

GHANA CHRISTIAN UNIVERSITY COLLEGE

Health and safety

Miscellaneous Safety Rules & Regulations

1. What to do in Case of Emergency

1. Consider Places of Assembly on Ghana CU Amrahia Campus
 - a. Public Parking Lot
 - b. Football Field
 - c. Open Oxygen Park
2. In case of a fire, what should we do?
 - a. In a clear and calm manner, find out:
 - where the fire is
 - the material that got burned
 - Where the fire is in buildings
 - whether or not anyone is stuck in any building
 - b. Then, without panic press the nearest "fire alarm button".
 - Leave the fire area rapidly with steady steps.
 - In case of exposure to intense heat and smoke, if necessary, to avoid from heat and smoke, kneel down and crawl.
 - If the fire is in its initial stage, without endangering yourself, use the fire extinguishers in the nearest cabine.
3. If your outfit catches fire
 - a. Do not panic
 - b. If possible, take off any burned clothing
 - c. If not, quickly apply the rule of the STOP-LIE-ROLL!
4. If the fire is below your floor
 - a. Because your exit path might be covered with heat or smoke, NEVER use stairs or stair landings.
 - b. If you have a safe escape route, leave the building immediately.

- If you cannot,
- c. Cover the door and window edges with a wet cloth or duct tape to prevent penetration of smoke into the area that you are located.
 - d. Remove flammable materials from where you are located

5. If the fire is above your floor

- a. Check whether there is smoke in the stairwell.
- b. If there is no smoke, leave the building carefully and quickly.
- c. Use the emergency exit doors.
- d. Never use elevators.
- e. Go to the "meeting area" determined in advance

6. If the fire is on the same floor but in a different room

Before entering the room:

- a. Check if there is any smoke coming under or around the door.
- b. Check with the upper part of your hand if there is any heat on the surface of the door. (If there is smoke in a closed area, opening the door might cause an explosion)
- c. Go out if you can and close all the doors in the apartment by blocking the spread of fire.
- d. If you cannot go out, go to the corner of opposite the fire and from the window make yourself visible to the firefighters.

2. What Must Students Living on Campus Consider?

University students living away from home should take a few minutes to make sure they are living in a fire-safe environment. Educating students on what they can do to stay safe during the school year is important and often overlooked.

- Look for fully sprinklered housing when choosing a dorm or off-campus housing.
- Make sure your dormitory or apartment has smoke alarms inside each bedroom, outside every sleeping area and on each level. For the best protection, all smoke alarms should be interconnected so that when one sounds they all sound.
- Test all smoke alarms at least monthly.
- Never remove batteries or disable the alarm.
- Learn your building's evacuation plan and practice all drills as if they were the real thing.
- If you live off campus, have a fire escape plan with two ways out of every room.
- When the smoke alarm or fire alarm sounds, get out of the building quickly and stay out.
- During a *dumsor* (power outage), use a flashlight.
- Cook only where it is permitted.
- Stay in the kitchen when cooking.
- Cook only when you are alert, not sleepy or drowsy from medicine or alcohol.

- Check with your local fire department for any restrictions before using a barbeque grill, fire pit, or chimenea.
- Check your school's rules before using electrical appliances in your room.
- Use a surge protector for your computer and plug the protector directly into an outlet.

3. Laboratory Fire Safety

Labs, especially those using solvents in any quantity, have a very high potential for flash fires, explosion, rapid spread of fire, and high toxicity of products of combustion.

FIRE EXPERIENCE

- Small bench-top fires in lab spaces are typical and not uncommon.
- Large lab fires are rare.
- Fuel load and hazard levels in labs are typically very high.
- Labs, especially those using solvents in any quantity, have a very high potential for flash fires, explosion, rapid spread of fire, and high toxicity of products of combustion (*heat, smoke, and flame*).

