

Physical

- Keep the floor clear of trip hazards.
- Immediately clean up scrap materials, dust, and debris generated by work.
- If you carry something, make sure you can see over it or around it.



- Plug each power strip directly into a wall outlet.
- Use round extension cords only.
- Plug items that continuously draw electricity into wall outlets.
- Use Ground Fault Circuit Interrupter (GFCI) protection in a wet area or within 6 feet of a water source.

Chemical

- Do all spray painting and use solvent based adhesives and aerosol products inside a spray booth.
- Wear the required personal protective equipment for each task.
- Keep all chemical containers closed when not in use.
- Label all chemical containers with their chemical contents and hazard warnings.
- Know the locations of emergency equipment (i.e. first aid kits, eyewashes, landline phones).
- Keep areas in front of eyewashes and showers clear and without obstructions.
- Clean up chemical spills immediately wearing proper PPE. Call EHS at 785-3555 for spill cleanup assistance, as necessary.

Tools



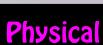
- Wear safety glasses with side shields when using tools.
- Inspect tools before every use.
- Use tools that are appropriate for the work performed. An incorrectly sized tool may lead to slippage, awkward postures, and ultimately injury.
- Secure all small and short work pieces with a vise or clamp.
- Return paper cutter handles to the lower position after each use.

- Keep a clear path to and through emergency exit door(s) at all times.
- Keep areas in front of fire extinguishers and electrical panels clear and without obstructions.
- Dial 911 from any telephone in case of an emergency.









- Don't use equipment without training and authorization.
- Don't leave items on stairs, even for just a moment.
- Don't work at heights greater than 4 feet without fall protection, unless working off of an approved ladder.

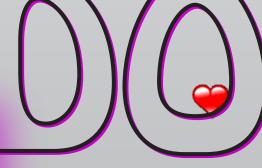




- Don't smoke inside the building.
- Don't use open flames or perform operations that will produce sparks.









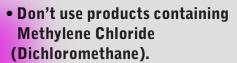




Electrical

- Don't use frayed/damaged electrical cords or cords with ground prongs removed.
- Don't use extension cords in place of permanent wiring, flat or lightduty cords, daisy-chained (one extension cord plugged into another) cords, or overloaded cords (the wire size must be sufficient for the current draw).

Chemical



 Avoid using products that contain toxic chemicals, carcinogens or reproductive hazards. Examples include paints/inks that contain Cadmium, Chromium, Lead, and Mercury.

Tools



- Don't use tools that are damaged or missing guards and shields.
- Don't use unapproved tools without review and approval from EHS.





