

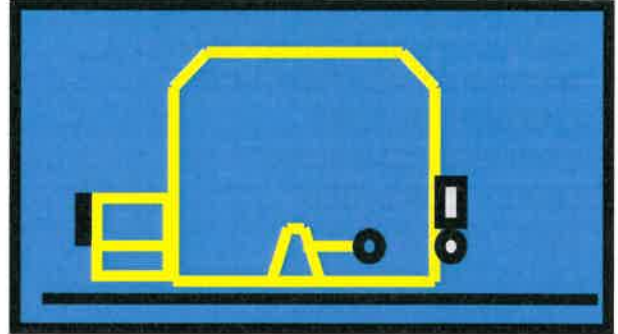
Safe Operating Practices - Visual Controls
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Safe Operating Practice Battery Changer

Personal Protective Equipment (PPE) Required

- Safety Glasses with Side Shields

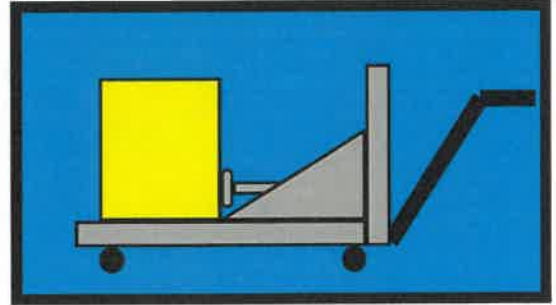


- **Do not** operate the changer unless you have been trained.
- Inspect battery cables for cuts or frays. Report defective cables to your supervisor.
- No smoking or open flames in battery charging area.
- Ensure all battery latching devices are secure after replacing the battery.
- Keep the emergency shower and eye wash clear at all times.
- Immediately report to supervisor and red tag defective equipment.
- Lockout procedure must be followed prior to performing maintenance on battery chargers.

Safe Operating Practice Battery Changing

Personal Protective Equipment (PPE) Required

- Full Face Shield, Rubber Gloves and Apron While Filling Batteries



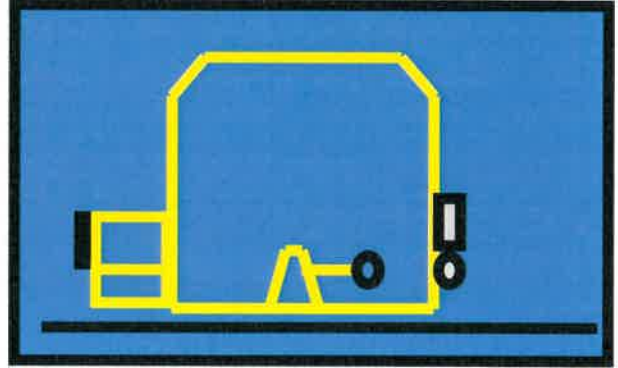
- **Do not** attempt to change batteries unless you have been trained.
- Follow all operating procedures (Sequence of Operation).
- Be sure charger is properly charged.
- Maintain control of people and distractions.
- Keep feet out from under carriage when working on battery.
- Immediately report to supervisor and Red Tag defective equipment.

Safe Operating Practice

Battery Charging

Personal Protective Equipment (PPE) Required

- Full face shield, rubber gloves and apron while filling batteries.

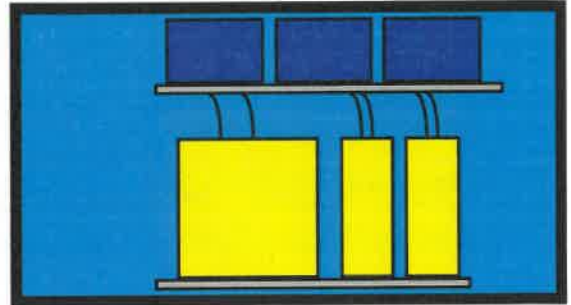


- **Do not** attempt to charge batteries unless you have been trained.
- Inspect battery cables for cuts or frays. Report defective cables to your supervisor.
- No smoking or open flames in battery charging area.
- Maintain a supply of baking soda for use on small spills of battery fluid.
- Keep the emergency shower and eye wash clear at all times.
- Immediately report to supervisor and red tag defective equipment.
- Keep charging racks and floor clean.

Safe Operating Practice Battery Charging

Personal Protective Equipment (PPE) Required

- Full Face Shield, Rubber Gloves and Apron While Filling Batteries

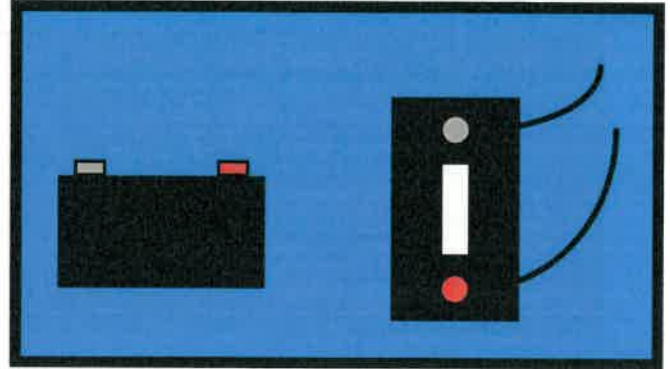


- **Do not** attempt to charge batteries unless you have been trained.
- No smoking or open flames in battery charging area.
- Inspect battery cables for cuts or frays. Report defective cables to your supervisor.
- Maintain a supply of neutralizer for use on small spills of battery fluid.
- Keep emergency shower and eye wash clear at all times.
- Keep charging racks and floor clean.
- Immediately report to supervisor and Red Tag defective equipment.

