

POLICY STATEMENT

It is the duty of each worker to obey all company safety rules and to use all required safety equipment. If you are unsure of the safe method to do your job, stop and ask your supervisor. Ignorance is no excuse for a safety violation.

- Bring any new hazards you observe to the attention of your supervisor.
- Develop a daily routine of checking your job area and equipment for any potential hazards or deficiencies.
- Maintain a clean and orderly work place.
- Wear all personal protective devices (i.e. safety eyewear, safety footwear, protective gloves, etc.) as required by your position or the job task.
- Become familiar with the performance limitations of your tools and equipment.
- Know the location of fire and safety exits.
- Learn the location of first aid kits and fire extinguisher equipment in your work area.
- Each employee is expected to be responsible for his/her own safety and at the same time to exercise care to avoid injury to his fellow workers and others.
- Always perform your job task in a safe manner. No horseplay or practical jokes.
- Lift correctly and safely, with your legs, not your back. Ask for help whenever in doubt.
- Observe all warning, caution, and danger signs as well as safety and health notices.
- Smoking is not permitted inside the building.
- All employees will wear fall protection equipment when applicable.

JOB SITE

- Do not walk under partially demolished walls or floors.
- Stop working outdoors and seek shelter during lightning storms.
- Do not begin working until barricades, warning signs, or other protective devices have been installed to isolate the work area.
- Never throw or toss debris outside barricaded areas.
- Stay clear of all trucks, forklifts, cranes, and other heavy equipment when in operation.

- Do not approach any heavy equipment until the operator has seen you and has signaled to you that it is safe to approach.
- Keep shirts on to avoid dehydration and sun burn.

BARRIERS AND SIGNS

- Place signs (lights) well in advance of the work area to permit upcoming pedestrians and motorists time to react.
- Erect protective barriers or guards and warning signs prior to demolition work where accessible by vehicular or pedestrian traffic.
- Position the work vehicle to guard the work area while work is in progress.
- Do not work on open sided floors, elevated walkways or elevated platforms if there are no guardrails in place.
- Stand clear of floor openings if guardrails or covers are removed or displaced.

HOUSEKEEPING

- Never place trash in walkways and passageways.
- Do not kick objects out of your pathway; pick them up or push them aside and out of the way.
- Never throw matches, cigarettes, or other smoking materials into trash bins.
- Do not store or leave items on stairways.
- Never block or obstruct stairwells, exits, or accesses to safety and emergency equipment such as fire extinguishers or fire alarms.
- Do not leave loose tools, lunch boxes, or other items on a ledge or lying around on the floor. Return tools to their storage places after use.
- Keep walking surfaces of elevated working platforms, such as scaffolds and aerial lifts, clear of tools and materials that are not being used.
- Do not use gasoline for cleaning purposes.
- Sweep up scraps and debris from wallboard installation such as screws, mesh, and tape by using a broom and a dust pan.
- Use a vacuum to eliminate dust and small particles.

LIFTING

- Plan the move before lifting; remove obstructions from your chosen pathway.
- Test the weight of the load before lifting by pushing the load along its resting surface.
- If the load is too heavy or bulky, use lifting and carrying aids such as hand trucks, dollies, pallet jacks, and carts. Get assistance from a co-worker when necessary.
- When assistance is required to perform a lift, coordinate and communicate your movements with those of your co-worker.
- Never lift anything if your hands are greasy or wet.
- Wear protective gloves when lifting objects with sharp corners or jagged edges.
- Do not lift an object from the floor to a level above your waist in one motion. Set the load down on a table or bench and then adjust your grip before lifting it higher.

STACKING MATERIAL (SHEET ROCK, GYPSUM, FOAM BOARDS)

- When stacking panels by hand, position the panels sideways slightly in front of you, so you do not have to reach over your head or twist your body to lift the materials.
- Position panels to lean flat against a wall so they do not wobble or slide.
- Push and slide panels along their edge or get assistance from a co-worker.

