

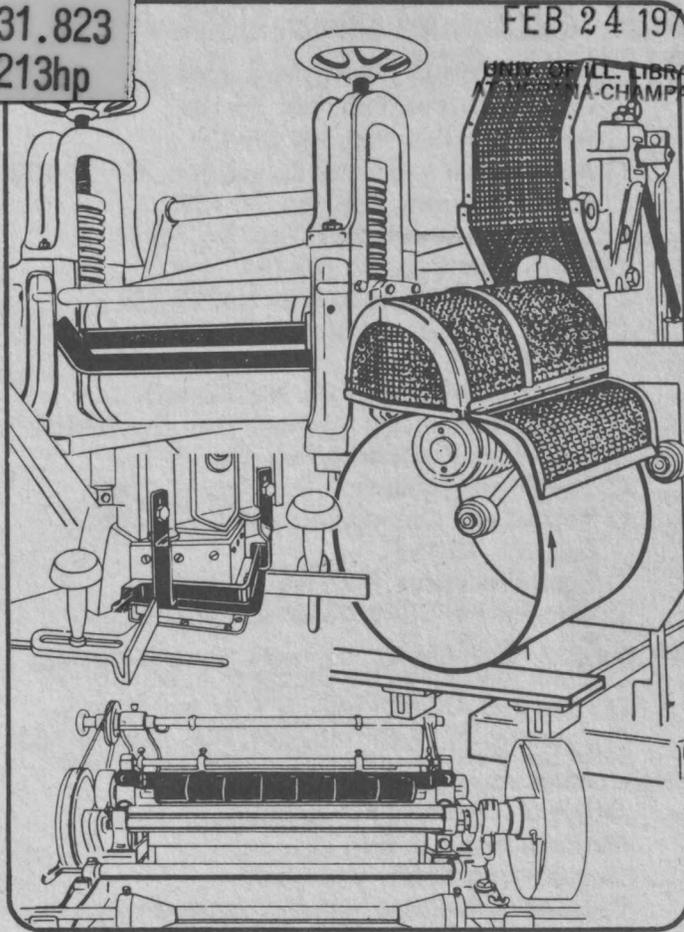
NIOSH

**HEALTH AND SAFETY GUIDE FOR
PAPERBOARD-CONTAINER INDUSTRY**
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Cincinnati, Ohio
June 1975**

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INTRODUCTION

The Williams-Steiger "Occupational Safety and Health Act of 1970" was passed into law "to assure safe and healthful working conditions for working men and women. . ." This Act established the National Institute for Occupational Safety and Health (NIOSH) under the Department of Health, Education, and Welfare (DHEW) and the Occupational Safety and Health Administration (OSHA) under the Department of Labor (DOL). The Act provides for research, information, education, and training in the field of occupational safety and health and authorizes enforcement of the standards. As part of these activities, surveys have been made by NIOSH to determine the most common health and safety problems in small businesses. This Guide includes a "Guidelines" section and a section on "Frequently Violated Regulations". It is being distributed throughout the industry.

While the aim of this Guide is to assist in providing a safe and healthful workplace by describing safe practices and helping to correct some of the more frequently encountered violations of the safety and health standards, it is not intended to provide total information in all areas of compliance. Additional information can be found in "general industry standards Title 29 Code of Federal Regulations—Part 1910".

Words such as "must", "required", "necessary", etc., appearing in the text, indicate requirements under the Federal Regulations. Procedures indicated by "should", "suggested", etc., constitute generally accepted good practices.

In some states, the federal government has delegated enforcement authority for occupational safety and health to the state government. Although state standards sometimes differ, they must be at least as effective as the federal standards.

On the last few pages of the Guide are listed addresses of NIOSH and OSHA regional offices where additional information and materials can be obtained. Consultation resulting from requests for assistance will not precipitate a compliance visit by OSHA.

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HEALTH AND SAFETY GUIDELINES

GENERAL PHILOSOPHY FOR HEALTH AND SAFETY COMPLIANCE

Through the use of a health and safety program and actively supported employee training, existing unsafe acts or conditions should become apparent. For many of these there may not be specific standards. Nevertheless, it is important to find a solution to these recognized problems.

During the analysis of the workplace for health and safety problems, it may also become apparent that "the letter of the law" is not being met. This may be particularly noticeable where dimensions are given for ladders, stairs, railings, etc. If it is apparent to all concerned that the "intent" of the law is being met, instead of making changes, a variance may be requested. Considerable discretion must be exercised in this area and the decision not to make changes should be made with the concurrence of OSHA.

When new buildings are being constructed, renovations are being made, or new equipment is obtained, the standards must be followed.

