

# **HJ Andrews Experimental Forest Shop Safety Policy**

## **Introduction:**

The Shop and Snocat garage has many safety issues. It is imperative that all users follow proper safety procedures when using this facility and equipment that comes from this facility. The Andrews Forest Site Manager, Safety Officer, and Maintenance Manager are responsible to see that people use the Shop safely, and are qualified to do so.

## **Shop User Policy:**

1. Restricted Use: use of shop/snocat garage is restricted to Andrews Experimental Forest employees and those people who have asked for and received permission to use the facility. Request for use of the shop and borrowing of tools will be determined based on the person's demonstrated ability and expressed knowledge of the safe use of requested equipment.
2. In general the shop will not be an area for training people to learn how to use equipment. Exceptions will be made if a properly trained and experienced person is willing to volunteer to take the time to train a person.

## **Housekeeping:**

Cleanup of the shop is a necessary requirement of using the facility. At the end of each workday, tools will be returned to their proper place and messes cleaned up before leaving the facility. If projects are of a long term nature, make arrangements with Andrews Staff for storing equipment and materials out of way of shop work areas. Users must take responsibility for any damaged equipment by reporting the condition to the Site Manager, or Maintenance Manager, and help with repairs if requested.

## **Fire Hazards:**

It is imperative that all users of the shop facility take responsibility for fire hazard control. As in all buildings, there is a no smoking policy. Do not throw trash rags in garbage receptacle that has flammable materials on them such as gasoline, paint thinner, etc... Use Dust Collection System to help control saw dust in the room. Vacuum up loose debris as often as necessary during the work project, and at end of day wipe down table tops and counters with damp sponge to further curtail accumulated dust.

## **Power Tool Safety:**

Stationary and portable power tools will be made available upon request under the following conditions.

- A. The tools are not being used by Andrews Staff.
- B. The person making the request is qualified for that tool.
- C. The person making the request demonstrates the ability to use the tool.
- D. After they are familiarized with certain equipment JHA that would affect their request such as the Dust Control System, and the Solvent Bath/Parts Washer.

- E. User must sign Shop Orientation Schedule verifying their ability to use requested use of facility and/or tools in agreement with JHA and shop use policy.

### **Hand Tools:**

Employees and other qualified users of HJ Andrews's facility may use hand tools from the shop when they are available, and returned promptly "as they were".

### **Equipment Borrowing:**

Any equipment borrowed from the shop for outside activities must be arranged with an Andrews Staff person if it is available and same conditions exist as above section, (**Power Tool Safety**).

### **Safety Equipment:**

Safety equipment is provided by the Andrews for those pre-qualified to use the shop and its tools. Safety equipment must be worn in accordance with tool function as listed in JHA and FS Handbook, and manufacturer's tool manual complying with OSHA standards. Equipment must be returned in good working condition.

Respirators- these are not provided for shop users. This requires a specialized testing, fitting respiratory program and is not Andrews's responsibility for others than the Andrews Staff. If you feel your task may require a respirator, check with your direct supervisor.

Safety glasses, goggles, and face shields provided in shop for eye protection.

Ear plugs and ear muffs are provided in shop for hearing protection.

Leather and rubber hand gloves are provided in shop for hand protection.

All safety guards are kept in good working condition and must be kept in place in accordance with manufacturer recommendation and OSHA requirement.

If any safety equipment is lacking or damaged do not proceed with work, contact Site Manager and/or Maintenance Manager to resolve the problem before proceeding with work.

Familiarize yourself with the Shop Safety Program manual, JHAs pertaining to your work task, FS Handbook, MSDS manual, first aid kit, and fire evacuation plan.

### **Electrical Safety:**

Know where electrical breaker panel is located. Look at posted fire evacuation plan, and then physically locate it yourself.

**GFCI**- this is ground fault circuit interrupter. Some plugs are GFCI, and some are not. Find out which ones are GFCI if your project requires such. If your project is outside, then use a GFCI protection extension cord kept in the extension cord drawer in front room of shop. Be sure to check that cord is functioning as it should and has no cuts, breaks, or missing ground plug.

### **Power Tool Inspection:**

Do not use any power tool until you check for the following;

1. Check power cord for nicks, cuts, breaks, or ground plug broke or missing. Do not repair. Cord must be replaced with manufacturers approved type.