LADDERS AND STEP LADDERS

- Do not use ladders that have loose rungs, cracked or split side rails, missing rubber foot pads, or are otherwise visibly damaged.
- Keep ladder rungs clean of grease. Remove buildup of material such as plaster, dirt, or mud.
- Secure the ladder in place by having another employee hold it.
- Face the ladder when climbing up or down.
- Maintain a three-point contact by keeping both hands and one foot, or both feet and one hand on the ladder at all times when climbing up or down.
- Do not carry items in your hands while climbing up or down a ladder.
- Read and follow the manufacturer's instructions label affixed to the ladder if you are not sure of the maximum weight allowance.

- Do not use a metal ladder on roof tops or within 50 feet of electrical power lines.
- Never jump from roof tops, platforms, scaffolds, or ladders.
- Do not use building materials as improvised climbing devices.
- Never use electrical tools while working on a metal ladder unless the ladder has rubber feet.
- Do not stand on the top two rungs of any ladder.

Performing Work from a Step Ladder

- One person must be on the ladder at a time.
- Face the ladder and do not lean backward or sideways from the ladder.
- Never use a ladder that wobbles or that leans to the left or right.
- Do not try to "walk" a ladder by rocking it. Climb down the ladder, and then move it.

PERSONAL PROTECTIVE EQUIPMENT

- Wear steel toed boots when handling panels and in material handling environments designated by your supervisor.
- Make sure you wear work gloves when handling fiberglass batts, sprayed on finishes, rough textured gypsum board panels, metal lath, or when sanding surfaces.
- Wear your safety glasses and dust mask when handling or mixing plaster ingredients and additives, or applying mud, finishing ceilings, or sanding.
- Always wear your safety glasses when snipping metal pieces such as corner beads, trims, and wire mesh.
- Do not continue to work if your safety glasses become fogged. Stop work and clean the glasses until the lenses are clear and defogged.
- Wear chemical goggles when using, applying, or handling chemical liquids or powders from containers labeled caustic or corrosive.
- Make sure you wear your ear plugs or ear muffs when the minimum noise level is exceeded.

ELECTRICAL

- Assume all electrical wires as live wires.
- Do not wear watches, rings, or other metallic objects which could act as conductors of electricity around electrical circuits.

- Wear dielectric gloves when working on electric current.

Electric Powered Tools

- Do not use power equipment or tools on which you have not been trained.
- Never carry plugged in equipment or tools with your finger on the switch.
- Do not leave tools that are "On" unattended.
- Never handle or operate electrical tools when your hands are wet or when you are standing on wet floors.
- Do not operate a power hand tool or portable appliance:
 - That has a frayed, worn, cut, improperly spliced or damaged cord.
 - That has a two-pronged adapter or a two conductor extension cord.
 - When a prong from the three-pronged power plug is missing or has been removed.
- Disconnect the tool from the outlet by pulling on the plug, not the cord.
- Always turn the tool off before plugging or unplugging it.
- Turn off the electrical tool and unplug it from the outlet before attempting repairs or service work. Tag the tool: Out of Service
- Do not stand in water or on wet surfaces when operating power hand tools or portable electrical appliances.
- Wear rubber-soled or insulated work boots when operating electrical equipment.
- Do not operate a power hand tool or portable appliance while holding a part of the metal casing or while holding the extension cord in your hand.
- Hold all portable power tools by the plastic hand grips or other nonconductive areas designed for gripping purposes.
- Do not use electrical tools if its housing is cracked.

Electrical Cords

- Keep power cords away from the path of drilling and cutting equipment.
- Do not use cords that have splices, exposed wires, or cracked or frayed ends.
- Never remove the ground prong from electrical cords.
- Do not use an adapter such as a cheater plug that eliminates the ground.
- Never plug multiple electrical cords into a single outlet.

