition that could, in your opinion, cause a fire.

C. OFFICE

1. Keep all aisles clear of tripping hazards such as waste baskets, electrical cords, protruding utility outlets, boxes, rain gear, etc.
2. When you must climb, use a step stool or ladder designed for purpose. Do not climb onto chairs and other office furniture.
3. Do not wear high-heeled shoes when climbing.

4. **Lift with your legs, not your back. Ask for assistance when the object is burdensome, of awkward shape, or blocks your view when carrying it.**
5. **Keep unattended drawers and doors closed in desks and filing cabinets, etc., to eliminate sources of cuts and abrasions.**
6. **Keep your work area clean and orderly.**
7. **Discard used matches, cigarettes, cigars, and ashes from pipes directly into ash trays, not waste receptacles.**
8. **Do not smoke in supply and storage enclosures.**
9. **Keep the floor area dry. If you should spill water or other liquid on the floor, wipe it dry immediately to eliminate a possible slipping hazards. Call supervisor for large spills.**
10. **Do not operate or repair any office equipment or machinery unless you have been properly trained.**
11. **Keep your chair firmly on the floor when seated. Tipping backwards on its rear legs will invite an accident and possible injury.**
12. **Open top drawer of file cabinets slowly, standing to one side of the file cabinet. When you finish with one file drawer, close it before opening another. Do not smoke around open file cabinets.**
13. **Fill lowest drawers in a file cabinet first. This reduces chance of tipping.**
14. **Do not store materials on top of file cabinets.**

15. Use a wetting device to seal envelopes. Never lick the edges.
16. Keep desk top paper cutters in a closed locked position when not in use. All sharp objects such as pencils, scissors, etc. must be stored safely.
17. Handle typewriter cleaning fluids with care. Some are toxic and others are flammable.

D. FIRST AID

1. All injuries must be verbally reported immediately to your supervisor and first aid treatment obtained, regardless of their nature or severity.
2. Employees must familiarize themselves with the Health Unit telephone number and procedure for obtaining emergency first aid for serious injuries or other personal conditions on the floor. (Write the emergency telephone numbers page iii of this book).
3. Should corrosive liquids such as acid, or other irritants be splashed in the eyes, flush eyes thoroughly with clear running water for 15 minute, call for assistance, and report to the Medical Unit immediately.
4. Do not permit a fellow employee to attempt to remove a foreign object from the eye. All eye injuries must be treated by professional medical personnel.
5. Never move a seriously injured employee unless he or she is in danger of further injury by remaining in the area.

E. HEALTH AND SANITATION

- 1. Keep your person, clothing, lockers and surroundings clean and sanitary.**
- 2. Periodic sanitary inspections of lockers may be conducted.**
- 3. Food and beverages must not be consumed on the workroom floor. Consumption and storage is allowed in authorized areas only.**
- 4. Food wastes, etc., must be disposed of only in receptacles intended for this purpose.**
- 5. In the event of harmful fumes escaping from corrosives, chemicals, or gases from any source, leave the vicinity at once and notify your supervisor.**

F. HOUSEKEEPING

- 1. All employees must maintain a neat and safe work area. Keep work stations, aisles, and other passageways clear at all times.**
- 2. Tools and other portable equipment not in use must be safely stored.**
- 3. Do not block electrical panels, switches, fire protection devices, fire alarm stations, aisles, exits, or Postal inspector breakout doors.**
- 4. Oily rags, waste, or other refuse, must be stored in closed metal containers provided for this purpose.**
- 5. Lockers and change room facilities are provided to**

employees to keep clothing and other personal belongings out of operating areas. Do not store anything on top of lockers.

6. If any kind of spill or leak occurs, notify your supervisor for immediate clean up and repairs if needed. If the spilled material is flammable, every precaution must be taken to avoid igniting the material.

G. CLOTHING AND PROTECTIVE EQUIPMENT

1. Loosely fitted clothing, loose shirt tails, neck-ties, rings, dangling earrings, watches, bracelets, necklace jewelry, etc., must not be worn around moving machinery.
2. Hair that restricts either forward or peripheral vision, or can be caught in machinery must be tied up and worn under a cap or other headpiece that does not add to the hazard.
3. To control slips, trips, and falls, the following types of shoes and soles are prohibited on the workroom floor:
 - (a) Heels in excess of 1½ inch and soles more than ½ inch in height unless required for orthopedic reasons;
 - (b) Spiked heels regardless of height;
 - (c) Open-toed shoes, including open sides or heels, thongs, sandals, mules, house slippers and wedgies;
 - (d) Heels with steel taps;
 - (e) Shoes with cloth or mesh-weaved tops, such as tennis shoes, sandals, sneakers and moccasins;

(f) Shoes no longer adequate because of disrepair.