PREVENTION

- Plan work. The majority of lab fires have resulted from mental or procedural errors or carelessness.
- Minimize materials. Have present in the immediate work area and use only the minimum quantities necessary to work in progress. Not only does this minimize fire risk, it reduces costs and waste.
- Observe proper housekeeping. Keep work areas uncluttered, and clean frequently. Put unneeded materials back in storage promptly. Keep aisles, doors, and access to emergency equipment unobstructed at all times.
- Observe proper safety practices.
- Store solvents properly.
- Observe restrictions on equipment (*i.e. keeping solvents only in an explosion-proof refrigerator*).
- Keep barriers in place (*shields, hood doors, lab doors*).
- Wear proper clothing and personal protective equipment.
- Avoid working alone.
- Plan. Have a written emergency plan for your space and/or operation.
- Training. Exercise the emergency plan and learn to use the emergency equipment provided.

EMERGENCY

- Know what to do. You tend to do under stress what you have practiced or pre-planned.
- Know where things are: The nearest fire extinguisher, fire alarm box, exit(s), telephone, emergency shower/eyewash, and first aid kit, etc.

- Be aware that emergencies are rarely "clean" and will often involve more than one type of problem. For example, an explosion may generate medical, fire, and contamination emergencies simultaneously.

FIRE PROCEDURES

Notify:

- Other occupants of the immediate space (*yell*)
- Other occupants of the facility (*use the fire alarm*)
- Emergency responders (*the alarm will do that for you, but a phone call makes certain*)

Evacuate:

- The immediate area of the problem.
- The space within which the problem has occurred.
- The building within which the space is located.

Isolate:

- Lower hood sash, close lab door(s), close corridor doors.

*IF SAFE TO DO SO, attempt to **extinguish**.*

FIRE EXTINGUISHERS

- **Types of Fire/Types of Extinguishers**
(*read adequate information on the internet for details on extinguisher types*)
- **An Extinguisher is a "1st Aid" Tool** - Don't expect it to control a big fire:
- **For small, isolated fires only**
If the fire is too big don't try to fight it
- **Short duration**
Depending on the size, 10 seconds to 30 seconds of spray
- **Short range**
Depending on the size/type, 5-10 feet
- **Fire ahead, escape behind**
Keep yourself between the fire and your exit
- **Spare extinguisher & observer**
Have an observer with a spare extinguisher to back you up
- **If in doubt, bail out!**
If you're not sure if you can fight the fire, you **can't**.

HOW TO USE A PORTABLE FIRE EXTINGUISHER

Remember the acronym, "P.A.S.S."—

PPull the Pin.

AAim extinguisher nozzle at the base of the flames.

SSqueeze trigger while holding the extinguisher upright.

SSweep the extinguisher from side to side, covering the area of the fire with the extinguishing agent.

4. Gas Cylinders Safety Rules

- Secure all cylinders by a chain, strap, or on a cart (regardless of tank size)
- Report/replace all cylinders in questionable condition
- Label all cylinders with contents and stage of use (e.g., “full,” “in use,” “empty”)
- Use gas cylinders in well ventilated areas only
- Do not strike or allow cylinders to strike against one another
- Keep cylinders away from sparks, flames, or radiant heat
- Replace cap when cylinders are not in use or when a regulator is not attached
- A proper gas regulator is required during use; improvised adapters are not allowed
- Release pressure and close valve at the end of the day’s use
- Handle empty cylinders with the same care as full cylinders

TRANSPORTATION

- Move cylinders only on a hand truck or other cart designed for such purpose
- Do not handle more than one cylinder at a time unless a cart designed for such purpose is utilized

STORAGE

- Store in a cool, well ventilated and protected area, away from emergency exits
- Do not let the temperature of the cylinders exceed 38° C (100° F)
- Do not store corrosive gases for more than 6 months
- Store cylinders by compatibility (e.g., hydrogen away from oxygen)

5. Fire Extinguishers

1 The University provides fire extinguishers throughout University properties. The fire extinguisher provider provides for the inspection of all fire extinguishers annually. The fire extinguishers are selected by type and location due to the hazards involved, as outlined in applicable Codes and the Ghana National Fire Service.