Safe Operating Practice Battery Maintenance

Personal Protective Equipment (PPE) Required

- Goggles with Full Face Shield
- Impervious gloves with Apron



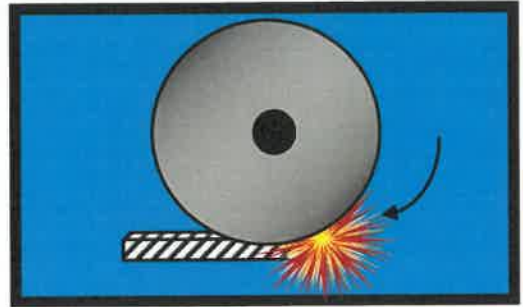
**DO NOT ATTEMPT TO WORK ON ANY BATTERY UNLESS YOU
HAVE BEEN TRAINED.**

- There shall be no smoking or any open flame in the immediate area.
- The area shall be properly ventilated.
- Non-conductive tools shall be used when working near battery terminals.
- Maintain a supply of baking soda to be used to neutralize any small spill of battery acid.
- If acid should splash into your eyes immediately flush eyes with large amounts of cold water and report to the medical department.
- Access to the emergency eye wash and shower must be kept clear at all times.

Safe Operating Practice Carbide Blades

Personal Protective Equipment (PPE) Required

- Leather Gloves
- Safety Glasses with Side Shields



- Visually examine blade and tips for cracks, breakage, missing tips, loose tips, or other damage.
- Mount blade in proper rotation.
- Do Not use if damage is suspected.
- Immediately report to supervisor and Red Tag defective equipment.

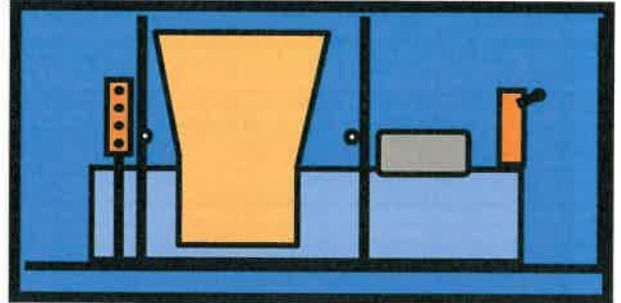
Safe Operating Practice

Cardboard Baler

Personal Protective Equipment

P.P.E. Required

- **Safety Glasses When Baling**

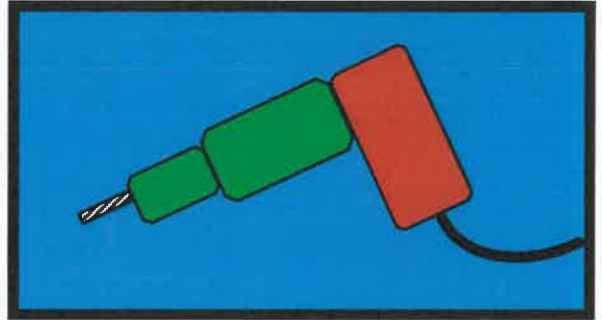


- **Prior to operating the baler employee(s) shall receive instruction on the safe operating procedures required and plant lockout policy.**
- **Only properly instructed employees may operate the baler. Records documenting this training must be maintained on file.**
- **No one is allowed within the fenced area while the baler is in operation. The operator shall check the electric eye to ensure it is functioning properly prior to compacting.**
- **Approved safety glasses/goggles must be worn while banding cardboard bales.**
- **All guards shall be in place around moving parts.**
- **The machine shall be operated by one employee only. At no time may one employee feed material into the hopper while another employee operates the controls.**
- **The employee shall use the positive start/stop switch located on the panel outside the fenced area.**
- **When cleaning the baler the operator must follow the Lockout procedure.**

Safe Operating Practice Portable Drill

Personal Protective Equipment (PPE) Required

- Hearing Protection
- Safety Glasses with Side Shields

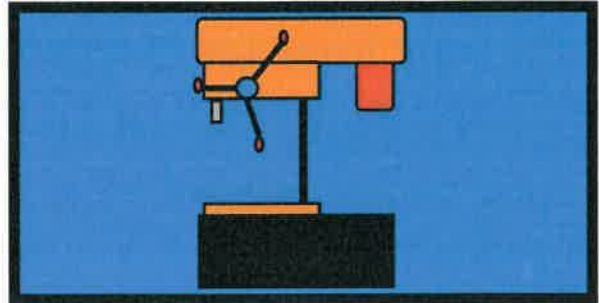


- Inspect the tool for frayed cords, loose or broken switches, and other obvious problems.
- Inspect the cord for the proper type. Electric powered tools must either have a three wire cord with ground or be double insulated.
- Unplug drill before changing drill bits, ensure the drill bit is in good condition and chucked properly.
- Secure the work to be drilled.
- Remove chuck key before starting.
- Do not wear jewelry or loose clothing.
- Do not drill into a wall that may contain wires.
- Do not force the tool.
- Immediately report to supervisor and red tag defective equipment.

Safe Operating Practice Drill Press

Personal Protective Equipment (PPE) Required

- Hearing Protection
- Safety Glasses with Side Shields

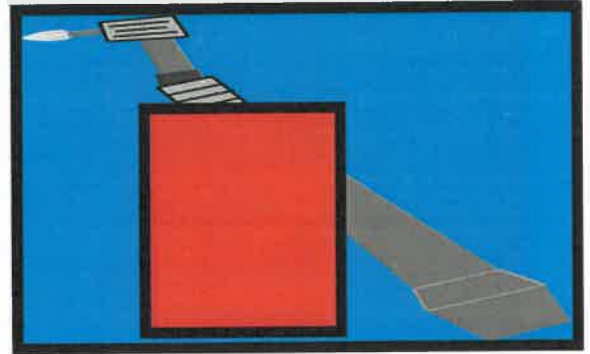


- Clean the machine and surrounding area prior to and after each use.
- Make the necessary adjustments with the power off.
- Ensure all guards are in place.
- Ensure the drill bit is stable and in good condition always remove bit from drill when not in use.
- Do not wear gloves, jewelry, loose clothing.
- Ensure clear footing.
- Secure the workpiece by clamping to the table.
- Immediately report to supervisor and red tag defective equipment.

