

GENERAL HOUSEKEEPING RULES

- ◆ Passageways, storerooms, and service rooms must be kept clean and orderly.
- ◆ Do not use tools until you have been properly trained and authorized to do so.
- ◆ Workroom floors must be maintained in a clean and dry condition.
- ◆ Do not remove machinery or equipment guards without authorization.
- ◆ Every floor, working place, and passageway must be kept free from nails, wires, holes, or loose boards.
- ◆ Do not make repairs to tools or equipment guards without authorization.
- ◆ Store materials so that they will not fall.
- ◆ Inspect electrical extension cords and other wiring to be certain they are properly insulated.
- ◆ Clearances must be adequate for mechanical handling equipment in aisles, at loading docks, and through doorways.
- ◆ Do not use frayed or damaged cords.
- ◆ All permanent aisles and passageways must be clearly marked.
- ◆ When using power tools on a scaffold or other locations where space is limited, get good footing, use both hands, keep cords clear of obstructions, and do not over-reach.
- ◆ Use the right tool for each job correctly.
- ◆ Before changing drills, blades, or bits, or attempting repair or adjustment, make sure items are disconnected from the power source.
- ◆ Keep tools in good working condition.
- ◆ Do not leave running tools unattended.
- ◆ Do not use damaged, worn, or defective tools.

**REMEMBER, PROPER HOUSEKEEPING IS THE
FOUNDATION FOR A SAFE WORK ENVIRONMENT!**