- 4. Appropriate apparel must be worn at all times in all work areas. Wearing of shorts is prohibited.**
- 5. Wear all protective clothing and equipment specified for your particular job and work area.**
- 6. All protective clothing and equipment will be given the utmost care and attention. Contaminated clothing should not be worn.**
- 7. Gloves must be worn where there is a possibility of hand injury. Also appropriate gloves must be worn when handling corrosive or contaminated objects. Gauntlet gloves are not to be used around moving equipment.**
- 8. Any employee who is exposed to noise in excess of 85 decibels for an eight hour time weighted average must wear approved ear protection during such exposure.**
- 9. Approved and properly fitted respirators must be worn when exposed to excessive levels of toxic fumes or dusts, including nuisance dusts. Your supervisor and for the Safety Officer will select the proper respirator. Keep respirators clean, inspect frequently and store in a clean place.**
- 10. Lifeline and harness must be properly worn when performing work off catwalks. This includes leaning over the catwalk rail to reach the work. Work directly above the catwalk is excluded from this requirement.**
- 11. Approved eye protection shall be worn by all employees where operational hazards exist that may cause injuries to the eyes.**

12. Following are examples of work in which the use of safety goggles or face shields is compulsory:
 - (a) Handling or pouring acid or other corrosive chemicals;
 - (b) Working on tanks or lines which contain hazardous materials; or any material under pressure.
 - (c) Using an emery wheel, riveting, chipping, caulking, sandblasting;
 - (d) Drilling or breaking concrete or other materials which may cause flying objects;
 - (e) Handling molten metal;
 - (f) Use of pressurized air for cleaning.
13. Prescription glasses worn by employees must comply with ANSI 287.1-79 in those high impact areas where such eye protection is required or designated.
14. Contact lenses must not be worn in the presence of corrosive materials; especially in battery charging rooms.
15. Do not use eye protection with lenses that are cracked, chipped or otherwise obscured. Eye protection equipment that has been damaged should be replaced or repaired.
16. Never observe welding without proper eye protection of the proper shade for the type of welding.

H. MANUAL LOAD LIFTING AND HANDLING

1. **Lift with your legs, not your back. These proper lifting procedures must be used:**
 - (a) **Keep balanced;**
 - (b) **Be sure of good footing;**
 - (c) **Bend knees and keep back straight;**
 - (d) **Get a good grip on the load;**
 - (e) **Hold load close to body, with chin tucked in;**
 - (f) **Wear hand protection, if appropriate;**
 - (g) **Do not fight a "Lost Load".**

2. **Ask for assistance when the object is burdensome, of awkward shape, or blocks your view when carry it.**

3. **Do not twist your back when lifting or handling materials. Shift your feet to change directions.**

4. **Ropes, chains, cables, slips, jacks, skids, and other hoisting and rigging apparatus must be inspected each time before use.**

5. **Be careful that cables, chains, and other hoisting equipment are not unduly stressed by improper use.**

6. **All ropes, chains, cables, slings, etc., must be reported to the supervisor when they have deteriorated to the point where their use may be questionable.**

7. **Manila or hemp rope should not be used in or around acid or other corrosive substances unless specifically authorized. The supervisor must determine if rope that has been used under such conditions is still serviceable.**

8. **A load should never be lifted and left unattended.**

9. Do not exceed the lifting capacity of hoisting devices for any reason.
10. Loads on towveyor, trucks, dollies, etc. shall not exceed the height of the load retaining rails.
11. Packages must not be stacked on the top edge of the container walls and loads must not exceed the height of container walls.
12. Stand to the side of all containers when pulling them from the container loaders.
13. Containers having defective gate latches, mesh, pins, pin lift handles, pin lift chains, or brakes must be removed from service until repaired.

I. LADDERS

1. Every ladder (wood or metal) must be inspected by the employee using it for any defects such as loose rungs, weak treads, broken, bent or stuck fittings and any other unsafe condition. (If found defective, it must be red tagged and taken out of service immediately).
2. Do not paint ladders.
3. Approved safety feet must be used on all straight, portable ladders.
4. Ladder feet should be set about one fourth of the ladder length from the wall against which the ladder is leaning.
5. Do not use metal ladders when working on or within contact range of electrical panels or circuits.

