COMPSOLVE Inc.

Providing Compliance Solutions for Business

www.compsolve.org

Right to Know (Chemical Safety)

OSHA created this standard in 1984 to ensure that employees are made aware of hazardous chemicals that they may come in contact with on the job.

A chemical is considered to be hazardous if it can physically harm you, or be hazardous to your health.

The components of the chemical safety regulation are:

- Training
- Labeling of chemicals
- MSDS
- Written Program

The most important components to be aware of are:

1. **MSDS** – gives detailed info about chemical hazards, and importantly how to protect yourself.
2. **Labels** – give information at a glance about chemical hazards. With labels the government uses a 0-4 scale to identify hazards, 0 least hazardous, 4 most hazardous. The label will also tell you hazards from a health, flammability, and reactivity stand point.

The key thing to remember about chemical hazards is that chemicals are found in three states.

1. **Solids** – metals, stainless steel, alloys
2. **Liquids** – solvents, paints, oils / lubricants, and coolants
3. **Gases** – propane, oxygen, acetylene

If you have any concerns about a chemical's hazards let your supervisor know. If you can't find an MSDS or label let your supervisor know.

COMPSOLVE Inc.
Providing Compliance Solutions for Business
www.compsolve.org

Fire Safety / Evacuation

-Exit through the nearest possible exit door in an emergency.

-Fire extinguishers are located throughout the building.

-Once you have exited the building, please meet in a designated area for a head count to make sure everybody has exited safely.

-90% of all workplace fires are electrical fires.

-It is not the liquid that causes the fire; it's the vapor.

Class of Fire	Type of Fire Extinguisher
Class A – Ordinary combustibles Ex. Wood, paper, rubber, certain plastics	pressurized water, foam multipurpose dry chemical
Class B – Burning flammable gases Ex. Gases, kerosene, propane, paint	foam, carbon dioxide, ordinary dry chemical, multipurpose dry chemical
Class C – Electrical equipment Ex. Appliances, switches	carbon dioxide, ordinary dry chemical, multipurpose dry chemical
Class D – Combustible metals Ex. Magnesium, potassium, titanuim, sodium	dry powder agent *this class of fire reacts violently with water

COMPSOLVE Inc.

Providing Compliance Solutions for Business

www.compsolve.org

Forklift Safety

One of the most important things to be aware of when operating a lift truck is to know its rated weight capacity. On every lift there is a capacity plate, which will tell you how much that forklift can safely lift. If you lift a load, which is above the rated load capacity, you can tip your lift.

The other crucial thing to be aware of prior to operating a lift, is its condition relative to maintenance.

- Are there fluid leaks?
- What are the condition of the forks?
- What are the condition of the tires?
- Does it have a seat belt?
- Is the steering defective?
- Do the horns and back up horns work?

Once you begin operating your lift make sure you do the following:

1. Stop and start gradually
2. Drive slowly
3. Drive in reverse if a load blocks your forward vision
4. Never travel backwards up a slope
5. Stop or sound your horn at corners & doorways

*Remember; never lift anyone on your forks. Never travel with a passenger.

When carrying a load:

- Tilt the mast back
- Keep forks 4"- 6" off ground
- Go slowly around corners

When you have gotten off the lift, put the forks all the way to the ground and remove the key.

PERSONAL PROTECTIVE EQUIPMENT KEY FOR THE HMIS LABELING SYSTEM

A.
- SAFETY GLASSES

B.
- SAFETY GLASSES
- GLOVES

C.
- SAFETY GLASSES
- GLOVES
- APRON

D.
- FACE SHIELD
- GLOVES
- APRON

E.
- SAFETY GLASSES
- GLOVES
- DUST RESPIRATOR

F.
- SAFETY GLASSES
- GLOVES
- APRON
- DUST RESPIRATOR

G.
- SAFETY GLASSES
- GLOVES
- VAPOR RESPIRATOR

H.
- SPLASH GOGGLES
- GLOVES APRON
- VAPOR RESPIRATOR

I.
- SAFETY GLASSES
- GLOVES
- DUST AND VAPOR RESPIRATOR

J.
- SPLASH GOGGLES
- GLOVES
- APRON
- DUST AND VAPOR RESPIRATOR

K.
- AIR LINE HOOD OR MASK
- GLOVES
- FULL SUIT
- BOOTS

*** ASK SUPERVISOR OR SAFETY SPECIALIST FOR HANDLING INSTRUCTIONS

COMPSOLVE Inc.

Providing Compliance Solutions for Business

www.compsolve.org

Lockout / Tagout

The object of Lockout / Tagout is to disable the machine being worked on from its power or energy source.

The way we do this is by shutting off all the power to the machine and applying padlock and "Do Not Operate" tags to the machine shut offs.

For hydraulic or pneumatic equipment we bleed lines and apply valve lockout devices.

Every year more than 100 people are killed and 60, 000 injured in accidents with machines starting up while people are doing repair work or maintenance.

Under this regulation there are 3 sets of people involved in Lockout/Tagout.

1. **Authorized Employees** – those employees who will actually do Lockout/ Tagout. Usually maintenance personnel.
2. **Affected Employees** – those employees whose machines are being worked on.
3. **Other Employees** – everyone else in the facility.

* Remember if you are the person who put on a lock and tag you must be the one to remove it. If you leave work your supervisor may be able to remove your lock and tag.

The following illustrates the rules for performing Lockout / Tagout.

1. Shut down power at the point of operation. For example, on/off buttons, and machine shut offs.
2. Flip the breaker to that machine to the off position.
3. If the machine shut off will accept a lock and tag apply those devices to the shut off.
4. If the machine shut off will not accept a lock and tag see if the breaker box will. If it will, apply the lock and tag to the breaker. If not use a breaker lockout device, which we will provide your company.
5. If neither of those options is available then simply tag out the machine.
6. For plug in equipment, remove the plug from the outlet and apply the plug lockout and tag.
7. For hydraulic or pneumatic equipment you will need to apply valve lockouts to the valves in order to lock them out.

* Remember if you are not sure what your role is check with your supervisor.

COMPSOLVE Inc.

Providing Compliance Solutions for Business

www.compsolve.org

Personal Protective Equipment

Most workplace hazards we face can be combated by having the correct protective equipment.

Before we begin to assign PPE we do a hazard assessment within our facility. This hazard assessment looks at the following areas:

- Sources of sharp objects
- Pinch points, and roll over potential
- Electrical hazards
- Potential for overhead objects falling
- Chemical hazards/sources of harmful dust/mist
- Sources of high temperature
- Sources of movement

Based on each hazard listed above we provide the appropriate gear. The following illustrates commonly used items for protective equipment:

Safety Glasses - If you wear prescription eyewear, you must have side shields. If you wear non-prescription safety glasses, you must wear OSHA approved eyewear, which will be marked with ANSI number Z87.

Ear Plugs/Hear Protection – To be worn in areas exceeding 90 decibels. The rule of thumb is that if you are 2 ft. away from someone and you can't carry on normal conversation because it is too loud, then you must wear hearing protection.

Rubber Gloves – To be worn when working with parts washer solvent.

Dust Mask – To be worn when dry-grinding or buffing stainless steel.

Respirators – To be worn if you're doing any painting or working with high concentrations of solvent-based chemicals.

Safety Shoes – Should be worn in areas when handling heavy raw materials or stock items.

* Remember if you need new PPE or additional PPE check with your supervisor.