2. A fire extinguisher may be used under the following conditions:

- The individual is trained in the use of fire extinguishers.
- It can be determined exactly what is burning, and that the proper type and classification of fire extinguisher is available.
- The fire is small (ie. any fire that is isolated to a container or very small area such as a trash can), has not spread to other materials, and can be extinguished with one local extinguisher. There should be no attempt to use a portable fire extinguisher on fire that involves flammable solvents, has spread to other materials, is partially hidden behind a wall, ceiling or equipment, or cannot be reached from a standing position.
- The air is safe to breathe (ie. sufficient oxygen and no toxic fumes), the room is not hot or smoke filled, and there is a clear evacuation path maintained behind you.

3. Never enter a room that is smoke filled. Never enter a room containing a fire. Never enter a room if the top half of the door is warm to touch.

4. The following is offered as a reminder to personnel trained in the operation of a fire extinguisher: Keep your back unobstructed exit and stand six to eight feet away from the fire. Follow the four step PASS procedure:

- Pull the pin: This unlocks the operating lever and allows the operator to discharge the extinguisher.
- Aim low: Point the extinguisher nozzle at the base of the fire.
- Squeeze the lever. This discharges the extinguishing agent. Releasing the lever will stop the discharge.
- Sweep from side to side: Moving carefully toward the fire, keep the extinguisher aimed at the base of the fire and sweep back and forth until the flames appear to be out. Watch the fire area- if the fire re-ignites, repeat the process.

5. Know the location of fire extinguishers in your area and how to use them.

6. Training information is available through OPS at www.ghanacu.net/safetytraining along with Facilities Managements.

7. Direct the charge of the fire extinguisher toward the base of the flame.

5.8 If necessary or if directed by OPS, activate the building alarm.

6. Advice on Large Fires

1. With large fires that do not appear controllable, contact OPS.
2. Evacuate all affected rooms, closing all doors to confine the fire and reduce oxygen.
3. Do NOT lock doors.
4. When the building evacuation alarm is sounded or when told to leave by OPS, leave through the nearest marked exit and alert others to do the same.
5. If individual cannot exit the building using the stairs, they should proceed to an Area of Safe Refuge to await further assistance.

6. Do not use elevators during a fire.
7. Smoke is the greatest danger in a fire, so stay near the floor where air will be more breathable.
8. If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for emergency personnel.
9. Call Ghana National Fire (GNFS) at 192 or 999
10. Call Ghana Police at 191
11. Call Ghana National Ambulance at 193
12. Call National Disaster Management Organisation (NADMO) at 0244 508 351
13. Shout at regular intervals to alert emergency personnel to your location.
14. Once outside, move to a clear area away for emergency vehicles and personnel.
15. If requested, assist OPS.
16. Do NOT return to an evacuated building unless directed to do so by OPS.

7. Personal Protective Equipment Program (Technology Student)

The purpose of the program is the use of personal protective equipment. The program will cover arm and body protection, body protection, hearing protection, eye and face protection, foot protection, head protection, and safety showers.

Program it is the responsibility of the employee and supervisor to ensure employees are not under protected or over protected. The first PPE coverage areas are arm and hand protection. Arms and hands are vulnerable to cuts, burns, bruises, electrical shock, chemical spills etc. Gloves provide protection for the hands and arms from chemicals, temperature extremes, and abrasion. Their proper selection is vital to their ability to protect. Another factor in the selection of gloves is the wearer's need for dexterity. It is often advisable to reduce the size and thickness of the glove to increase the dexterity. Caution is also required when using gloves around moving equipment. Types of gloves: disposable latex gloves, chemical resistant gloves, leather gloves, heat-resistant, and cotton gloves.

Always wear the appropriate hand and arm protection. For arm protection, wear a long-sleeved shirt, chemical resistant sleeves etc.

Body protection hazards that threaten the torso tend to threaten the entire body. A variety of protective clothing, including long pants, coveralls, and disposable body suits are available for specific work conditions. Never take home contaminated clothing. Coveralls, aprons, and disposable body suits protect employees and everyday clothing from contamination. Welding aprons/jackets provide protection from sparks.