Power Saws

- Wear safety goggles, protective gloves, a dust mask, and hearing protection when operating a power saw.
- Do not wear loose clothing or jewelry.
- Clean any residue from the blade or cutting head before making a new cut with the power saw.
- Do not use a power saw that has cracked, broken, or loose guards.
- Keep your hands away from the exposed blade.
- Operate the saw at full cutting speed, with a sharp blade, to prevent kickbacks.
- Do not alter the anti-kickback device or blade guard.
- Never perform cutting operations with the power saw while standing on a wet or slippery floor.
- When using the power saw, do not reach across the cutting operation.
- Cut away from your body and below your shoulder level when you are using a power saw.
- If the saw becomes jammed, turn the power switch of the saw to "Off" before pulling out the incomplete cut.

Pneumatic Tools

- Do not point a compressed air hose at bystanders.
- Never use compressed air to clean your clothing.
- Do not use tools that have handles with burrs or cracks.
- Turn the tool "off" and let it come to a complete stop before leaving it unattended.
- Disconnect the tool from the air line before making any adjustments or repairs to the tool.
- Do not use compressors if their belt guards are missing. Replace the belt guards before use.
- Engage positive locks on hoses and attachments before use.
- Shut off pressure valve and disconnect airline when not in use.
- Tag damaged or defective pneumatic tools "Out of Service" to prevent usage of the tool by other employees.

Powder Actuated Tools

- Wear impact resistant safety goggles or face shields when operating any powder actuated tools.
- Do not attempt to fasten through a pre-drilled hole unless the powder actuated tool has a hole locator.
- Keep your head and body behind the powder actuated tool when firing it.
- Before using powder actuated tools do not alter, bypass or remove the shield or guard at the muzzle end of the powder actuated tool.
- Do not load a powder actuated tool until you are ready to fire it.

HAND TOOLS

- Use tied off containers to keep tools from falling off of elevated work platforms.
- Never use a tool if its handle has splinters, burrs, cracks, splits, or if the head of the tool is loose.
- Do not use tools while your hands are oily, greasy, or wet.
- When handing a tool to another person, direct sharp points and cutting edges away from yourself and the other person.
- Never carry sharp pointed hand tools such as screwdrivers in your pocket unless the tool or your pocket is sheathed.
- Do not perform make-shift repairs to tools.
- Never throw tools from one location to another, from one employee to another, or from scaffolds and other elevated platforms.
- Do not carry tools in your hand when climbing. Carry tools in tool belts or hoist the tools to the work area with a hand line.
- Transport hand tools only in tool boxes or tool belts. Do not carry tools in your clothing.
- When you are performing electrical work, use tools with rubber sleeves covering the handle; these are insulated.

Hammers

- Do not strike nails or other objects with the cheek of the hammer.
- Never strike one hammer against another hammer.
- Do not use hammers with mushroomed heads.

Pliers

- Never attempt to force pliers by using a hammer on them.
- Do not use pliers that are cracked, broken, or sprung.
- When using diagonal cutting pliers, shield the loose pieces of cut material from flying into the air by using a cloth or your gloved hand.

Hand Saws

- Keep control of saws by releasing downward pressure at the end of the stroke.
- Make sure your hands and fingers are away from the saw blade while using.
- When using a hand saw, hold your panel firmly against the work table.
- Do not use a saw that has dull saw blades.
- Never carry a saw by the blade.
- Oil saw blades after each use of the saw.

Snips

- Wear safety glasses or safety goggles when cutting lath or corner beads.
- Make sure you wear your work gloves when cutting materials with snips.
- Do not use straight cut snips to cut curves.
- Keep the blade aligned by tightening the nut and bolt on the snips.
- Do not use snips as a hammer, screwdriver, or pry bar.
- Engage the locking clip on the snips after use.
- Keep your snips in a sheath or tool box when not in use.

Knives/Sharp Instruments

- When handling knife blades and other cutting tools, direct sharp points and edges away from you.
- Always cut in the direction away from your body.
- Carry all sharp tools in a sheath or holster. Store knives in knife blocks or in sheaths after using them.
- Do not use knives that have dull blades. Use the knife that has been sharpened.
- Never use knives as screwdrivers.
- Do not pick up knives by their blades.
- Carry knives with the tips pointed towards the floor.