Safe Operating Practice Glue Gun

Personal Protective Equipment (PPE) Required

- Protective Gloves



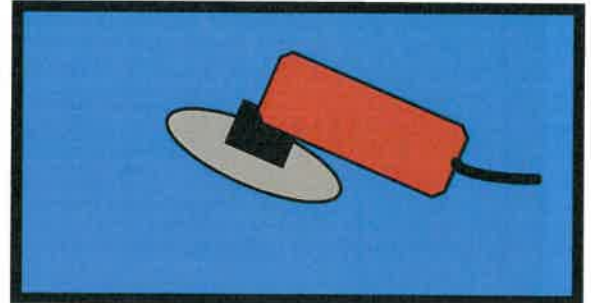
WARNING: HOT GLUE CAN CAUSE SEVERE BURNS

- Check equipment for any leakage or damage including electric wiring.
- Hand held glue gun is to be placed in it's holder when the system is not in use.
- **Do not** point glue gun towards yourself or another person.
- Use only the approved adhesive.
- Only authorized employees are to service the hand held hot glue gun.
- Immediately report to supervisor and Red Tag defective equipment.

Safe Operating Practice Portable Grinder

Personal Protective Equipment (PPE) Required

- Hearing Protection
- Safety Glasses with Side Shields

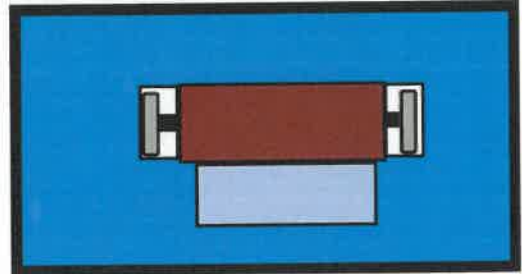


- Inspect the tool for frayed cords, loose or broken switches, and other obvious problems.
- Inspect the cord for the proper type. Electric powered tools must either have a three wire cord with ground or be double insulated.
- Unplug grinder before installing or removing wheels.
- Secure work piece when possible.
- Keep guards in place and put up screens to protect others from sparks and chips.
- Use side handles when supplied for control.
- Do Not wear loose clothing or jewelry.
- Do Not over reach or force tool.
- Immediately report to supervisor and Red Tag defective equipment.

Safe Operating Practice Grinder

Personal Protective Equipment (PPE) Required

- Hearing Protection
- Safety Glasses or Side Shields

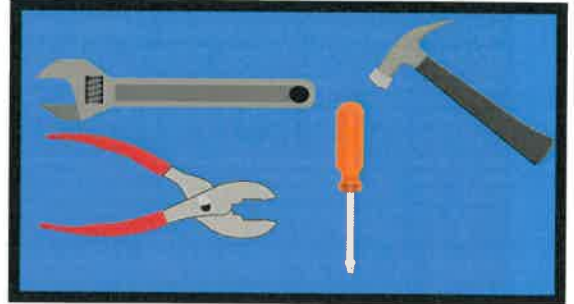


- Clean Surrounding Area Prior to and after each use.
- Make necessary adjustments with the power off.
- Ensure guards are in place, the tool rest is adjusted 1/8" away from the grinding wheel, and the tongue guard is adjusted to 1/4" of the grinding wheel.
- Check for cracks in wheel before operation.
- Check spindle speed before mounting grinding wheels.
- Abrasive wheels mounted between flanges which are not less than 1/3 the diameter of the wheel.
- **Do not** Wear Gloves, Jewelry, Loose Clothing. Long hair shall be tied back. The use of gloves is not recommended.
- Prior to startup, stand to the side of the grinder to avoid any initial flying debris.
- Immediately Report to Supervisor and Red Tag Defective Equipment.

Safe Operating Practice Portable Hand Tools

Personal Protective Equipment (PPE) Required

- Safety Glasses with Side Shields



- Visually inspect the tool prior to usage.
- Make sure work area is clutter free before and after job.
- Maintain firm control of the tool.
- Always use required PPE.
- Use the tool only for its intended purpose.
- Do not wear loose clothing or jewelry.
- Immediately report to supervisor and Red Tag defective equipment.

Safe Operating Practice Hazardous Waste Drum Management

EMERGENCY CONTACT:

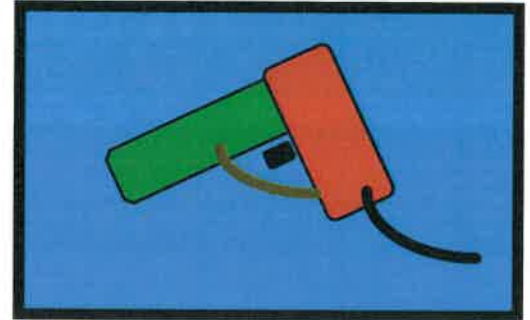


- Drums are to be properly labeled. Proper D.O.T. hazard label applied near shipping marks.
- The container must be kept closed, in good condition, compatible and handled in a safe manner.
- Tops to all funnels are to be kept closed except when adding or removing waste.
- Accumulation area to be inspected weekly.
- No smoking or open flames in drum storage area.
- Keep drum storage area clear of material and floor clean.