6. Ladders should be tied securely in position or an employee should be stationed at the base of the ladder to steady it.
7. Use the correct size ladder for the job, e.g., (a) Straight or extension ladders should not be climbed above the third rung from the top, (b) Ordinary step ladders should not be climbed above the second tread from the top.
8. When going up or down a ladder, use each rung, face the ladder, and use both hands for climbing. Footwear should be free of grease, mud, or other slippery substances before climbing or descending.
9. Ladders must not be used in a horizontal position for runways or as scaffolds.
10. Do not leave tools or materials lying on steps or on top of step ladders.
11. Do not use makeshift arrangements in place of approved ladders.
12. Place ladders on solid floors and ground only. Never increase height by placing them on top of elevated objects including tops of LSM's.
13. Additional information is available in OSHA Standard Part 1926.450, Ladders, ANSI A14,1-81 and A14.2-81, and the Supervisors Safety Handbook, P-13 Part 743.

J. SCAFFOLDS

1. A scaffold must be built of sound material and must be capable of supporting four times the combined weight of the employees and materials it will hold.

2. The footing or anchorage for scaffolds shall be sound, rigid, and capable of carrying the maximum intended load without settling or displacement. Unstable object such as barrels, boxes, loose bricks, or concrete blocks, shall not be used to support scaffolds or planks. Scaffold planks should extend twelve inches beyond end supports, (they must extend no less than six inches or no more than twelve inches.)
3. No scaffold shall be erected, moved, dismantled, or altered except under the supervision of competent persons.
4. All planking shall be Scaffold Grade, or equivalent, as recognized by approved grading rules for the species of wood used. The maximum permissible spans for 2 x 9-inch or wider planks shall be as shown in the following table.

	Material					
	Full thickness undressed lumber			Nominal thickness lumber		
Working load (p.s.f.)	25	50	75	25	50	
Permissible span (ft.)	10	8	6	8	6	

5. When transporting metal pipe scaffolding to and from the job, all sections should be tied securely to prevent sliding in the truck or other conveyance.
6. Metal scaffolding must not be used where it will contact or come near live wires or other electrical systems.

7. Do not use metal scaffolding which has been bent or otherwise damaged.
8. When erecting or dismantling scaffold, use a rope to raise or lower the sections.
9. Hard hat safety protection must be worn when working on or around scaffolding.
10. Scaffolds over ten feet high or in hazardous positions must be securely lashed to keep them from tilting away from walls or other structures.
11. Scaffolds must not be moved when being used.
12. Scaffolds equipped with wheels must have them securely locked when in use.
13. Working decks must be securely fastened to the scaffolding.
14. Securely fastened guard rails and toe boards must be provided on the outer edges and end of the platforms of all scaffolds ten feet or more above ground. Guard rails must be 42 inches high, equipped with 4-inch toe boards, and have No. 18 gauge wire, half inch mesh screen between the top rails and toe boards.
15. Work being performed in elevated locations must be roped off and posted with appropriate signs.
16. Scaffolds must be placed directly under or along the work to be performed.
17. An access ladder must be provided if scaffolds do not have a built-in access ladder.

18. Using makeshift arrangements in place of approved scaffolds is prohibited.
19. Additional information is available in OSHA Standard Part 1926.451 Scaffolding and ANSI A10.8-77.

K. MOTOR VEHICLE OPERATIONS

1. The maximum speed limit on postal premises and roadways is 10 mph unless otherwise posted.
2. All postal traffic signs, instructions and directives must be followed.
3. The operation of a government-owned vehicle requires valid government operator's permit.
4. All government or privately owned vehicles used on government business will have an accident report kit (Item 087-H).
5. Any accident involving a government or privately owned vehicle on government business must be reported immediately to the operator's supervisor.
6. Never drive a vehicle with faulty brakes or other defective equipment (this includes tires with a tread depth of 1/16 inch or less.) Defective vehicles should be reported to your supervisor.
7. Do not refuel vehicles with engines running.
8. Do not smoke while refueling vehicles.
9. The driver is responsible for the safety of the motor vehicle and will ensure that all safety requirements are followed.