Tool Boxes/Chests/Cabinets

- Tape over or file off sharp edges on tool boxes, chests, or cabinets.
- Do not stand on tool boxes, chests, or cabinets to gain extra height.
- Lock the wheels on large tool boxes, chests, or cabinets to prevent them from rolling.
- Push large chests, cabinets, and tool boxes; do not pull.
- Do not open more than one drawer of a tool box at a time.
- Close and lock all drawers and doors before moving the tool chest to a new location.
- Never use a tool box or chest as a workbench.
- Do not move a tool box, chest, or cabinet if it has loose tools or parts on the top.

SCAFFOLDING

- Inspect the scaffold prior to use. Do not use a scaffold if any pulley, block, hook or fitting is visibly worn, cracked, rusted, or otherwise damaged. Do not use a scaffold if any rope is frayed, torn, or visibly damaged.
- Do not use any scaffold tagged "Out of Service."
- Never use unstable objects such as barrels, boxes, loose brick, or concrete blocks to support scaffolds or planks.
- Do not work on platforms or scaffolds unless they are fully planked.
- Never use a scaffold unless the guardrails and all flooring are in place.
- Level the scaffold after each move. Do not extend adjusting leg screws more than 12 inches.
- Do not walk or work beneath a scaffold unless a wire mesh has been installed between the mid rail and the toeboard or planking.
- Use your safety belts and lanyards when working on scaffolding at a height of 10 feet or more above ground level (Cal/OSHA is 7 ½ feet). Attach the lanyard to a secure anchor on the scaffold.
- Do not climb the cross braces for access to the scaffold. Use the ladder.
- Never jump from, to, or between scaffolding.
- Do not slide down cables, ropes, or guys used for bracing.
- Keep both feet on the decking. Do not sit or climb on the guardrail.
- Do not lean out from the scaffold. Do not rock the scaffold.

- Keep the scaffold free of scraps, loose tools, tangled lines, and other obstructions.
- Do not throw anything overboard unless a spotter is available. Use a debris chute or lower things by hoist or by hand.
- Never move a mobile scaffold if anyone is on the scaffold.
- Chock the wheels of the rolling scaffold, using the wheel blocks, and also lock the wheels by using your foot to depress the wheel-lock, before using the scaffold.
- Do not work on scaffolds outside during stormy or windy weather.
- Never climb on scaffolds that wobble or lean to one side.

LATHERS

Lifting Bags, Cans, Buckets

- Position your feet 6 to 12 inches apart with one foot slightly in front of the other.
- Face the load.
- Bend at the knees, not at the back.
- Keep your back straight.
- Get a firm grip on the object with your hands and fingers. Use handles when present.
- Perform lifting movements smoothly and gradually; do not jerk the load.
- Hold objects as close to your body as possible.
- If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. Do not twist at the waist.
- Set down objects in the same manner as you picked them up, except in reverse.
- Slide materials to the end of the tailgate before attempting to lift them off of a pick-up truck. Do not lift over the walls or tailgate of the truck bed.

SANDBLASTING

- Only authorized personnel may use blasting equipment.
- Wear your eye protection, respirator, and protective clothing when blasting.
- Visually inspect hoses or fittings on blasting equipment for wear and tear prior to use. Do not use equipment when the hose or fitting is cracked or damaged.

- Post a sign in the work area; "Unauthorized Personnel-Keep Out".
- When working outdoors, keep shirts on to avoid bruises, dehydration, and sun burn.

Restoration and Work where Asbestos is suspected

- Do not perform asbestos removal operations, unless you have been trained, qualified, and certified in asbestos removal procedures.
- Use the respirator that has been fit tested and assigned to you by your supervisor.
- Always assume that materials used prior to 1976, such as plaster and blown insulation, contain asbestos.
- Never use sanders or power devices that may create dust or airborne particles.
- Do not dry scrape, bead blast, or mechanically pulverize any existing plaster or blown insulation.