Safe Operating Practice Portable Heat Gun

Personal Protective Equipment (PPE) Required

- Protective Gloves



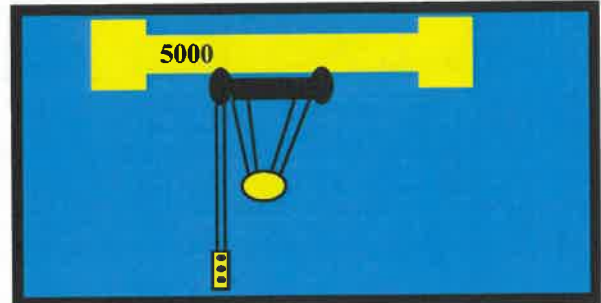
WARNING: IMPROPER USE OF HEAT GUN MAY CAUSE BURNS.

- Visually inspect the tool prior to use, including the power cord.
- Clean surrounding area prior to and after each use.
- Maintain firm control of tool.
- Do not touch the tip of the gun while in operation.
- Do not point gun towards another person.
- Ensure gun is turned **OFF** and hung in a safe place when not in use.
- Immediately report to supervisor and red tag defective equipment.

Safe Operating Practice Hoist

Personal Protective Equipment (PPE) Required

- Safety Glasses with Side Shields

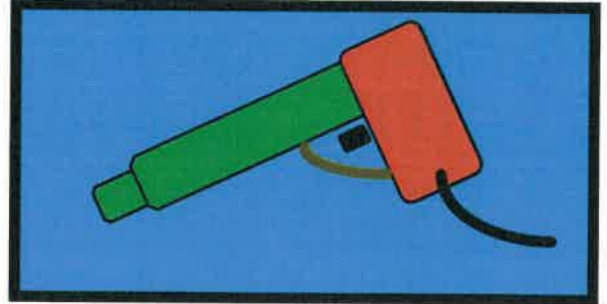


- Operators must have received Crane training prior to operation.
- Complete a daily safety inspection of equipment prior to operation.
- Ensure load is within rated capacity.
- Ensure load is properly rigged prior to movement to prevent swinging.
- Ensure path of travel is clear of obstructions/trip hazards.
- Loads should not be dragged side ways.
- Avoid sudden starts and stops of hoist under load.
- Operator **MUST** remain with controls while load is elevated.

Safe Operating Practice Portable Impact Wrench

Personal Protective Equipment (PPE) Required

- Hearing Protection
- Safety Glasses with Side Shields



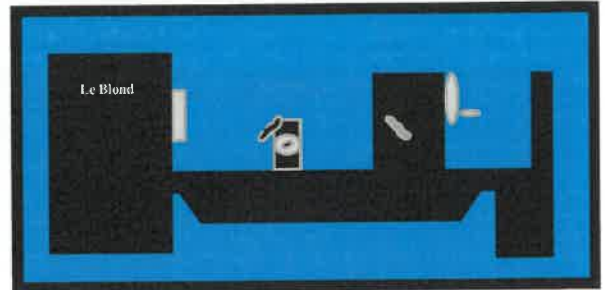
- Visually inspect the tool prior to usage.
- Clean surrounding area prior to and after each use.
- Maintain firm control of tool.
- Use only impact sockets and accessories made specifically for use with powered impact wrenches.
- Do not wear loose clothing or jewelry.
- Do not force tool.
- Immediately report to supervisor and red tag defective equipment.

Safe Operating Practice Lathe

Personal Protective Equipment

(PPE) Required

- Full Face Shield

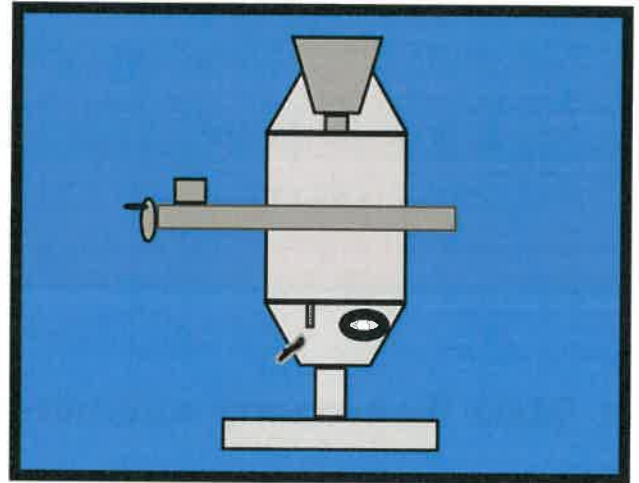


- Make the necessary adjustments with the power off.
- Clean lathe and surrounding area prior to and after each use.
- Ensure all guards are in place.
- Do not wear gloves, jewelry, loose clothing.
- Ensure clear footing.
- Ensure the work piece is clamped securely in chuck
- Ensure all feeds are off before starting the lathe.
- Remove wrench from chuck before starting the lathe.
- Immediately report to supervisor and red tag equipment if found defective.

Safe Operating Practice Milling Machine

Personal Protective Equipment (PPE) Required

- Hearing Protection
- Safety Glasses with Side Shields

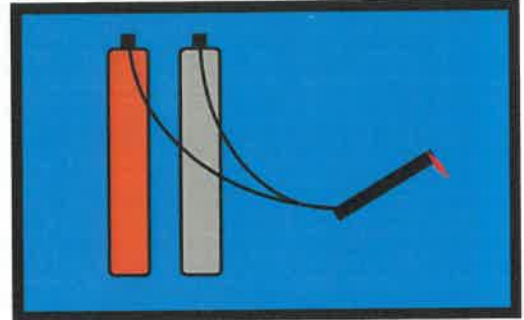


- Operator must have received training on the milling machine prior to operation.
- Ensure that all guards are in place and function properly.
- Do not wear gloves, jewelry or loose clothing when operating the mill.
- Ensure work piece is securely clamped to table or in a vise.
- Remove collate wrench from spindle prior to starting the machine.
- Ensure clear footing.
- Clean mill and surrounding area prior to and after each use.
- Immediately report to supervisor and red tag defective equipment.