10. **Seat belts must be worn In conformance with current Postal policy.**
11. **Drivers must conduct mandatory safety checks (Label 70) before operating vehicle at start of tour.**
12. **Do not idle vehicles indoors or where exhaust fumes may collect.**
13. **No smoking within 25 feet of fuel dispensing pumps.**

L. IN-PLANT POWERED VEHICLES

1. **You must be trained, licensed and authorized to operate in-plant powered vehicles, such as power sweeper, verta-lift, fork lift, etc.**
2. **Prior to using in-plant powered vehicles each day, the operator must check brakes, steering apparatus, horn, etc. Defects must be reported to supervisor immediately.**
3. **The maximum speed limit for in-plant powered vehicles is five miles per hour.**
4. **Reckless operation of powered vehicles is strictly prohibited.**
5. **Only the operator may ride powered vehicles, unless securely attached seating is provided for passengers. The seating capacity of the unit must not be exceeded.**
6. **Do not ride with any part of the body protruding from the powered vehicle.**
7. **The driver must ensure there is adequate clearance before proceeding under any overhead obstruction.**

- 8. Approach all intersecting aisles and towveyor crossings slowly and cautiously.**
- 9. When parked, in-plant powered vehicles must not obstruct aisles, passageways, fire equipment, electrical panels, exits, towveyor lines or mail processing operations.**
- 10. When vehicle is to unattended, the driver must fully lower the load engaging mechanism, put all controls in neutral, shut off power, set brakes, and remove ignition key. (A vehicle is unattended when it is not in view of the driver or the driver is more than 25 feet away from the vehicle which remains in view.)**
- 11. When driver is dismounted and within 25 feet with vehicle still in view, the load engaging mechanism must be fully lowered, controls in neutral, and brakes set.**
- 12. Check to be certain there is a clear path to the rear before backing.**
- 13. Lift, lower, and carry loads with industrial lift trucks with the lifting mechanism vertical or tilted back, but never forward.**
- 14. Always face the direction in which you are moving except as specified in Item 15 and be careful of rear end swing when turning corners.**
- 15. When approaching or leaving a building where the ramp incline is greater than 10 percent, turn the lift truck so the load is on the upgrade side and cannot slip off the forks.**
- 16. The batteries in in-plant powered vehicles must be**

disconnected before corrective maintenance is performed on the vehicles.

17. The driver of the in-plant powered vehicle is responsible for the safety of the unit and will ensure that all safety requirements are followed.
18. All accidents involving in-plant powered vehicles must be reported immediately to your supervisor.
19. Lift trucks are to be used only for lifting and hauling loads. They are not to be used as a means of personal transportation or for raising personnel to elevated locations unless properly equipped and installed personnel platforms are used.
20. Forks on a moving lift truck should be kept low, yet high enough to clear any floor and low enough to clear overhead obstruction. Under normal conditions, three inches above floor level should be sufficient.
21. Before entering a truck or trailer inspect the floor for damage or decay which might cause the lift to break through.
22. Each in-plant powered vehicle must have a horn that works.
23. Industrial lift trucks must not be operated with the overhead guard removed.
24. Operators of in-plant vehicles are required to wear protective helmets while vehicles are in use.
25. The proper hooks and coupling devices must be used for towing. Do not use your hand to hold equipment being towed.

26. The allowable number of platform trucks items 1070 and 1074, to be towed is three loaded or empty.
27. The allowable number of hampers to be towed is 3 empty or loaded.
28. The allowable number of containers (GPMC, ERMS, POST-CON, BMC OTR) to be towed is three empty or loaded.
29. Use only the designated vehicle traffic lanes.
30. Forks must not be lowered or raised while fork lift is in motion.
31. The operator must keep the vehicle at least three vehicle lengths behind other vehicles when traveling.
32. Whenever entering trucks or trailers with the lift truck, the operator must first be sure that the truck or trailer tires are chocked on both sides of the unit.
33. Only qualified and fully trained maintenance employees are authorized to perform repairs to vehicles.

M. PORTABLE UTILITY PLATFORMS

1. Only trained and qualified personnel are authorized to use this equipment.
2. Perform a safety check of equipment before using.
3. Do not exceed the rated load of the platform as specified by the manufacturer.
4. Before operating lifts, extend outriggers (if provided).

5. Take all necessary precautions to keep tools from falling off platforms.
6. Bump caps or protective helmets must be worn by operators and personnel working on platforms.
7. Check clearance before raising and lowering.
8. Check to right or left of work platform before executing any slewing (twisting) motion.
9. Post warning signs "WORK ABOVE", visible from all sides, before commencing work on raised platform.
10. Use only on level surfaces.
11. Rocking of the platform is forbidden.
12. Report any equipment damage or defects to your supervisor.