Fiberglass Batts and Sprayed-on Insulation

- Do not take work clothes home when exposed to sprayed-on insulation or fiberglass batts.
- Change your work clothes before leaving the job site.
- Place work clothes contaminated with fiberglass or sprayed-on insulation in a closed labeled container approved by your employer.
- Use your respirator when working with sprayed-on insulation or fiberglass.

RESPIRATORY PROTECTION

- Shave daily to prevent facial hair from interfering with the face seal of the respirator.
- Clean and return respirators to their carrying cases or cartons. Store them in your locker or in a designated storage area as instructed by your employer when the work is completed.
- Only use the respirator that has been fitted and issued to you.

Infection Control

- Wash your hands (after removing your gloves) with soap or mild detergent and water before eating, smoking, using the toilet, or on any areas of the body that may have contacted cementitious mixtures, pastes, or spray-on insulation at the end of each workday.

- Use a mechanic's cream hand cleaner where water is not readily available.

FINISHING (TAPPING, BEDDING, SANDING)

Mixing Cementitious Components

- Apply Vaseline to exposed skin surfaces on your arms and hands prior to handling plaster, lime, or any cementitious mixtures.
- Do not handle lime or cementitious mixtures if you have open cuts or scratches on exposed skin surfaces such as your arms or hands.
- Use personal protective clothing or equipment such as canvas gloves and protective eyewear to avoid cement poison or burns.
- Open doors and windows. Make sure exhaust fans are turned on when working indoors.

Applying Exterior Finishes (scratch coats, coquina, stucco installations, etc.)

- Never use a metal ladder on roof tops or within 50 feet of electrical power lines.
- Do not block the walking surfaces of elevated working platforms, such as scaffolds, with tools or materials that are not being used.
- When working outdoors, drink plenty of fluids and keep shirts on to avoid dehydration and sun burn.

Using Joint Compounds

- Wear protective gloves when handling compounds or chemicals from containers labeled flammable, toxic, caustic, or poisonous. Wash your hands after removing the gloves.
- Follow the instructions on the label and in the corresponding Material Safety Data Sheet (MSDS) for each joint compound or chemical product used in your workplace.
- Each time you use your gloves, wash your gloves before removing them. Use cold tap water and normal hand washing motion. Always wash your hands after removing the gloves.
- Do not use joint/filler compounds or chemicals from unlabeled containers.
- Do not store chemical containers labeled oxidizer with containers labeled corrosive or caustic.
- Always use goggles and gloves when handling joint/filler compounds or chemicals labeled corrosive or caustic.

Applying Finishes: Plaster, Coquina, Popcorn, or other

- Do not smoke or eat while performing stucco or popcorn finishes.
- Stand clear of mixing or blowing operations.
- Do not stand, work, or operate pneumatic equipment such as blowers with hoses within three feet of any unprotected roof opening or within five feet of any unprotected roof edge.

PERSONAL PROTECTIVE EQUIPMENT

- Wear your safety glasses when mixing plaster ingredients and additives, applying spackling, finishing ceilings, or sanding.
- Wear dust mask or respirator when emptying sacks of dry material such as additives for fireproofing or plaster ingredients.
- Use lifelines, safety harnesses, or lanyards when you are working higher than 6 feet off the ground.
- Wear safety glasses while plastering, applying mud, or sanding.
- Wear safety goggles when using power tools or when applying a finishing material.

WAREHOUSE

Forklifts Pre-Use Inspection

Do not use forklift if any of the following conditions exist:

- The mast has broken or cracked weld-points.
- The roller tracks are not greased or the chains are not free to travel.
- Forks are unequally spaced or cracks exist along the blade or at the heels.
- Hydraulic fluid levels are low.
- Hydraulic line and fitting have excessive wear or are crimped.
- Fluid is leaking from the lift or the tilt cylinders.
- The hardware on the cylinders is loose.
- Tires are excessively worn, split or have missing tire material.
- Air filled tires are not filled to the operating pressure indicated on the tire.
- Batteries have cracks or holes, uncapped cells, frayed cables, broken cable insulation, loose connections or clogged vent caps.