Safe Operating Practice Oxyacetylene Welding

Personal Protective Equipment (PPE) Required

- Welding Shield/Goggles
- Welding Gloves and Apron

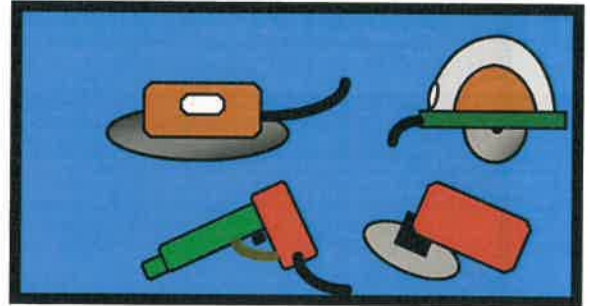


- Clean work area prior to and after use.
- Ensure the cylinders are secured.
- Check valves, gauges and hoses for leaks.
- Verify correct pressure ratios on gauges.
- A standard friction spark lighter shall be used for torch ignition and no other means.
- The acetylene outlet shall always be pointing away from the oxygen tank.
- Maintain proper ventilation at all times.
- Immediately report to supervisor and red tag defective equipment.

Safe Operating Practice Portable Power Tools

Personal Protective Equipment (PPE) Required

- Hearing Protection
- Safety Glasses with Side Shields

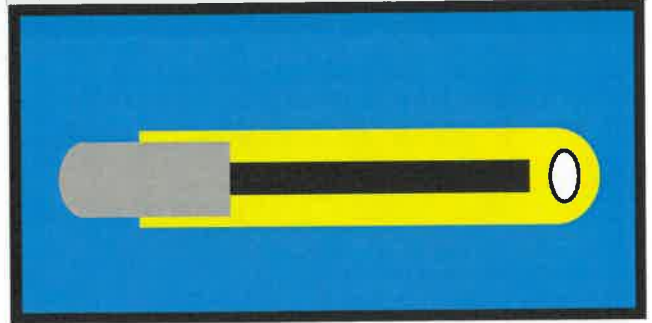


- Inspect the tool for frayed cords, loose or broken switches, and other obvious problems.
- Inspect the cord for the proper type. Electric powered tools must either have a three wire cord with ground or be double insulated.
- Make sure work area is clutter free before and after job.
- All adjustments must be made with power disconnected.
- Maintain firm control of the tool.
- Unplug/Lockout tool prior to making adjustments.
- Always use required PPE.
- Do not wear loose clothing or jewelry.
- Do not force tool.
- Immediately report to supervisor and Red Tag defective equipment.

Safe Operating Practice Safety Knife

Personal Protective Equipment (PPE) Required

- When cutting banding -
Safety Glasses W/Side Shields
- Cut Resistant Gloves

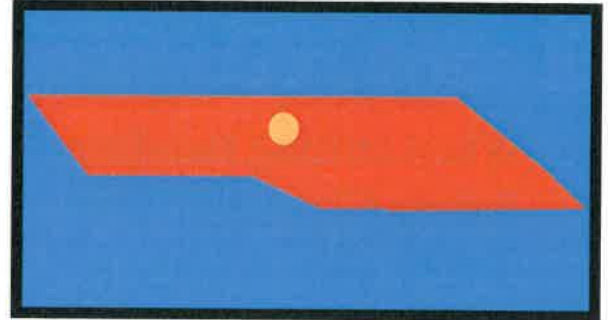


- **Check the blade before each use:**
Damage, excessive wear, ease of operation sharpness
unobstructed blade retraction, etc.
Use the knife as a knife
Never use the knife for any purpose other than cutting
material.
- **Use the knife properly**
 1. Push the blade extender in with your thumb
 2. Apply the blade to the material being cut.
 3. Before beginning the cut, remove your thumb from the blade
extender. This will ensure automatic blade retraction.
 4. The pressure of the cut must be sufficient to keep the blade extended.
- **Always cut in the right direction**
Never cut towards you! All cuts should be made so that the
direction of the blade is moving away from all parts of your
body.

Safe Operating Practice Safety Knife

Personal Protective Equipment (PPE) Required

- When cutting banding -
Safety Glasses W/Side Shields
- Cut Resistant Gloves

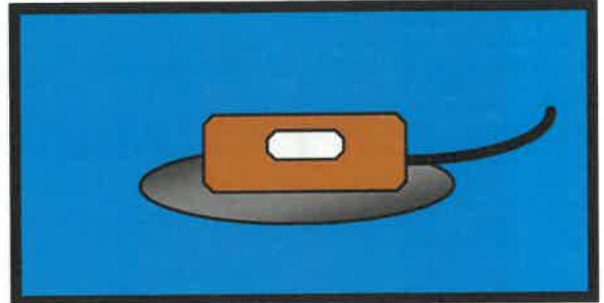


- **Check the blade before each use:**
Damage, excessive wear, ease of operation sharpness
unobstructed blade retraction, etc.
Use the knife as a knife
Never use the knife for any purpose other than cutting
material.
- **Use the knife properly**
 1. Push the blade extender in with your thumb
 2. Apply the blade to the material being cut.
 3. Before beginning the cut, remove your thumb from the blade extender.
This will ensure automatic blade retraction.
 4. The pressure of the cut must be sufficient to keep the blade extended.
- **Always cut in the right direction**
Never cut towards you! All cuts should be made so that the
direction of the blade is moving away from all parts of your
body.

