



## Good and Safe Housekeeping

Take time each day to check work conditions. Are your aisles and walkways clear of clutter, excess materials, and obstructions?

Do not fall into the habit of relying on the custodian or a co-worker to clean up a spill, pick up scrap, or put something in its proper place.

When you spot a problem you can't correct yourself, report it to your supervisor.



## Handy Guide to Hand Protection

Here's a guide to choosing the right glove for the job:

- **Leather gloves** protect against rough objects, chips, sparks, and moderate heat.
- **Cotton fabric gloves** are used when work involves dirt, splinters, or slippery objects.
- **Rubber, neoprene, or vinyl gloves** protect against chemicals.
- **Specially insulated or fire-retardant gloves** protect against heat, cold, electricity, and open flames.
- **Latex gloves** protect against blood borne pathogens and biohazards.
- **Metal mesh gloves** prevent cuts from sharp objects.

When handling chemicals, make sure your gloves are clean and have no rips or holes. If you are unsure as to what type of glove you should be wearing, check the MSDS (Material Safety Data Sheet).

## THE WHEN AND WHY TO USE HAND SAFETY PRODUCTS

DO THIS



GLOVE UP

BEFORE YOU DO THIS



START A JOB

SO YOU CAN DO THIS WHEN YOU GET HOME



USE ALL YOUR FINGERS



## Reduce the Risks

Electrical power tools make work a lot easier, but they can be hazardous too. Whenever you're dealing with electricity, the risk of getting a severe shock is present. To prevent injury when working with electrical equipment:

### Do . . .

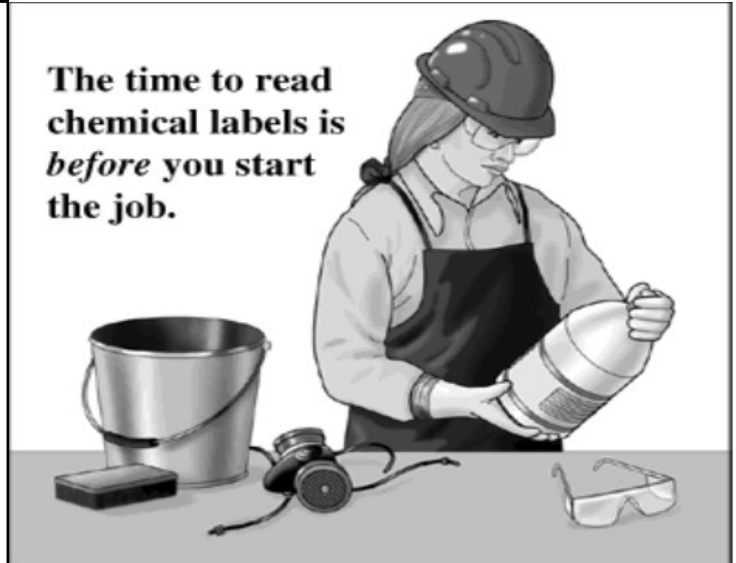
- **Inspect each piece of equipment** before you use it. Check the power cord, plug, and casing for wear or damage.
- **Remove damaged equipment** from use immediately. Tag it so no one else will use it.
- **Use three-pronged grounding extension cords** with all equipment requiring three-pronged plugs.
- **Match plugs with outlets.** Don't use adapters that could interrupt the grounding connection.
- **Use only specially approved electrical tools** for work in areas that are wet or contain flammable liquids.

### Don't . . .

- **Use cords to raise or lower equipment.**
- **Fasten cords** with staples, nails, or other means that could damage the cord insulation.
- **Plug or unplug equipment with wet hands.**
- **Handle a wet cord** unless you're wearing insulating protective equipment.



**The time to read chemical labels is *before* you start the job.**



## Read the Label

Before you open any chemical container, you should always read the label carefully. Labels tell you important safety and health information.

For example, labels can tell you:

- Name of the chemical.
- Name, address, and emergency telephone number of the manufacturer.
- Physical hazards. Is it flammable, explosive, or corrosive?
- Health hazards resulting from overexposure to the chemical.
- Special storage and handling instructions.
- Basic PPE and safety procedures that should be used when working with the chemical.

Armed with this important information, you can take proper precautions. For more information about a chemical, consult the MSDS for that chemical. The MSDS details the chemical's hazards, the protective equipment you'll need, the procedures to follow to use the chemical, and what to do if there is an emergency. If you still have questions, ask your supervisor right away.