N. ELEVATORS

1. The load capacity is posted in elevators, in pounds and number of persons, and this limit must not be exceeded for any reason.
2. Only persons qualified in elevator maintenance and repair may work on elevators.
3. Elevators are not to be used during a fire emergency evacuation.
4. Be attentive and watch your step when entering or leaving the elevator.
5. No smoking in elevators.

O. HAND TOOLS

- 1. Use only those tools in good condition and only for the purpose for which they are designed.**
- 2. If appropriate and safe tools are not available for the work at hand, report this fact to your supervisor.**
- 3. Always use the proper tool for the job. Avoid unsafe practices such as the use of a wrench as a hammer or a screwdriver as a chisel.**
- 4. Store sharp edged tools in a safe place.**
- 5. Impact tools such as chisels, drills, hammers, and wedges with mushroomed heads must not be used until they have been reconditioned.**
- 6. Tools with splintered, broken, rough, or loose tool handles are not to be used.**
- 7. Any defective wrench such as an open end or adjustable wrench with spread jaws or a pipe wrench with dull teeth must not be used because it is likely to slip.**
- 8. If portable electrical tools are not double insulated, and labeled as such, they must be grounded.**
- 9. Hand tools must be carried safely and properly.**

P. EXPLOSIVE-ACTUATED FASTENING TOOLS

- 1. Only authorized and trained maintenance personnel with "Qualified Operators' cards" will be permitted to use explosive actuated fastening tools.**

2. **Operators and assistants must wear appropriate eye, head, and face protection.**
3. **Before using tool, operator must inspect it to determine that it is clean, all moving parts operate freely, and the barrel is free of obstructions.**
4. **Report defects immediately to your supervisor and cease to use tool until it is properly repaired.**
5. **Never point a loaded or empty tool at anyone and always keep hands clear of open barrel end.**
6. **Do not load a tool unless it is being prepared for immediate use, and never leave a loaded tool unattended.**
7. **Tools must not be used in an explosive or flammable atmosphere.**
8. **All tools must be used with the correct shield, guard, or other safety attachment recommended by the manufacturer.**
9. **The tool shall be equipped with a safety collar which must be depressed before the explosive can be fired.**
10. **The tool must be inspected every three months and be immediately removed from service if found not to be in proper working order.**

Q. MACHINE WORK

1. **Do not use compressed air to blow dust, dirt, or other debris from clothing or body.**

2. **Compressed air used for cleaning must be less than 30 psi or the hose must be equipped with a nozzle that will deadhead at less than 30 psi should the outlet be obstructed by any means.**
3. **Wear adequate eye protection when operating shop machinery. High impact safety glasses, with side protection, must be worn by any person performing or observing shop work that may produce high speed airborne objects such as broken cutting tools, chips, or broken work. Goggles or face shields are required for grinding and sanding, because of the small size of objects removed.**
4. **Loose clothing, neckties, gloves, sweaters, rings, watches, bracelets or other objects representing entanglement or electrical contact hazards on persons operating or observing within arm's length of machines are prohibited.**
5. **Sleeves must be above the elbow except for welding (or torch cutting), sanding, or grinding operations.**
6. **Do not leave shop machines running unattended.**
7. **Protect long hair which could be caught in moving parts.**
8. **Manual gauging of work is prohibited while machines are running.**
9. **Tools should not be left lying about on machines.**
10. **Hand braking of machines is prohibited.**
11. **All drives, pinch points, and points-of-operations must be guarded, and all guards securely in place while the**

machine is in motion. Exceptions to point-of-operation guarding must be approved by the Safety Officer.

12. Removing chips from a machine is prohibited while it is in motion.
13. Do not attempt to wipe or clean the work while the machine is in motion.
14. Before starting machines with chucks, always check first to be certain the keys or drifts have been removed and the work is securely clamped.
15. The floor around the machine must always be maintained in a non-slip condition.
16. Attempting to remove or install nuts on machine arbors or threaded work by using the power of the machine is prohibited.
17. Grinders must not exceed the maximum operating RPM or surface speeds for the grinding wheels used.
18. The tool rest on bench grinders must be maintained to within 1/8 inch of the grinding wheel or wire brush wheel.
19. Grinding on the side of grinding wheel is prohibited.
20. The grinding wheel must not be notched nor otherwise altered. Any grinding wheel which has been altered or damaged should be removed from service and given to your supervisor.
21. Grinding wheels with small holes must have a wheel blotter (washer) installed on each side.