Safe Operating Practice Portable Sander

Personal Protective Equipment (PPE) Required

- Hearing Protection
- Safety Glasses with Side Shields

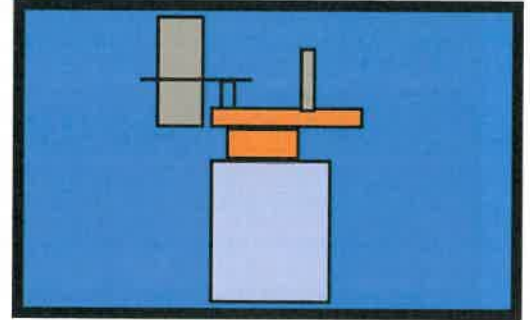


- Inspect the tool for frayed cords, loose or broken switches, and other obvious problems.
- Inspect the cord for the proper type. Electric powered tools must either have a three wire cord with ground or be double insulated.
- Clean Sander and Surrounding Area Prior to and after Each Use.
- Maintain firm control of the tool.
- Secure work piece when possible.
- Do Not use with water on work surface.
- Do Not wear loose clothing or jewelry.
- Do Not force tool.
- Immediately report to supervisor and Red Tag defective equipment.

Safe Operating Practice Sander

Personal Protective Equipment (PPE) Required

- Hearing Protection
- Safety Glasses with Side Shields



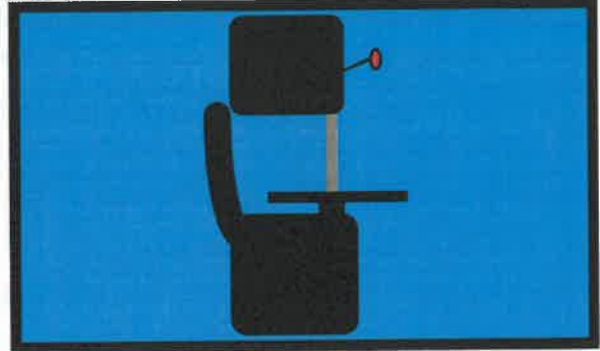
- Clean sander and surrounding area prior to and after each use.
- Make the necessary adjustments with the power off.
- Ensure all guards are in place.
- Ensure the disc and belts are in stable condition prior to usage.
- Do not wear gloves, jewelry, loose clothing.
- Ensure clear footing.
- Immediately report to supervisor and red tag defective equipment.

Safe Operating Practice

14" Band Saw

Personal Protective Equipment (PPE) Required

- Hearing Protection
- Safety Glasses with Side Shields

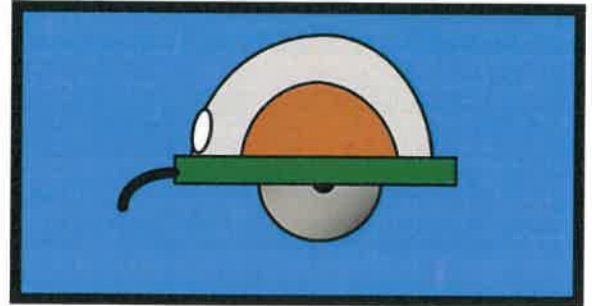


- Clean saw and surrounding area prior to and after each use.
- Make the necessary adjustments with the power off.
- Ensure all guards are in place.
- Ensure saw blade is stable and in good condition.
- **Do not** wear gloves, jewelry, loose clothing.
- Ensure clear footing.
- Use a push board on small, narrow cuts.
- Immediately report to supervisor and red tag defective equipment.

Safe Operating Practice Circular Saw

Personal Protective Equipment (PPE) Required

- Hearing Protection
- Safety Glasses with Side Shields

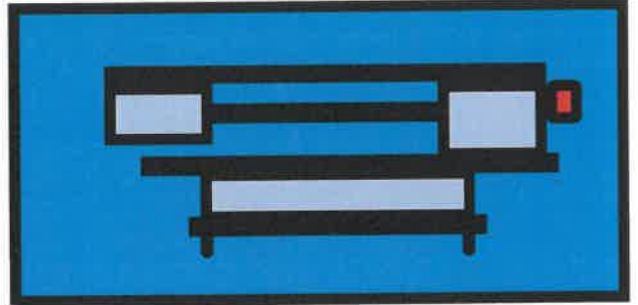


- Inspect the tool for frayed cords, loose or broken switches, and other obvious problems.
- Inspect the cord for the proper type. Electric powered tools must either have a three wire cord with ground or be double insulated.
- Clean Saw and Surrounding Area Prior to and after Each Use.
- Maintain firm control and keep blades sharp to avoid Kick-back.
- Keep guards in place.
- Keep electric cord away from blade.
- Do not wear loose clothing or jewelry.
- Do not force tool
- Immediately report to supervisor and Red Tag defective equipment.

Safe Operating Practice Cut Off Saw

Personal Protective Equipment (PPE) Required

- Hearing Protection
- Safety Glasses with Side Shields

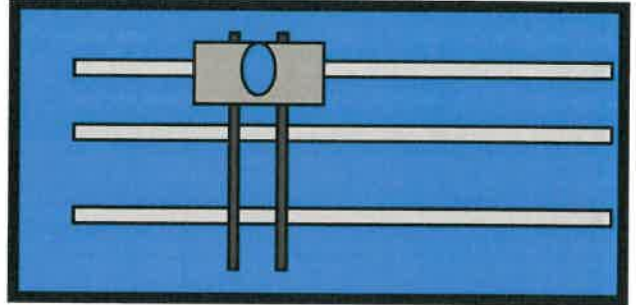


- Clean saw and surrounding area prior to and after each use.
- Make necessary adjustments with the power off.
- Ensure all guards are in place.
- Ensure saw blade is stable and in good condition.
- Ensure the workpiece is secured before cutting.
- Do not wear gloves, jewelry, loose clothing.
- Ensure clear footing.
- Immediately report to supervisor and red tag defective equipment.