Even where a citation is issued, it is desirable that the employer have demonstrated his willingness to comply with the intent of the law by operating effective, on-going safety and health programs, by correcting existing hazards in the workplace, by maintaining records of purchases, installations, and other compliance-promoting activities. Therefore, after an OSHA compliance visit and possible citation, the manager can substantiate his intent to provide a healthy and safe workplace for his employees by demonstrating records which document his purpose. Evidence of good faith is taken into account where penalties are to be assessed.

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HEALTH AND SAFETY GUIDELINES (cont.)

HEALTH AND SAFETY PROGRAM

Hazardous conditions or practices not covered in the OSHA standards are covered under the general duty clause of the Act which states "Each employer shall furnish to each of his employees employment and a place of employment which are free from recognized hazards that are causing or are likely to cause death or serious physical harm to his employees".

An effective method to assist in providing for a safe working environment is through a health and safety program. The purpose of such a program is to recognize, evaluate, and control hazards and potential hazards in the workplace.

Hazards may be identified by investigating accidents, reviewing injury and illness records, soliciting employee input (interviews, suggestions, and complaints), performing self-inspections, using material in this Guide, and other information sources. Typical examples are unsafe walking surfaces, unguarded machinery, electrical hazards, improper lifting, air contaminants, etc. The "Checklist" in the back of this book is of particular importance in identifying hazards. It can be customized to fit the needs of the program.



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HEALTH AND SAFETY GUIDELINES (cont.)

Those situations which tend to occur most frequently or to cause the most severe problems should be given priority for corrective action. This Guide contains many of the requirements and good practices needed to correct the hazards that have been identified.

For more complex problems, such as those requiring engineering controls to reduce noise or airborne contamination, outside consultants may be needed.



Management leadership is necessary to ensure success

Management may want to assign health and safety responsibilities in the areas of both program development and implementation. Regular meetings or informal discussions can be held to discuss safety promotions, hazards, injury and illness records, etc. To ensure the success and progress of the program, management leadership is necessary. The person assigned responsibility, for instance the supervisor, must be delegated the authority and have management support to carry out the part of the program assigned. Likewise, everyone in the establishment should be aware of the activities of the program through a systematic interchange of information. Employees cannot take an interest in the program if they are unaware of what is occurring. Conversely, well informed employees will likely show interest and a desire to participate.

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HEALTH AND SAFETY GUIDELINES (cont.)

REDUCING UNSAFE ACTS AND PRACTICES

EMPLOYEE TRAINING

A safe operation depends largely upon employees who are properly informed and aware of potential hazards. Training needs will vary according to the complexity of the operation. Some suggestions are to:

1. Impress upon the worker the need for constant awareness—even during automatically controlled operations.
2. Be sure all employees know when and how to use appropriate personal protective equipment, if needed.
3. Develop and maintain check points to be observed as a part of the standard and emergency procedures during each shift.
4. Post appropriate warning signs and operating procedures.
5. Instruct employees in the use of portable fire extinguishers (refer to fold-out chart in this booklet and post in a conspicuous place).
6. Have at least one, and preferably more persons, trained in first aid on each shift.
7. Be sure that employees who are authorized to use motorized equipment are thoroughly instructed in its operation and potential hazards.
8. Develop a "good housekeeping" awareness to reduce accidents and to develop the employees' sense of pride in their surroundings. An individual should be assigned responsibility for clean-up.
9. Instruct employees in safe-lifting practices. Such instruction may prevent many injuries. An easily understood chart, "How to Lift Safely", is included in the back of this book for posting where it may be seen by employees.

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HEALTH AND SAFETY GUIDELINES (cont.)

MACHINE GUARDING

It is generally recognized that machine guarding is of the utmost importance in protecting the employee. In fact, it could be said that the degree to which machines are guarded in an establishment is a reflection of management's interest in providing a safe workplace.

Personnel cannot always be relied upon to act safely enough around machinery in motion to avoid accidents. From time to time, people will react differently to the same environment because of physical, mental, or emotional changes—sometimes reacting safely, sometimes not. It follows that even the well-coordinated and highly trained individual may at times perform unsafe acts which could lead to injury and death. Therefore, while paperboard containers operations share many of the same hazards to be found in other workplaces, those presented by operating machines have a high potential for severe injury.

Proper guarding will allow the worker to work safely and at the same time perform his assigned tasks.

Hazards are created wherever there are rotating, reciprocating, and transverse motions; in-running nip points; cutting, punching, shearing, and bending actions. Some of these motions may be at the point of operation (point where work is performed upon the material in process) or other moving parts of the machine.

It is not adequate to consider the safety of the machine operator only, but others in the machine area must be safeguarded.

OCCUPATIONAL HEALTH AND ENVIRONMENTAL CONTROL

In the occupational environment, persons may be exposed to excessive levels of a variety of harmful materials, including gases, dusts, mists, vapors, fumes, certain liquids and solids, noise, heat, cold, and so forth.

