LABOR, CRAFT SERVICE, AND OFFICE SERVICE

1. Laborers assigned to support a craft will adhere to applicable rules of that craft.
2. Lifting: Ask for help whenever a load cannot be handled safely by one person, whether it is due to excessive weight, bulkiness or awkward shape of the load.
3. When you intend to lift an item (from the floor), keep arms and back as straight as practicable, bend your knees, then make a straight lift using your leg muscles.
4. When you intend to lower an item (from a shelf), bring the object close to your body, keep your back straight and take the strain with your legs.
5. Do not lift while in an awkward position. Be sure you have good footing. Have a good hold before lifting. Lift with a smooth, even motion.
6. Twisting and lifting at the same time causes more serious back accidents than any other lift. If the object has to be moved to the side, insure the lift is complete before turning with the load...turn the hips with the load and not the trunk.
7. When using Dolly Carts, Forklifts, Ropes, Baskets, Pallets, Hand Carts, etc., check for defects before using. Report defective equipment to your supervisor.
8. Use the tool or lift aid best suited for the job.
9. Make sure the object or load is secured and balanced before moving.
10. Check and remove loose materials which may work loose and fall when handled from wall units.
11. Check the path of travel to be sure it is free of obstructions.
12. Know the location of stairways, ramps. elevators and light switches.
13. Be alert for other people and vehicles. Use an assistant to watch for possible hazards if needed.
14. When digging trenches 5 feet or more in depth (or less if a competent person determines there is a cave-in hazard), use an approved protective system (shoring, sloping or shielding). A Cal/OSHA permit and a competent person are required before work begins, and DigAlert (811) must be called at least two working days before digging.
15. Place excavation dirt at least 2 feet from the edge of the trench.
16. Be sure warning signs and barricades are placed around the work area.
17. The handling of large pieces of glass should only be done by qualified personnel or persons acting under direct supervision of an experienced glass handler.
18. When the breaking of glass is required, always cover the glass with cloth or a sack to prevent scattering of pieces.
19. Be sure the area is clear before you start breaking.
20. Wear protective clothing; this includes a face shield.
21. When breaking glass, work away from the top so broken glass shards will not slide down the tool handle.
22. Use teamwork when handling glass.
23. Do not carry sheet glass under your arm.
24. Large sheets of glass may require tape applications or other masking so the presence of glass is clearly established.

25. Know where your co-workers are; do not assume no one is behind you when you carry lumber or are shoveling insure adequate clearance.
26. Ensure adequate lighting and barricades are available in the area and used to perform the assigned work.
27. Remove or band protruding nails when handling materials.
28. Do not work in areas where harmful materials or chemicals are being applied, e.g., polyurethanes, spray paints/solvents, etc., without adequate ventilation or respiratory protective equipment. When in doubt, notify your supervisor or if available, the person responsible for the health or safety.
29. Always wear safety goggles or other specified eye protection when working around someone operating machinery, power tools or welding.
30. Wear hard hats when working in areas designated as "HARD HAT" areas and/or areas designated as hazardous, and whenever there is a danger of injury from falling or flying objects or electrical contact with the head.