

# Safe Operating Procedure

(12/03)

## GENERAL SAFETY FOR SCIENCE SHOPS

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- Organize the workshop so everything has a designated place. Make sure items are secured that may tip or fall.
- Make sure the shop is well lit.
- Equip the shop with a well-stocked first aid kit especially when it is located shops at a remote extension site where access to medical care may take some time.
- No running, jumping, or horseplay.
- Do not work alone when performing a task that is unusually hazardous.
- Be aware of the location of emergency exits and equipment such as fire extinguishers or safety showers. Make sure work materials do not block access to the exits or to safety items. Make sure you maintain a clear path of travel in case of emergency.
- Label all containers of chemical products, including water, used for a maintenance project with contents or product name. If the contents are hazardous, appropriate information on the specific hazards and target organs shall be provided. (Labeling Guidelines.)
- Keep lids secured on all chemicals except when they are needed for immediate use.
- Take care in the use and storage of flammable and combustible materials.
- Make sure you know how to properly manage wastes generated in your shop.
- Clean up spills immediately. Maintain supplies for clean up of spills of common chemicals used in the shop area.
- Wash hands after handling chemicals, performing other work tasks, and prior to eating, drinking, or smoking.
- Do not consume food or beverages in the immediate vicinity of a maintenance project or in any location where they may become contaminated with harmful materials.
- Lift heavy items using good techniques. Keep your back straight and lift with your legs. Never lift and twist. Lift and carry the load as close to the body as possible. When possible, use carts or dollies for moving heavy items. Get assistance with heavy lifting tasks when necessary. The extra time you take to get assistance in the short term may save you many hours in the long run if lack of assistance causes you to injure yourself.
- Wear sturdy, comfortable shoes with slip resistant soles. Do not wear sandals, open toed shoes, or clogs. If extensive handling of heavy objects occurs, or you work with equipment such as a jackhammer, you should be provided safety shoes.

- Wear a sturdy shoe with slip resistant soles. Keep ladders and step stools in good condition and use them properly.
- Make sure you have the equipment necessary such as hoists, cranes, and carts for moving heavy items around. If you use hoist equipment, make sure it is sized properly, that it is kept in good condition, and that you know how to operate the equipment.
- Make sure ladders and step stools are in good condition and are the right size for the work situation. Follow correct procedures for set-up and use of ladders.
- When lifting, use good techniques. Keep your back straight, and use your legs to lift. Never twist your body when making a lift. Lift and carry the load as close to your body as possible.
- In locations where you may be required to stand for long periods of time or in locations prone to getting wet or oily, use work mats. Mats should have a beveled edge and should not be too heavy to lift for cleaning. Keep work mats in good condition and make sure they lie flat.
- Make sure nozzles for compressed air lines used for cleaning are equipped with chip guards. 30 psi is the maximum pressure allowed compressed air lines used for cleaning. Never blow yourself off with compressed air. Use compressed air as a last resort for cleaning in tight spaces since this method causes particles to become airborne where they can be inhaled or get into your eyes. Vacuuming is the preferred method for cleaning.
- Wear long hair tied back to prevent it from catching in equipment and machinery.