Hearing protection if you work in a high noise area, wear hearing protection. Most hearing protection devices have an assigned rating that indicates the amount of protection provided. Examples of hearing protection provided would be disposable earplugs, reusable earplugs and sealed earmuffs.

Eye and face protection employees must wear protection if hazards exist that could cause eye or face injury. Eye and face protection should be used in conjunction with equipment guards, engineering controls and safe practices. Safety glasses or goggles are required in laboratories.

Thousands of people are blinded each year from work-related eye injuries that could have been prevented with the proper selection and use of eye and face protection. Eye injuries alone cost more than \$300 million per year in lost production time, medical expenses, and workers compensation.

Eye protection is provided whenever necessary to protect against chemical, environmental or mechanical irritants and hazards.

Always wear adequate eye and face protection when performing tasks such as grinding, buffing, welding, chipping, cutting, or pouring chemicals. Safety glasses with shields provide protection against impact and splashes, but safety goggles provide protection against impact, splashes and hazardous atmospheres. All safety glasses must be ANSI 287 certified.

Safety glasses if you wear prescription glasses, wear goggles or other safety protection over glasses. Safety glasses with side shields provide primary protection to eyes and are four times as resistant as prescription glasses to impact injuries. Do not wear contact lens in the laboratory, or other areas where hazardous atmospheres may be present. Contact lenses do not provide eye protection and may reduce the effectiveness of an emergency eyewash.

Goggles protect against impacts, sparks, chemical splashes, dust and irritating mist. Wear full goggles, not just safety glasses, when working with chemicals.

Welding eyecup welding goggles with filter lenses give protection from glare and sparks. A welding, soldering, or brazing, but does not provide primary eye protection; safety glasses or goggles should be worn with the helmet. Face shields are designed to protect the face from some splashes or projectiles, but does not eliminate exposure to vapors. A face shield should be worn with the helmet. Sunglasses are useful to prevent eyestrain from glare and to minimize ultraviolet light exposure.

Foot protection to protect feet and legs from falling objects, moving machinery, sharp objects, hot materials, chemicals or slippery surfaces, employees should wear closed toed shoes, boots, footguards, leggings or safety shoes, as appropriate.

Head protection safety: Hardhats protect the head from impact, penetration, and electrical shock. Head protection is necessary if you work where there is a risk of injury from moving, falling, or flying objects or if you work near high voltage equipment.

8. Welding, Cutting and Brazing Safety Program

This welding, cutting and brazing program is designed to protect life and property from fire, atmospheric contaminants, and other associated hazards that may occur during these operations.

This program applies to all of those employees who may perform welding, cutting, or brazing as part of their job function.

Basic precautions for fire prevention the object to be welded should be moved to a safe place, when possible. If the object cannot be readily moved, all movable fire hazards in the vicinity shall be moved to a safe location. If the object cannot be readily moved and all fire hazards cannot be removed, guards shall be used to confine the heat, sparks, and slag, and protect immovable fire hazards, (ie. curtains). A fire watch is required whenever there is a possibility of fire developing. The fire watchers will have fire extinguishing equipment immediately available and shall be trained in its use. They will also be familiar with the methods used to sound an alarm. The fire watch must be maintained for at least ½ hour after welding operations have stopped.

A fire watch is required whenever there is a possibility of a fire developing or any of the following conditions exist:

- a. Appreciable combustible materials, in building construction or contents, are closer than 35 feet to the point of operation.
- b. Appreciable combustibles are more than 35 feet away, but are easily ignited by sparks.
- c. Wall or flooring openings within 35 foot radius expose combustible material in adjacent areas including concealed spaces in walls or floors.
- d. Combustibles materials are adjacent to opposite side of metal patricians, walls, ceilings, or roofs and are likely to be ignited by conduction or radiation.

If the following requirements above cannot be followed, welding and cutting shall not be performed.