22. **Machines designed for a fixed location shall be securely anchored to the floor to prevent walking or moving.**

R. WELDING

1. **Never use combustible materials to support the object being welded.**
2. **Protect all parts of the body from drippings and slag especially when welding overhead.**
3. **All clothing must be free of grease and oil while welding or cutting.**
4. **For protection of employees in the work areas, screens must be in position when welding is being performed.**
5. **Proper eye protection must also be worn when chipping slag from the weld.**
6. **Never weld, cut, braze, solder or otherwise heat an empty container that previously contained flammable or explosive substances unless all such substances and their latent fumes have been completely removed by decontamination.**
7. **Any closed container must be vented to the atmosphere to prevent explosion by expansion of the entrapped air.**
8. **Adequate ventilation must be provided while welding in confined spaces or while brazing, cutting, or welding zinc, brass, bronze, galvanized or leaded material.**
9. **All materials should be cooled or plainly marked "hot" after job is completed.**

10. All employees within the protective curtain around welding locations must wear approved eye protection.
11. Welding blankets, covers and curtains must be used at all times whenever exposures warrant their use.
12. The absence of a particular safety rule on welding or other hot work in this section does not preclude the application of commonly accepted safe practices. When in doubt, contact the Safety Officer for additional safety precautions stated in OSHA Standards 1926.350 and 1926.351 and Subpart Q of OSHA's General Industry Standards 1910.251-1910.254.
13. Appropriate goggles or helmets with proper shade number colored lenses must always be worn when gas welding or cutting.
14. Cylinder valves must be closed at all times and the hose bled when the torch is not in use.
15. All gas cylinders in the maintenance shop and in other work areas must be secured in an upright position, and valve cover in place.
16. Stored fuel gas cylinders must be separated from oxygen cylinders by at least 20 feet or by an effective fire wall at least five feet high.
17. Empty cylinders should be marked empty, segregated from full cylinders, and promptly returned to the supplier with the protection caps in place and valves closed.
18. Do not use oil or grease on cylinders or regulator connections.

19. When gas cylinders are being transported, they must be securely lashed in an upright position with valve cover in place.
20. A hammer or cheater bar shall not be used to open or close cylinder valves. If valves cannot be opened by hand, the supplier must be notified. Where a special wrench is required, it shall be left in position on the stem of valve while cylinder is in use so that the fuel gas flow can be quickly turned off in an emergency.
21. Welding helmets with proper shade number must be worn when performing any electric arc welding.
22. Avoid contact with wet surfaces, ground wires or metal objects when changing electrodes.
23. All portable electric welding units must have frame ground wires connected to the ground before the machine is operated.
24. When welding is done in hazardous areas, current carrying ground wire should be attached to the piece of metal being welded if possible.
25. All work done on the premises hot (i.e. involving sparks, flames, or heat) must be reported to the Maintenance Supervisor daily. The following examples are considered hazardous jobs or equipment, involving the presence of sparks, flames or heat:

Welding or cutting

Burning and soldering;

Chipping and grinding; and

Use of portable equipment powered by internal combustion engines in hazardous areas subject to ignition or in confined space (carbon monoxide buildup).

26. Before cutting or welding is permitted, the area shall be inspected by the individual responsible for authorizing cutting and welding operations. The inspector shall designate precautions to be followed in granting authorization to proceed, preferably in the form of a written (hot work) permit. A copy of the hot work permit will be sent to the Safety Officer.
27. Hot work must not be done in a hazardous area unless it is impractical to transport the work to the shop or other non-hazardous area.
28. Maintenance supervisor in charge must inspect item to be repaired and job site to determine that all conditions and safeguards have been completed. An employee will stand by as a fire watch at all times while burning or welding is taking place and for 30 minutes after unless relieved by the supervisor in charge of the group performing the work, but in no case less than ten minutes after repairs are made. Fire watch must be provided by the supervisor in charge of the job.
29. No burning or welding is permitted in the presence of flammable vapors, liquids or ignitable dusts.
30. No burning or welding is permitted while sprinklers are out of order unless other adequate precautions are taken.
31. Combustibles must be removed a radius of at least 20 feet away from the job site or be covered with flame-proof covers or guards or made safe by other means.
32. All hot work safety procedures must also be used for the purpose of protecting employees and equipment when outside contractors perform hot work on the premises.

33. The Safety Officer may review the preparations for safe work, the work-in-progress, or any completed repair or modification on postal premises. If the preparations are incomplete or inadequate, the deficiencies must be resolved before work commences. If work-in-progress is being done unsafely, the responsible Maintenance Supervisor must be informed so the deficiency can be corrected, before continuing work. If completed work has safety deficiencies, the Maintenance Supervisor must be informed to resolve the matter.