Safe Operating Practice Panel Saw

Personal Protective Equipment (PPE) Required

- Hearing Protection
- Safety Glasses with Side Shields



- Inspect the tool for frayed cords, loose or broken switches, and other obvious problems.
- Inspect the cord for the proper type. Electric powered tools must either have a three wire cord with ground or be double insulated.
- Clean saw and surrounding area prior to and after each use. Do not allow excess saw dust to accumulate.
- Maintain firm control and keep blades sharp to avoid kick-back.
- Ensure guards are in place and functioning properly.
- Keep electric cord away from blade.
- Do not wear loose clothing or jewelry.
- Do not force tool
- Immediately report to supervisor and red tag defective equipment.

Safe Operating Practice

Radial Arm Saw

Personal Protective Equipment (PPE) Required

- Hearing Protection
- Safety Glasses with Side Shields

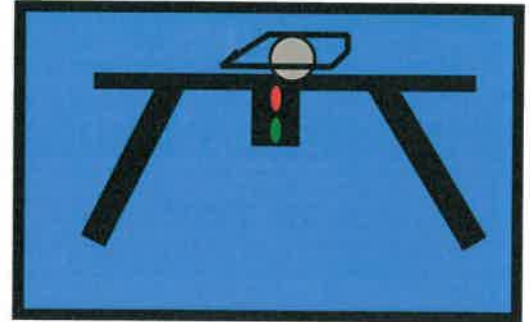


- Clean saw and surrounding area prior to and after each use.
- Make the necessary adjustments with the power off.
- Ensure all guards are in place.
- Ensure saw blade is stable and in good condition.
- Do not wear gloves, jewelry, loose clothing.
- Ensure clear footing.
- Immediately report to supervisor and red tag defective equipment.

Safe Operating Practice Table Saw

Personal Protective Equipment (PPE) Required

- Hearing Protection
- Safety Glasses with Side Shields

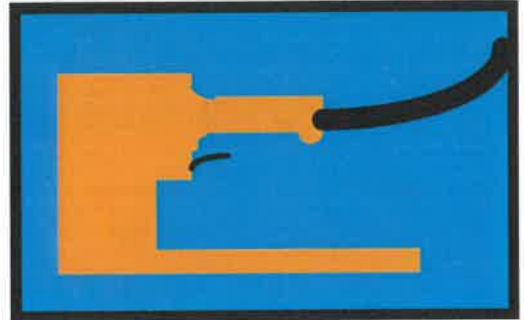


- Clean saw and surrounding area prior to and after each use.
- Make the necessary adjustments with the power off.
- Ensure all guards are in place.
- Ensure saw blade is stable and in good condition.
- Do not wear gloves, jewelry, loose clothing.
- Ensure clear footing.
- Use a push board on small, narrow cuts.
- Immediately report to supervisor and red tag defective equipment.

Safe Operating Practice Staple Gun

Personal Protective Equipment (PPE) Required

- Protective Gloves
- Safety Glasses with Side Shields



WARNING: IMPROPER USE OF STAPLE GUN CAN CAUSE INJURY.

- You must receive training on staple gun operation prior to use.
- Examine all hoses and gun for excessive wear and damage.
- **Do not** point gun at yourself or another person.
- Use only staples approved for this gun.
- Keep hands away from staple discharge.
- Repairs to be made by authorized personnel only.
- Immediately report to supervisor and Red Tag defective equipment.

Safe Operating Practice Steam Cleaner

Personal Protective Equipment (PPE) Required

- Rubber Gloves
- Full Face Shield

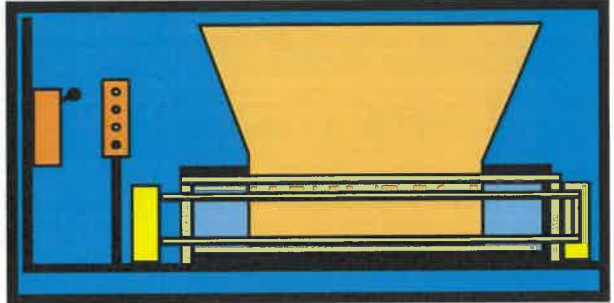


- Never point discharge end of hose at another employee.
- Always use required PPE.
- Use care when refueling machine.
- Follow all operating procedures.
- Run exhaust fan while operating this equipment.
- Keep all others clear off your work area.
- Make sure there is a water feed to machine while it is in operation.
- Immediately report to supervisor and Red Tag defective equipment.

Safe Operating Practice Trash Compactor

Personal Protective Equipment (PPE) Required

- Safety Glasses with Side Shields

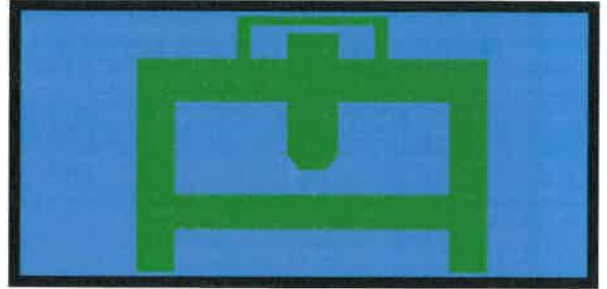


- Operators must check safety devices before operating.
- **Do not** enter the hopper.
- **Do not** tamper with the safety guards.
- **Do not** override the safety controls.
- **Do not** enter the gate while compactor is in operation.
- Any required repairs are to be corrected before the compactor can be operated. Lockout procedure must be followed prior to performing maintenance on the compactor.
- Compactor gate should be closed at all times except when moving the gondola in and out of the dumper area.
- Immediately report to supervisor and red tag defective equipment.