Starting the Forklift

- Apply the foot brake and shift gears to neutral before turning the key.

Picking up a Load

- Square up on the center of the load and approach it straight on with the forks in the travel position.
- Stop when the tips of your forks are about a foot from the load.
- Level the forks and slowly drive forward until the load is resting against the backrest of the mast.
- Lift the load high enough to clear whatever is under it.
- Back up about one foot, and then slowly and evenly tilt the mast backwards to stabilize the load.

Putting a Load Down

- Square up and stop about one foot from desired location.
- Level the forks and drive to the loading spot.
- Slowly lower the load to the floor.
- Tilt the forks slightly forward so that you do not hook the load.
- When the path behind you is clear of obstructions, back straight out until the forks have cleared the pallet.

Stacking One Load on Top of Another

- Stop about one foot away from the loading area and lift the mast high enough to clear the top of the stack.
- Slowly move forward until the load is squarely over the top of the stack.
- Level the forks and lower the mast until the load is no longer supported by the forks.
- Look over both shoulders for obstructions and back straight out if the path is clear.

Forklift Safety Rules

- Do not exceed the lift capacity of the forklift. Read the lift capacity plate on the forklift if you are unsure.
- Follow the manufacturer's guidelines concerning changes in the lift capacity before adding any attachments, such as wedges, to a forklift.

- Lift the load an inch or two to test for stability: If the rear wheels are not in firm contact with the floor, take a lighter load or use a forklift with a higher lift capacity.
- Do not raise or lower a load while you are en-route. Wait until you are in the loading area and have stopped before raising or lowering the load.
- After picking up a load, adjust the forks so that the load is tilted slightly backward for added stability.
- Drive with the load at a ground clearance height of 4-6 inches at the tips and 2 inches at the heels in order to clear most uneven surfaces and debris.
- Drive at a walking pace and apply brakes slowly to stop when driving on slippery surfaces such as icy or wet floors.
- Approach railroad tracks at a 45 angle.
- Do not drive over objects in your pathway.
- Do not drive into an area with a ceiling height that is lower than the height of the mast or overhead guard.
- Steer wide when making turns.
- Do not drive up to anyone standing or working in front of a fixed object such as a wall.
- Do not drive along the edge of an unguarded elevated surface such as a loading dock or staging platform.
- Obey all traffic rules and signs.
- Sound horn when approaching blind corners, doorways or aisles to alert other operators and pedestrians.
- Do not exceed a safe working speed of five miles per hour. Slowdown in congested areas.
- Stay a minimum distance of three truck lengths from other operating mobile equipment.
- Drive in reverse and use a signal person when your vision is blocked by the load.
- Look in the direction that you are driving; proceed when you have a clear path.
- Never use bare forks as a man-lift platform.
- Do not drive the forklift while people are on the attached man-lift platform.
- Drive loaded forklifts forward up ramps.
- Raise the forks an additional two inches to avoid hitting or scraping the ramp surface as you approach the ramp.
- Drive loaded forklifts in reverse when driving down a ramp.

- Drive unloaded forklifts in reverse going up a ramp and forward going down a ramp.
- Do not attempt to turn around on a ramp.
- Never use reverse to brake.
- Lower the mast completely, turn off the engine and set the parking brake before leaving your forklift.

LOADING DOCKS

- Keep the forklift clear of the dock edge while vehicles are backing up to the dock.
- Do not begin loading or unloading until the supply truck has come to a complete stop, the engine has been turned off, the dock lock has been engaged and the wheels have been chocked.
- Attach the bridge or dock plate before driving the forklift into the truck.
- Do not drive the forklift into a truck bed that has soft or loose decking or other unstable flooring.
- Drive straight across the bridge plates when entering or exiting the trailer.
- Use dock lights or headlights when working in a dark trailer.