Often health hazards are not recognized because materials used are identified only by trade names; a further complication arises from the fact that materials tend to contain mixtures of substances, making identification still more difficult.

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HEALTH AND SAFETY GUIDELINES (cont.)

To begin identifying occupational health hazards, a materials analysis (product inventory) is made and all hazardous substances listed and evaluated. If the composition of a material cannot be determined, the information should be requested from the manufacturer or supplier who often will provide **Material Safety Data Sheets** for his products. These Sheets may contain health and safety information about materials, such as signs and symptoms of over-exposure, physical characteristics, and incompatibilities with other substances.

A process analysis is now performed noting all chemicals used and all products and by-products formed. When doing such an analysis, allied activities such as maintenance and service operations should be included. Examples of specifics to watch for are:

1. Welding performed as a maintenance procedure around chlorinated materials may cause the formation of toxic gases in addition to welding fumes.
2. If fork lift trucks with internal combustion engines are used for materials handling, then exhaust gases such as carbon monoxide should be included in the analysis.
3. When certain cleaning agents are mixed, sometimes poisonous gases, such as chlorine, are formed.

It should be noted that skin conditions, such as chemical burns, skin rashes, dermatitis, etc., constitute over half of all occupational health problems. The use of protective creams or lotions, proper personal protective clothing and other protective equipment, and the practice of good personal hygiene can often prevent these problems.

Various control methods can be used to prevent or reduce employee exposure. They are as follows:

1. Substitution of less toxic materials for more toxic ones—if toxic substances must be used.
2. Change of a process—a change from gas-operated fork lift trucks to electric lift trucks.
3. Isolation—placing the hazardous process in a separate room or in a corner of the building to reduce the number of persons exposed.
4. Administrative controls—limiting the total amount of time an individual is exposed to a health hazard by daily

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HEALTH AND SAFETY GUIDELINES (cont.)

rotating the person to work operations where the hazard is not present.

5. Training and education of employees—employees should be told what hazards they are exposed to and the ways to reduce or limit exposures (see “Employee Training”).

6. Personal hygiene—cannot be over-emphasized. Persons should wash their hands before eating. If chemicals or solvents get on the skin, they should be washed off immediately. Employees should not be permitted to eat around toxic chemicals or in contaminated areas. Clothing should be changed and washed daily if it becomes contaminated with toxic chemicals, dusts, fumes, liquids, etc.

7. Personal protective equipment—such items as respirators, hearing protection devices, protective clothing, and protective equipment (see “Personal Protective Equipment”).

8. Ventilation—includes either local exhaust ventilation, by which contamination is removed at the point of generation, or general mechanical ventilation.

AUTOMATIC SPRINKLER SYSTEMS

When automatic sprinkler systems are provided, they must meet design requirements of the National Fire Protection Association’s Standard for the Installation of Sprinkler Systems NFPA No. 13-1969 as well as OSHA requirements.

1. Every automatic sprinkler system must have at least one automatic water supply of adequate pressure, capacity, and reliability.

2. One or more fire department connections through which the fire department can pump water is required. No shut-off valve is allowed in this connection.

3. The employer is responsible for the condition of the sprinkler system and must keep it in good operating order. At least annual functional tests are required.

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HEALTH AND SAFETY GUIDELINES (cont.)

4. The clearance between sprinkler deflectors and the top of combustible storage must be at least 36 inches unless the material is in solid piles less than 15 feet high or in piles less than 12 feet high with horizontal channels, in which case a minimum clearance of 18 inches is allowed. Commodities containing only small amounts of combustible material may be stored up to 18 inches from the sprinkler deflectors.

5. Alarm systems, audible to all employees, must be provided on all automatic sprinkler installations.

GOOD HOUSEKEEPING

Maintaining a clean and orderly workplace reduces the danger of fires. Combustible material of any type should be kept only in places which are isolated by fire-resistive construction.

Rubbish should be disposed of regularly. If it is necessary to store combustible waste materials, a covered metal receptacle is suggested.

The materials used for cleaning can create hazards. Combustible sweeping compounds, such as oil-treated sawdust, can be a fire hazard. Floor coatings containing low-flash-point solvents can be dangerous, especially near sources of ignition. All oily mops and rags must be stored in closed metal containers.

Some common causes of fires in all businesses are:

1. Electrical malfunctions
2. Friction
3. Open flames
4. Sparks
5. Hot surfaces
6. Smoking

Proper maintenance and awareness of these conditions through a safety program can reduce these hazards.

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HEALTH AND SAFETY GUIDELINES (cont.)