Safe Operating Practice Tire Press

Personal Protective Equipment (PPE) Required

- Safety Glasses with Side Shields



- Only Trained and Authorized employees are to use the Tire Press.
- All Guards must be in place prior to operation.
- NEVER remove or alter a guard.
- NEVER place hands in the press during operation.
- Lockout procedure must be followed prior to performing any maintenance.
- Immediately contact the supervisor and Red Tag defective equipment.

Safe Operating Practice Cleaning Shipping and Receiving Wells

Personal Protective Equipment (PPE) Required

- **Protective Gloves**
- **Goggles**



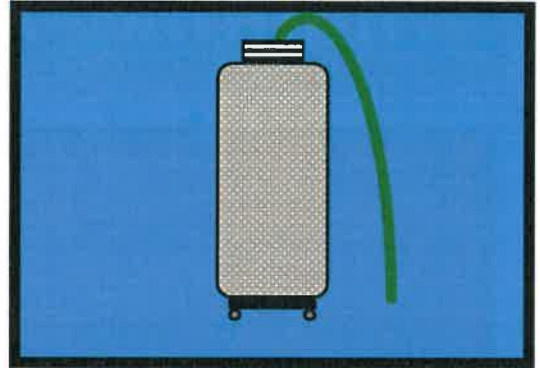
- **Follow written operating procedure.**
- **Check hose rack prior to unraveling hose.**
- **Check hose and nozzle prior to turning water on.**
- **Verify control of hose and nozzle prior to turning on water.**
- **Never point discharge end of hose at another employee.**
- **Immediately report to supervisor and Red Tag defective equipment.**

Safe Operating Practice

Wet/Dry Vac

Personal Protective Equipment (PPE) Required

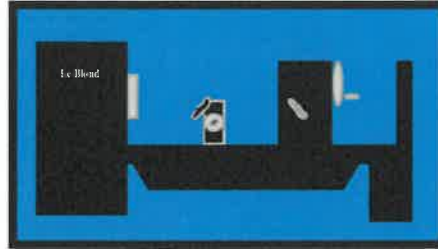
- Safety Glasses with Side Shields
- Hearing Protection When Using For Extended Period



- Inspect the vac for frayed cords, loose or broken switches, and other obvious problems.
- Inspect the cord for the proper type. Electric powered tools must either have a three wire cord with ground or be double insulated.
- Take out the filter for liquid pickup.
- Ensure the filter is in place to vacuum dry material.
- Do not vacuum flammable, combustible or hazardous material.
- Do not allow motor to get wet.
- Immediately report to supervisor and red tag defective equipment.

Safe Operating Practice Lathes

Personal Protective Equipment
(PPE) Required
• Full Face Shield/Goggles

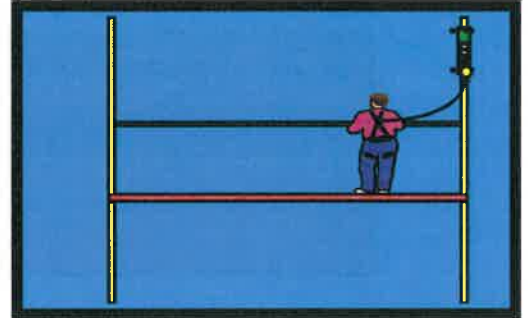


- Make the necessary adjustments with the power off.
- Clean lathe and surrounding area prior to and after each use. Use a brush or expendable tool, not your hand.
- Ensure all guards are in place.
- Do not wear gloves, jewelry, loose clothing.
- Ensure clear footing.
- Ensure the work piece is clamped securely in chuck

Safe Operating Practice Elevations

Personal Protective Equipment (PPE) Required

- Full Body Harness
- Protective Gloves



- Always inspect fall arrest system components prior to use.
- Block off work area with suitable guards and notify workers in the area.
- Verify proper operation of manlift equipment prior to use.
- Keep work area clean and free of debris prior to and after work.
- Always use correct lifting techniques.
- Verify and use approved tether points in and out of manlift (continuous tether attachment).

Safe Operating Practice

Chop /Cut Off Saw

Personal Protective Equipment (PPE) Required

- Hearing Protection
- Safety Glasses and Face Shield



- **Do NOT** use Chop Saw on Aluminum.
- Clean saw and surrounding area prior to and after each use.
- Ensure all guards are in place.
- Ensure blade is not cracked, chipped and in good condition.
- Do not wear gloves, jewelry, loose clothing.
- Immediately report to supervisor and red tag defective equipment.

Safe Operating Practice Snow Plow Wing/Blade Change

Personal Protective Equipment (PPE) Required

- **Hearing Protection**
- **Safety Glasses and Face Shield**



- **Set parking brake on vehicle.**
- **Raise plow attachment or wing to fullest height.**
- **Place supports under attachment.**
- **Release hydraulic pressure.**
- **Remove bolts from each end, leaving the center bolt for last.**
- **Have one man on each end of the blade when last bolt is removed.**
- **Place blade on cart; cut into pieces and discard.**
- **With two (2) men on each end of the new blade, set on attachment and replace center bolt.**
- **Replace all bolts.**
- **Raise attachment, remove supports and lower to the ground.**