Hot Work Permits written must be completed by supervisory personnel prior to any welding, cutting, or brazing operations. This permit must be kept at the worksite while work is being performed. Completed permits shall be maintained in file for a period of one year. Special precautions which must be considered include:

- b. Combustible Material: remove, or protect from sparks and hot slag.
- c. Fire extinguishers: maintain for instant use.
- d. Prohibited areas: Welding, cutting and brazing is not permitted in areas which have not been authorized.

Do not weld, cut or braze in:

- Atmospheres where flammable gases, vapors, liquids, or dusts are present
- Storage areas where there are large quantities of exposed, readily ignitable materials

When working on platforms, scaffolds, or runways, welders and their helpers shall be protected against falling by use of railings, safety belts, life lines, or other effective safeguards. Helmets or hand shields shall be used during all arc welding. All helpers & attendants shall be provided with proper eye protection. Goggles or other suitable eye protection shall be used during all gas welding or oxygen cutting operations. Spectacles with side shields and suitable filter lenses are

required during gas welding operations on light work, torch brazing, and for inspections. Helmets and hand shields shall be arranged to protect face, neck, and ears from direct radiant energy from the arc.

A confined space is defined as a relatively small or restricted space such as a tank, boiler, pressure vessel, or manhole. Ventilation is a prerequisite to work in confined spaces. Gas cylinders and welding machines shall be left outside. Heavy portable equipment mounted on wheels shall be securely blocked. Whenever a welder must enter a confined space through a small opening of manhole, means shall be provided to quickly remove him in the event of an emergency. Safety belts and lifelines used for this purpose shall be attached to the welder's body so that his body cannot be jammed in a small exit opening.

Mechanical ventilation shall be provided when welding or cutting is performed on metals not listed below. These metals have their own specific allowable concentration/ventilation requirements: fluorine compounds, zinc, lead, beryllium, cadmium, mercury, cleaning compounds, and stainless steels. General requirements mechanical ventilation is needed when:

1. Space is less than 10,000 cubic feet per welder
2. Ceiling height in room is less than 16 feet
3. In confined spaces, or where welding space contains partitions or other structural barriers which may obstruct cross ventilation

Mechanical ventilation at a minimum rate of 2,000 cubic feet per minute per welder, except where local exhaust hoods, booths, or airline respirators are provided. Ventilation in confined spaces must be provided to prevent accumulation of toxic fumes or possible oxygen deficiency. This includes not only the welder, but also helpers and other the welder, but also helpers and other personnel in the immediate vicinity. All make up air that is drawn into the area of operation, must be clean and respirable.

9. Machine Shop Safety Rules

General

1. These job safety rules are in addition to the General Safety Rules. You must know and follow both.
2. Workers must not remove or make ineffective any safeguards, unless authorized. Safeguards removed for repairs must be replaced promptly or temporary guards installed.
3. Machines and equipment shall be operated by authorized personnel only.
4. No machine shall be left unattended while it is in motion.
5. Cleaning, oiling or adjusting any machine shall not be done while the machine is in motion.
6. Materials to be machined shall be securely fastened or clamped to the working surfaces before starting the machine.
7. Keys or other adjusting tools must never be left so that they may creep, be thrown, or fall when machine is started.

8. Use a brush, special tool or hook to remove chips, shavings or other material from work. Flowing shavings shall not be handled with bare hands; metal hooks shall be used.
9. Revolving shafting, although apparently smooth, will catch loose or ragged clothing, hair or wiping rags. Proper clothes and caution are always necessary when working around any revolving machinery.
10. When tightening work in chuck jaws with chuck wrench, operator shall see that wrench fits properly; operator should take proper stance when tightening jaws to prevent falling if wrench slips.
11. When placing or removing heavy castings or billets from machines, operator shall get help or crane service to prevent injury.
12. Operators shall keep hands away from cutters and bars while operating machines. Operators shall keep hands off work while machine is in operation.
13. Operators shall stand so that they can easily reach the machine controls.
14. Cutters and tools shall be in the clear before machines are started.
15. Clean-up chips, spills, etc., on and around machinery after each use.