WAREHOUSE SAFETY

- When manually stocking shelves, position the materials to be shelved slightly in front of you so you do not have to twist when lifting and stacking materials.
- Visually inspect for sharp objects or other hazards before putting hands, legs or other body parts into containers such as garbage cans, boxes, bags or sinks.
- Remove or bend nails and staples from crates before unpacking.
- When cutting shrink wrap with a blade, always cut away from you and your co-workers.
- Do not try to kick objects out of pathways. Push or carry them out of the way.
- Do not let items overhang from shelves into walkways.
- Move slowly when approaching blind corners.
- Place heavier loads on the lower or middle shelves.
- Remove one object at a time from shelves.
- Place items on shelves so that they lie flat and do not lean against each other.

Hand Trucks

- Tip the load slightly forward so that the tongue of the hand truck goes under the load.
- Push the tongue of the hand truck all the way under the load to be moved.
- Keep the center of gravity of the load as low as possible by placing heavier objects below the lighter objects.
- When loading hand trucks, keep your feet clear of the wheels.
- Push the load so that the weight will be carried by the axle and not the handles.
- The operator should only balance and push.
- Place the load so that it will not slip, shift, or fall. Use straps, if provided, to secure the load.
- If your view is obstructed, use a spotter to assist in guiding the load.
- For extremely bulky or pressurized items such as gas cylinders, strap or chain the items to the hand truck.
- Do not walk backward with the hand truck, unless going up stairs or ramps.
- When going down an incline, keep the hand truck in front of you so that it can be controlled at all times.
- Move hand trucks at a walking pace.
- Store hand trucks with the tongue under a pallet, shelf, or table.
- Do not exceed the manufacturer's load rated capacity. Read the capacity plate on the hand truck if you are unsure.

Pallet Jacks

- Only employer authorized personnel may operate pallet jacks.
- Do not exceed the manufacturer's load rated capacity. Read the lift capacity plate on the pallet jack if you are unsure.
- Do not ride on pallet jacks.
- Start and stop gradually to prevent the load from slipping.
- Pull manual pallet jacks; push when going down an incline or passing close to walls or obstacles.
- If your view is obstructed, use a spotter to assist in guiding the load.
- Stop the pallet jack if anyone gets in your way.
- Do not place your feet under the pallet jack when it is moving.

- Keep your feet and other body parts clear of pallet before releasing the load.

STOREROOM/STOCKROOM

- Use long handled snips when cutting strapping bands away from a shipping container.
- Wear safety glasses when cutting strapping bands, uncrating materials and driving nails.
- Stand to the side of the strapping band when cutting it.
- Do not use pallets or skids that are cracked or split or have other visible damage.
- Stack heavy or bulky storage containers on middle and lower shelves of the storage rack.
- Do not lift slippery or wet objects; use a hand truck.
- Follow the safe handling instructions listed on the label of the container or listed on the corresponding Material Safety Data Sheet when handling each chemical stored in the stockroom.
- Do not smoke while handling chemicals labeled flammable.
- Do not store chemicals labeled flammable near sources of ignition such as space heaters and sparking tools.
- Do not handle or load any containers of chemicals if their containers are cracked or leaking.
- Do not leave pallet jack unattended with the load suspended.
- Obey all safety and danger signs posted in the workplace.

Carts

- Do not exceed the rated load capacity noted on the manufacturer's label on the cart.
- Use a spotter to help guide carts around corners and through narrow aisles.
- Do not stand on a cart or float or use it as a work platform.

Manual Stacking and Handling

- Store all wallboard flat.
- Do not store boards vertically; this will damage the edges creating unstable stacks.

- Stand each board vertically on its side as close to the edge of the pile as possible, tilt the board toward the stack, and let the board drop freely on top of the stack.
- Do not allow boards to overhang more than an inch. Align flush all boards, to keep the boards from becoming unstable and topple on someone while restacking.
- Use a co-worker to assist handling the boards when stocking. Coordinate and communicate your movements with those of your co-worker.