S. ELECTRICAL MAINTENANCE

1. Only authorized employees who are qualified are permitted to work on electrical circuits or electrical devices.
2. Employees authorized to do electrical maintenance must be adequately protected for the work to be performed, especially if the circuits are energized.
3. All electrical installations, modifications, etc. must comply with the National Electric Code NFPA 70.
4. When grounding lines or equipment, make the connection to the ground first, another connection to the circuit or equipment last. When removing the ground, first remove the connection to the circuit or apparatus, then remove the ground connection.
5. Ground wires on equipment or portable tools must not be disconnected or broken. They must be reconnected or replaced when necessary by a person qualified in electrical work before being placed into operation.
6. Supervisor in charge of employees doing electrical

work must provide such safeguards as proper rubber gloves, sleeves, blankets, hose, etc. as may be required.

7. When it is necessary to work on energized facilities, employees must give their undivided attention to the work at hand. Avoid unnecessary conversation.
8. Before using an extension cord, check for breaks in the insulation, missing ground prong, faulty plugs, or sockets and report all defects to your supervisor.
9. Test instrument connections, leads, and clips, must be in good condition at all times.
10. When equipment is being serviced on the test bench, it should not be left unattended if energized and exposed parts are accessible.
11. Remove rings, watches, bracelets, necklaces or other jewelry while working on electrical circuits.

T. LOCK OUT PROCEDURES FOR POWER DRIVEN EQUIPMENT AND ELECTRICAL CIRCUITS

1. Whenever power driven equipment or electrical circuits are being worked on, they must be effectively locked out at the source.
2. Energy accumulation devices such as pneumatic systems, hydraulic systems or capacitors must be "bled down" before any repair is started on the device.
3. Only locks purchased from a reputable lock company will be used.
4. No two locks will be keyed the same.

5. These keys must be marked "U.S. Property, Do Not Duplicate". The employee's initials should also be stamped on the lock and key.
6. If more than one employee is working on the same or interlocking equipment, each shall attach his or her own lock.
7. The circuit breaker or disconnect switch supplying the power must be pulled to the off position and locked out by the employee(s) who is (are) to Perform the work.
8. In addition to the lock, also tag the circuit breaker with a brief description of job to be performed, date and time of tagging, and name of employee(s) doing the work.
9. When the first employee attaches a lock, he or she must verify that the machine is locked out by pushing the start button. However, check first to make sure that no other employee is endangered if the equipment should start.
10. If the work is not completed by the end of the tour, relief employees must place their own locks on the switch when the outgoing employees' locks are removed.
11. If the work is not completed and the employee is not relieved, the lock must remain on and the supervisor informed of the situation. The supervisor will decide if the lock should be left on or taken off.
12. The valves on steam, air, or gas driven equipment are to be closed and locked out by means of chains or

clamps. The locking out procedure is the same as that for electrically-driven equipment.

13. When the steam, air or gas supply cannot be effectively locked out, the line should be physically disconnected and blanked off and the valve tagged, "Do Not Operate". Tag will have signature of person, date and time tag was placed.
14. If work has to be done on equipment that is dual power-driven, the employee must lock out both sources of power.
15. When work is to be done on electrical lines, the main disconnect switch should be pulled to de-energize the line and the switch then locked out. Locking out procedure is the same as that for electrically driven equipment.
16. Prior to starting work on any de-energized circuit, always check with the proper instrumentation to ascertain it is de-energized. If there are electrical devices, controls or capacitors on these lines, be sure they are grounded and any charge has been neutralized.
17. Any exceptions to the lock out procedure must be approved by Safety Officer.

U. BOILERS AND PRESSURE VESSELS

1. All boilers and pressure vessels will be maintained to code and inspected both externally and internally at frequencies required by the State or Postal regulation, whichever is more stringent, but in no case less than annually.

2. Only persons who are qualified by State or other recognized approving authority on boilers and pressure vessels may perform required inspections.
3. All substandard safety conditions noted by such inspectors must be corrected at the earliest time possible.
4. It is responsibility of the Maintenance Manager to monitor and pursue maintenance of the above inspection and correction requirements.

V. PARKING LOTS

1. Park in designated parking spaces only.
2. Use designated traffic lanes only.
3. Observe speed limits as posted, 10 MPH maximum unless otherwise posted.
4. Follow one way directional signs in traffic lanes.
5. Observe traffic signals on entering and leaving Postal premises.
6. Do not throw litter in parking lot. Use receptacles that are provided.
7. You must obey all posted signs in the parking and access road areas.
8. Do not block fire lanes.