Lathes

16. All materials shall be properly secured in chucks and collets before machines are started.
17. Do not leave chuck wrench in chuck after removing work from chuck.
18. Keep hands off chuck rims when lathe is in motion.
19. Do not attempt to screw chuck on lathe spindle with power on, as it may get cross-threaded and cause an accident.
20. Safety-type lathe dogs shall be used when turning work on centers.
21. See that tail stock, tool holder and work are properly clamped before turning on power.
22. It is dangerous to shift step pulley belts with the hands while the belts are in motion with power on; use a belt pole or other suitable stick.
23. Do not attempt to adjust a tool while the lathe is running.
24. Operators shall not attempt to use micrometers on revolving work.

Drill Press

25. Never attempt to hold the work under the drill by hand; clamp it securely to the table before starting the machine.
26. When tightening drill in chuck of drill press, remove release key before you start machine, or your arm may be twisted around spindle. Never leave key in chuck.
27. Use drills properly sharpened to cut to the right size.
28. Run the drill only at the correct speed; forcing or feeding too fast may cause broken drills and result in serious injury.
29. If the work should slip from clamp, never attempt to stop it with your hands. Stop the machine to make any adjustment or repair.
30. Drills, reamers, etc., must never be forced by exerting excess pressure on the feed lever. Tools may break and cause injury.

Milling Machines

31. All work shall be secured properly and all loose objects removed from tables before machines are operated.
32. Cutters shall be checked for cracks or breaks before mounting and shall be securely mounted before operations are started.
33. Operators shall keep head and hands away from cutters when machine is in operation.
34. File tangs or other makeshift drifts shall not be used to remove taper shank tools. Proper drifts are available in tool rooms.
35. Safety guards shall be placed around any work item extending beyond machine table.
36. Milling cutters and other hardened tools shall not be struck with steel hammer. Blocks of wood, rawhide, or copper hammers should be used.
37. Proper feeds and speeds shall be selected before operations are started.
38. Machines shall be stopped before any attempts are made to measure or to check work.
39. Guards and baffles shall be used to protect others from flying chips, oil or coolants.
40. Operators shall be sure that cutters and feeds are turning in the proper direction so the cutters will not climb up or jam. Such an accident can cause injury to the work, the machine, and to the operator as well.

Operation and Grinders

42. Caution: All grinding wheels operate at dangerous speeds.
43. See that the grinding wheel fits easily on the spindle. It is dangerous to force it on, nor should it be too loose.
44. Washers or flange facings or compressible material shall be fitted between the wheel and its flanges. If blotting paper is used, it should not be thicker than .025 inch.
45. After a wheel is mounted, allow it to develop full operating speed for at least one minute; meanwhile, stand to one side and out of danger. Never apply the work until this speed test has been made and the wheel has been properly dressed. Under no condition should the wheel revolve faster than the safe R.P.M. recommended by the manufacturer as shown on the label.
46. Do not force work against a cold wheel, but apply it gradually, giving the wheel an opportunity to warm, thus reducing the chance of breakage. This applies to starting work in the mornings in cold rooms and to new wheels which have been stored in a cold place.
47. Wheel dressers, except the diamond type, shall be equipped with guards over the tops of the cutters to protect against flying pieces, broken cutters, or wheel particles.
48. Operator shall see that wheel turns freely and is properly mounted before operating.
49. All wheels should be given the "ring" test before they are mounted on machines.
50. Gloves should not be worn while operating grinders.
51. Dust collectors or other exhaust systems shall be in operation during grinding operations on machines so equipped.
52. Tools or other loose objects shall be kept off machines in operation.
53. Wheel guards shall be kept in place and in good condition while machine is in operation.