Drywall Access Hatch

- Proper access to all projects over one story is a major concern. Drywall delivery to many construction projects, particularly up to four stories tall, has become more difficult in recent years. Often access to the upper levels is limited to interior staircases requiring delivery workers to carry the drywall up manually.
- A safety access hatch will ensure a safe and efficient means of placing drywall on the upper levels when there is no safe alternative. The use of window openings that meet the 2 ft. wide by 5 ft. high minimums is an acceptable alternative.
- Without an access, the possibility of back and shoulder injury increases when deliveries have to be made up the stairs. A company's time loss due to job related injuries is a concern.
- Safety regulations clearly place responsibility for worker safety on all employers responsible for the site to arrange the work area to allow the safe movement of workers, equipment, and materials.

Opening

- Delivery can be facilitated by the prime contractor providing an unobstructed opening in the exterior wall at each floor level. An appropriately framed exterior-wall delivery hatch opening that is 24 inches wide and 60 inches high will meet the minimum requirements. An existing opening can be used if it meets the minimum hatch size, and does not have the door or window installed.
- If the opening needs to be covered, the prime contractor can tack temporary sheathing material over the opening on the inside. The supplier removes the cover, the drywall is delivered through the opening, and the cover can be replaced from the inside.
- Unobstructed access for equipment to reach the building is required, and should not exceed a distance of 18 feet from the delivery entrance.

Drywall Mold Inspection/Testing

- Do not enter or work in a moldy area without wearing proper respiratory and other personal protection. Molds are known allergens and may be toxic.
- You should use Personal Protective Equipment (PPE) while investigating a mold problem. The minimum PPE includes an N-95 respirator, gloves, and eye protection.
- Many different types of mold can be found growing on the same or nearby sections of drywall. Different molds appear at different locations according to variations in moisture level. Attics, basements, and outdoor environments contract many molds.
- Crawl spaces can have high levels of airborne mold spores and mold spores in settled dust. Do not assume that because there is no visible mold on surfaces that there is not a problem mold reservoir in exposed insulation.
- Inspect ceilings, wall and ceiling cavities, floors, carpeting, backsides of stairs, exposed sides of all framing, joists, girders, posts, and exposed fiberglass insulation as a possible mold reservoir for moisture.
- For larger areas of mold, look for the dominant mold present.
- Collect one sample per location using clear adhesive tape. Do not use the same tape to sample from multiple locations. Put the sample into a clear Ziploc bag. Look for variations in appearance, texture, growth surface, or mold growing in different areas for reasons to sample more than one. Dust samples need to be taken where there is no visible mold. Collect settled dust particles from a horizontal surface. If you are going to collect a single dust screening sample, collect it from the area you are most suspicious of, or from the area where building occupants spend the most time. Where the tape sample is collected can make a big difference in what you find. Send your mold samples to a reputable tester.
- If you suspect there is a serious mold problem, call a professional testing company. The tester will take air samples and physical samples that can be incubated for seven days in a Petri dish. The tester will have a snake device that can go behind drywall to find mold in the wall cavity. They will have a moisture meter to check for unseen leaks.
- Different molds may be found growing in the same building on the drywall room side, drywall cavity side, plywood sheathing, wood stud or joist framing, painted surfaces, exposed fiberglass insulation, and paper vapor barrier.
- Water-loving molds grow closest to the floor (highly-visible black molds). Molds on drywall grow a little higher (*Cladosporium* sp., *Cladosporium sphaerospermum*, *Cladosporium cladosporioides*, *Ulocladium chartarum*), and molds liking the drywall even higher on a vertical wall are (light-colored but more

airborne Aspergillus sp., Aspergillus glaucus, Aspergillus flavus, Penicillium sp., etc.).

- Prepare for a building inspection and mold remediation plan.
- When in doubt go on-line to: www.epa.gov/iaq/molds/preventionandcontrol.html. Or call 800-490-9198.
- Indoor Air Quality Association is at: www.IAQA.org.

After remediation is complete

- Make sure outside problems have been fixed that are causing wet conditions such as the roof, roof gutter, or downspout spillage by the building foundation.
- Make sure inside conditions such as plumbing leaks or improper ventilation has been fixed.

