

## GENERAL WORK RULES

The following “work rules” are meant to serve as general guidelines for conduct while working, visiting or observing operations in general shop areas. They are not meant to cover every possible situation that may occur in these areas. It is assumed all individuals who enter these areas will be familiar with all safety programs adopted by the administration. Individuals are expected to know, understand, and observe safe operating procedures for all equipment which they use.

## PERSONAL PROTECTIVE EQUIPMENT

1. No individual is permitted to enter shop areas without proper protective eyewear. Eyewear used for this purpose must meet ANSI Z87.1 standards. See YSU’s Protective Eyewear Policy.
2. When working with or around power air tools, portable hand tools, or equipment that generates loud noise (in excess of 85 decibels), hearing protection is required (contact EOHS at ext 3700 if it is suspected hearing protection may be indicated). See YSU’s Hearing Conservation Program.
3. Protective gloves, aprons and shields are to be worn whenever it can reasonable be anticipated there could be exposure to materials that may cause cuts or abrasions or whenever there may be exposure to corrosive chemicals.
4. Hard hats must be worn whenever there is a danger of falling objects.
5. Safety shoes/toe guards must be worn at all times by those individuals who have been identified as being part of the “Safety Footwear Program”.
6. Respirators must be worn whenever working with chemicals or generating particles that may constitute an inhalation hazard. Respirators must be issued in accordance with the YSU Respirator Protection Program.
7. There is to be no eating, drinking, smoking or chewing of tobacco or gum in shop areas.

## GENERAL WORK ENVIRONMENT

1. All walkways, aisles and means of egress must be kept clear and free of obstructions.
2. All spills must be cleaned up immediately and the area properly posted as long as a slip hazard is present.
3. A safe walking distance must be maintained around motorized equipment.
4. All light bulbs and other means of illumination must be replaced immediately upon breakage or burning out to prevent accidents from improper lighting.

## CARE AND USE OF HAND TOOLS AND OTHER EQUIPMENT

1. All ladders must be maintained in good condition in accordance with YSU's Ladder Inspection Program.
2. Defective ladders must be taken out of service immediately.
3. All hand tools such as chisels, punches, hammers, etc. that develop "mushroomed" heads or are otherwise defective must be taken out of service and reconditioned or replaced.
4. All worn or bent wrenches shall be replaced immediately.
5. All tool handles that are splintered, loose or otherwise defective will be taken out of service and replaced immediately.
6. All cutting tools will be kept sharp and in proper working condition.
7. All hand tools will be properly stored in tool cribs in such a way as to prevent danger.

## PORTABLE POWER OPERATED TOOLS

1. No individuals may operate any power tool unless they have been properly trained in its safe use.
2. All power operated tools must be fitted with the appropriate safety guards. Under no circumstances shall guards be removed while operative power equipment. Defective guards will be replaced immediately.
3. All power tools with defective plugs, cords, cracked casings, etc. shall be taken out of service immediately until repairs are made.
4. All rotating or moving parts must be properly guarded.
5. All power equipment must be properly mounted to prevent moving or shifting during use.

## WELDING, CUTTING AND BRAZING

1. No individual may operate welding, cutting or brazing equipment unless they are properly trained in its safe use and have donned the proper personal protective equipment.
2. When welding, cutting or brazing in areas across campus other than the welding shop, a "hot work permit" must be filled out prior to beginning the job.
3. All cylinders must be inspected prior to use for signs of rust, deterioration, leakage or other defects.
4. All cylinders, hoses, gauges, etc. must be properly stored to prevent damage.

5. Before removing gas regulators, the valve must be closed and the gas bled from the regulator.
6. Reducing valves and regulators may only be used for the gas for which they were intended. Valves, regulators, etc. may not be modified in any way.
7. Voltage of arc welding and cutting machines must be kept as low as possible and never exceed the recommended limits.
8. All machines must be properly grounded before use.
9. Under no circumstances may individuals coil or loop electrode cables around their body.
10. Welding, cutting and brazing will not be conducted over combustible surfaces unless proper safety precautions have been taken.
11. Shields, curtains, etc. will be used as appropriate to control the spread of sparks and flash.
12. Welding, cutting, brazing, etc. will only be performed in areas where there is adequate ventilation.
13. All individuals using welding, cutting or brazing equipment must be familiar with the proper use of fire extinguishers and other fire fighting equipment. An appropriate fire extinguisher must be in the immediate work area.

#### COMPRESSORS AND COMPRESSED AIR

1. No individual may use compressed air to clean debris from body or clothing.
2. It is strictly prohibited to direct compressed air towards an individual.
3. Compressed air may not be used for cleaning purpose unless it is reduced to 30 psi and chip guarding is used.
4. Compressed air will not be used to clean up or move combustible dust that can be suspended in the air and ignited.
5. Compressed air used to inflate tires must be fitted with a clip on chuck.

#### COMPRESSED GAS CYLINDERS

1. All cylinders must be legibly marked to identify the gas contained.
2. Valve protectors must always be put in place when cylinders are not connected or in use.

3. All valves on cylinders must be closed before cylinders are moved or when the cylinder is empty and at the completion of each job.
4. Compressed gas cylinders must be stored in such a way as to prevent them from tipping or falling.
5. All compressed gas cylinders must be transported in such a way to prevent them from tipping, rolling or otherwise being damaged.
6. No compressed gas cylinder will be moved or transported unless it has the bonnet installed.

#### INDUSTRIAL TRUCKS -- MOBILE CRANES

1. No individual may operate an industrial truck or a mobile crane without having been properly trained in its safe use.

#### HOISTS AND AUXILIARY EQUIPMENT

1. It is prohibited to use chains or rope slings that are kinked or twisted.
2. Ropes, slings, cables, chains, etc. must be inspected for signs of damage prior to use. If damaged, they must be taken out of service and replaced.
3. Never exceed the load rating on any piece of equipment.
4. Never pass a load overhead.
5. It is prohibited to use the hoist rope or chain wrapped around the load as a substitute for a sling.
6. All hoist chains or ropes must be of sufficient length to handle the full range of movement of the application while still maintaining two full wraps on the drum at all times.

#### GENERAL POLICIES

1. All energy sources must be properly "Locked Out" and "Tagged Out" before performing maintenance on any equipment (see YSU's Lock Out/Tag Out program).
2. All chemicals must be properly labeled so as to conform to YSU's Hazard Communication Standard.
3. All hazardous material must be properly stored so as to conform to YSU's Hazard Communication Standard.
4. All signs, warnings and other postings must be strictly adhered to.

5. All waste that contains hazardous substances must be properly disposed of in accordance with YSU's Hazardous Waste Contingency Plan. No chemicals, solvents or hazardous substances may be thrown down drains or in trash receptacles.

Any employee willfully violating any of the above policies will be subject to appropriate disciplinary actions. It is the employee's responsibility to familiarize themselves with all university health and safety policies. If you have any questions or suggestions, please notify the Department of Environmental and Occupational Health and Safety at extension 3700.

Reviewed June 2009