54. Safe operating speeds are marked on wheels by manufacturers.
55. Operators shall not run wheels faster than recommended speeds.
56. Operators shall avoid standing directly in front of grinding wheels, especially when starting.
57. Wheels loaded or clogged with metal shall not be used until dressed.
58. Grinding wheels out of round or out of balance shall be trued before using.
59. Eye protective equipment with side shields shall be worn while grinders are being operated.
60. Grinding wheels shall be equipped with tool rests, same must not be worn more than one-eighth inch from stone and work held firmly thereon.
61. It is unsafe to adjust a work-rest while the grinding wheel is in motion. The rest may slip and break the wheel.
62. The side of an emery wheel shall not be used for grinding unless it is a special-type wheel for that purpose.
63. Be especially careful when grinding narrow tools. They are apt to catch between the rest and the wheel.

Planers, Shapers and Slotters

64. Jobs shall be securely mounted and all tools removed from tables before machines are started.
65. Machine stroke shall be properly adjusted so as to clear work and machine tables.
66. Operators shall stand clear of work that projects over side of planer tables.
67. Operators shall not try to adjust stroke or position of ram while cut is being taken.
68. Operators should stand so machine controls are easily reached.
69. While machines are in operation, hands shall be kept away from clapper boxes. Adjustment shall not be made to tools when clapper boxes are raised.
70. Screens shall be provided against flying chips or cuttings to protect other employees working nearby.
71. Operators should take proper stance when pulling on long wrenches to bolt down work on machines to prevent falling and strain should the wrench slip.

10. Office Secretarial/Clerical Positions Safety Rules

1. Required
 - a. Read General Safety Rules.
 - b. View Proper Lifting PowerPoint presentation.
 - c. Hazard Communications/Right to Know Training.
2. Recommended
 - a. Standard First Aid and Cardiopulmonary Resuscitation.
3. Always Remember
 - a. Be a good housekeeper. Keep your work area clean and orderly and free of loose and unnecessary objects.

- b. When walking through a congested area carrying a pen, pencil or other sharp pointed article, you should carry it with the point down in such a manner that you will not cause injury to others.
- c. Keep aisles clear at all times, pick up loose objects from floor, and dispose of trash properly.
- d. You are expected to be familiar with and to observe rules governing parking and traffic conditions.
- e. Be particular in handling paper that you do not put your fingers, face or lips on the edges.
- f. Keep matches and glass out of wastebaskets.
- g. Report defective or improperly adjusted posture chairs to your supervisor.
- h. Never stand on chairs or stools.
- i. Never sit on the front edge only of office chairs. Sit with your weight properly back into the chair.
- j. Keep fingers away from the point of operation when using staples, punches, paper cutters, etc. Use tools in the correct manner.
- k. Always keep scissors, knives and letter openers in the front part of desk drawers.
- l. No machines should be operated without permission and instructions by your supervisor.
- m. Report mechanical defects in equipment to your supervisor. Do not use such equipment until it is approved.
- n. Do not remove, readjust, or change safety guards or protective devices, unless instructed to do so by your supervisor.
- o. Only authorized employees may start electrically driven equipment.
- p. Only duly instructed employees are permitted to change fuses or make repairs to electrical equipment. This includes replacement of burned-out light bulbs.
- q. Report to your supervisor immediately all defective electrical wiring such as bare wire, frayed cords, loose conduit, etc.
- r. Power and telephone outlets and connections should be installed in such a manner that they do not create a tripping hazard.
- s. Cords, when temporarily used, should be made noticeable by guards or markings.
- t. Do not attempt to lift or carry anything that is too heavy or bulky to be handled safely by one person. If a lifting device cannot be used, get help.
- u. When lifting material, keep the back and legs straight to avoid back injuries. Also check material for sharp corners, edges, nails and other things that might cause injury.
- v. Always open and close drawers by using handle. All drawers should be closed when not in use.
- w. Avoid overloading upper section of filing cabinets or standing on or in lower drawers; to do so may cause the cabinet to tip forward.
- x. Open doors slowly, and when going through double doors, use the door to the right.
- y. Learn the location of the fire extinguisher and fire alarm boxes in your work area.

- z. Fire hazards should be reported to your supervisor.
- aa. Never block fire equipment.