W. CONFINED SPACE ENTRY

1. Tour Superintendents must be notified when it is

necessary for employees, to enter a confined space. Also notify Tour Supervisor when work is complete. Some examples of confined spaces in the facility are:

dust collectors,
sewage lift station,
electrical splice box (manhole),
elevator pits,
Towveyor pits,
large airhandlers,
water meter pits,
inbound conveyor tunnel and dumpholes,
truck weight scale,
water surge tanks (condenser),
sewage ejection stations,
cavity under building floor,
under dock levelers, and
conveyor take-up enclosures.

2. Safety belt harness, with lifeline attached and leading to the outside is mandatory wear for all who enter the confined spaces of the sewage lift station.
3. One person must remain outside and constantly observe the worker(s) inside.
4. Where necessary, adequate forced ventilation must be provided, or self-contained breathing apparatus worn by each person entering the confined space.
5. Where there is the slightest suspicion of ignitable vapors or oxygen deficiency or toxic dusts or fumes, test the confined space with appropriate instruments and purge to a safe level before entry is made.
6. Electrical equipment and lighting must be in a safe condition and properly grounded. It must be of

explosion-proof design if used in a space previously contaminated by ignitable vapors.

7. Any internal equipment must be effectively locked out to prevent its operation while the workers are in the confined area.
8. All necessary protective equipment must be worn by each person entering the confined space.
9. Authorized personnel only are permitted to enter into confined spaces.

X. BATTERY ROOM

1. Only properly trained and authorized personnel are permitted to engage in battery room operations.
2. Maintain sufficient ventilation at all times. Do not block vents or turn off fans. Discontinue charging when the ventilation system is malfunctioning.
3. Do not smoke or use any open flame in the area.
4. Avoid use of any equipment that might cause sparks or be a source of ignition.
5. Do not wear contact lenses while working in the battery room.
6. Baking soda must always be available, and is to be mixed with water to clean electrolyte spills or splashes that may come in contact with the skin or battery room equipment.
7. Use deluge showers and eye wash equipment only in

emergencies involving acid or electrolyte spills or splashes on the body.

8. Check drenching and eye flushing equipment at the start of each tour, making sure it is in working order and accessible.
9. Drench any part of the body splashed with acid or electrolyte immediately, using large amounts of water for 15 minutes. If eyes are involved, hold eye lids open—with help if possible. Call Medical Unit immediately.
10. A hard or bump hat and rubber gloves must be worn when performing tasks in the battery room.
11. Wear goggles or face shield and rubber apron and gloves, when refilling batteries with electrolyte.
12. Wear proper footwear, preferably safety shoes. Heels and soles of shoes should be rubber or neoprene.
13. When handling concentrated and strong sulfuric acid, in addition to the clothing mentioned above, use an approved respirator to protect against inhaling acid mist.
14. Check fire extinguishers at the start of each tour. They must be fully charged, easily accessible and at their properly designated locations at all times.
15. Check fire doors at the start of each tour. They should close all the way with little manual effort. Check for broken cables and damaged fusible links. Never block or chock fire doors open.

16. **Battery room employees must not remove battery from vehicle until driver has stepped off vehicle and cleared area of the hoisting equipment.**
17. **Turn off vehicle ignition switch before loosening battery case holder, disconnecting cables, and removing battery.**
18. **Use proper equipment and lifting methods when moving batteries.**
19. **Keep feet clear of battery when lowering or raising hoist over wooden platforms.**
20. **Use proper size charger for battery.**
21. **Do not remove cell caps. Be sure all cell vents are clear before connecting charger.**
22. **Observe and match polarity correctly—positive to positive, negative to negative.**
23. **Do not overcharge batteries.**
24. **If water level is below plates, add just enough water to cover plates before charging. After charging, fill cells to proper level.**
25. **Make sure charger is shut off and charging lines disconnected before moving battery.**
26. **Do not place tools or other metal objects on top of batteries.**
27. **Store batteries only on the wooden platforms and shelves provided.**

28. When preparing electrolyte, pour the acid slowly into the water. DO NOT add the water to the acid. Wear eye and face protection.
29. Observe good housekeeping in battery room operations areas.
30. Wash clothing often to prevent contamination from lead or acid. Wash hands, face, and hair after each work tour.
31. Do not bring food/beverages or eat lunch in battery room areas.
32. Battery room employees must wash hands before eating or smoking.
33. Flammable liquids must not be stored in battery rooms.

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