2. This also applies to extension cords. Do not use a damaged one. Tag it “broken-do not use” and notify Andrews Staff promptly.
3. Check tool for dents, cracks, missing parts. Check manufacturer’s manual for the tool to see that all is there that should be. If anything is bent, broken, or missing; do not use. Tag it “broken-do not use” and notify Site Manager or Maintenance Manager so it can be repaired promptly.

### **Under The Influence Policy:**

It is the Andrews policy that no employee shall come to work under the influence of alcohol or any drug (including “over-the-counter”) that alters co-ordination, perception, or cause drowsiness.

### **Welding:**

Only people who can prove recognized welding training will be allowed to use welders, and torches. As a rule, the Andrews has staff professionally trained to take care of your welding, metal cutting needs with adequate notification.

Welding indoors is approved only in the snowcat garage under the following conditions:

1. Remove snocats.
2. Open at least one overhead door, and use large pedestal fan.
3. Place welding shields around the welding project.
4. Wear respirator when required (some fumes can be harmful).
5. Close lid of solvent parts washer.
6. Locate work at least four feet from walls.
7. Use non-flammable work surface.

### **Battery Charging:**

Know where emergency eyewash is located before beginning work on your battery. Check that there is clear passage direct to the eyewash station.

Wear appropriate PPE as recommended by battery charger manufacturer’s manual.

Leave battery caps on top while charging battery.

### **Lockout/Tag out:**

Lockout/tag out safety procedures must be followed by trained employees maintaining or repairing all “wired” power equipment.

### **Hazardous Materials:**

MSDS Manual is kept up-to-date and located on cabinet door in front room of shop. Any hazardous material to be used and/or stored in the shop or the flammable storage building at the gas house that is not on the list must be reported to the Site Manager (Safety Officer) Kathy Keable before being used or stored at Andrews.

All chemicals/flammables must be properly labeled and contained in accordance with OSHA standards before they are acceptable to the Andrews site.

Hazardous materials must be used only in accordance with manufacturer’s directions.

Shop users generating hazardous waste must submit a plan of disposal to the Site Manager for review verifying the disposal of hazardous wastes properly. All non-HJA

employees are responsible for the removal of their own hazardous wastes and all costs encountered therein.

### **Air Compressor Use:**

Follow all safety precautions in the air compressor manufacturer's manual.  
Drain air compressor and airline water traps weekly or more as needed.  
Use eye and ear protection when using compressed air hoses.  
Check for air leaks in hose, and replace at once if needed.

### **Jacks and Jack stands:**

To be used by qualified Andrews Staff only and those trained in the proper use of hydraulic floor jacks, and jack stands.  
Try to use the "buddy-system". Pinned under a vehicle for hours is no fun.  
At the least, let one of the Andrews Staff know when and how long you will be working under a jacked up vehicle, and check-in when you're done.  
Make sure jack and jack stands are functioning, no missing parts, dents, or cracks. If they are mal-functioning or damaged do not use them. Report the problem to Andrews Staff immediately.  
Never trust the hydraulic jack alone, use the jack stands provided in the snocat bay.  
Be sure vehicle is firmly seated and stable on at least two jack stands before releasing hydraulic jack completely.

### **Safety Equipment:**

#### **1. Dust Collection System: built in:**

**The dust collector should be used anytime your work project creates fumes and/dust, smoke, etc.**

Before turning on the system, be sure the ports you want to use are open.

Be sure unused ports are closed (the suction is very strong and can pull in even small metal objects which could damage the systems propeller.

Check dust collector drums. If full let the maintenance staffs know immediately so they can be emptied.

#### **2. Ventilation Fan: built in:**

**In the event of fumes, fine dust, or smoke, the ventilation fan can also be used.**

Be sure the fan door is open before turning on the fan.

Open one outside door to create a good draft.

Run fan only long enough to clear the air, and then turn off, and close the fan door.

#### **3. Parts Washer: plugged in:**

Ventilate area by opening overhead door next to parts washer, and turn on the pedestal fan if needed.

Do not use if other tasks are being done in same room such as welding, metal grinding, etc...

Wear rubber gloves, safety glasses, and rubber apron hanging next to parts washer.

Read the MSDS and safety procedures hanging on wall next to parts washer.

Do not over balance washer tub as it is wider than the barrel and could tip over.

When you are done, turn off light switch, unplug unit, and close lid. This greatly reduces fire danger and evaporation of the solvent.