THE INDUSTRY AND ITS HAZARDS

The workers in the paperboard container industry have many of the hazards to health and safety that are common to most industry. In addition, however, there are problems of a specialized nature which require specific solutions and controls.

Safety in the paperboard container industry depends on:

1. Recognizing the hazards and potential hazards that are present.
2. Eliminating or controlling the hazard.
3. Training the employees to work safely.

Failure to recognize hazardous conditions or neglecting to eliminate them can result in loss of life or serious injuries to the worker and costly damage to the facilities.

The types of plants in the paperboard container industry listed in the order of injury-frequency rates are:

1. Corrugated and Fiber-box.
2. Folded-box.
3. Fiber-can, Tube and Drum.
4. Set-up-Box Plants

The major causes of injuries found in the industry are improper machine guarding and hazardous working procedures. A brief explanation of the operations of the paperboard-container industry may help point out the accompanying hazards.

CORRUGATING

Heavy rolls of paper, weighing as much as a ton, are brought to the corrugating machine by a crane or lift truck. A heavy metal shaft is inserted through the open core, and the roll of paper lifted onto the machine by a hoist. The roll is unwrapped and threaded through the machine. The paper passes over a steam shower, which moistens and heats it before passing through the corrugating rolls. The sheet then passes over a gluing roll and is pressed together with the liners. It is then trimmed with a slitter to the size desired. Fiberboard is manufactured similarly except the middle layer is not corrugated.

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HEALTH AND SAFETY GUIDELINES (cont.)

Look at some of the hazards in this operation. The heavy rolls of paper have to be frequently rolled or moved manually, shafts must be inserted through the rolls of paper by hand. The shafts are heavy, long, and awkward to handle. The corrugated board is generally removed from the machine by hand. There are potential hazards of overexertion, crushed feet or toes, fingers crushed between the rolls of paper and the roll stands of the machine and between unguarded gears and machine rolls.

The slitter is a shaft equipped with a slitting head and the cutter is usually a knife set on the outside of a revolving drum. Unguarded, they may produce severe cuts or even amputations. Lacerations can result from the edges of paper and knife cuts in unwrapping the rolls of paper.

The adhesive, sodium silicate, is another source of injury. Wet and spilled on the floor, it is a slipping hazard. Dried, it can flake or chip off and strike the eyes or become a cutting hazard.

PRINTING

Boxboard is sometimes placed on and removed from the presses by hand. Buckets of ink must be lifted to fill the ink fountains. Some of the printing plates are lifted onto the presses by hand. Empty skids from the entry end of the press are usually moved by hand. In these operations, there are possibilities of strains and other injuries. Hands may be cut by edges of the paperboard, by sharp particles of silicate, and by splinters from wooden skids. Feet can be crushed by skids which are stored upright and which topple over.

Slips and falls can occur from the raised platforms at the presses, from oil spilled during the lubrication of the presses, and from spilled ink.

Unguarded gears, belts, rolls, and other moving parts of the printing machines can cause serious injury.

CUTTING, CREASING, AND SLOTTING

The boxboard is cut to size and creased to indicate the folds necessary in assembling the box. The boxboard passes

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HEALTH AND SAFETY GUIDELINES (cont.)

under rotating shafts on which the cutting knives and creasing edges are mounted.

Another procedure, used mostly in the manufacture of folded and set-up boxes, uses machinery similar to printing presses with the creasing and cutting accomplished by the metal strips inserted in the dies of the machine.

Other specialized cutting operations are performed with dies moving vertically similar to a punch press. The die is activated by a foot pedal, or moves continuously with the operator feeding the boxboard under it.

The slitting operation is similar to the cutting operation. Scoring is similar to the creasing except the surface of the boxboard is cut by a knife edge.

Slotting is cutting slots in the boxboard to form partitions. Special machines are generally used but occasionally circular saws are used for this purpose.

Strained muscles, bruised or fractured toes and feet, cuts, and amputations are prevalent hazards of these operations.

STRIPPING

Waste (breaks and chips) remains attached to the boxboard during the cutting operation. The waste is removed by the stripping operation in which a powered hand stripper or manual stripping hammer is used.

The flat boxboard blanks are generally lifted from the skids to a stripping table and piled several feet high. The waste edges are then removed by striking with the stripping hammer or powered stripper.

Lifting heavy bundles of boxboard and moving empty skids may result in strained backs due to exertion, lacerations from paper edges and rough skids, and injured feet from dropping the skids.

The stripping hammer may slip or be deflected from the pile of stock resulting in injury unless the hammer is securely held.

Another hazard common to most of the operations is slipping or tripping due to the scraps of boxboard on the working floor. Good housekeeping with frequent scrap disposal is necessary.

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HEALTH AND SAFETY GUIDELINES (cont.)

GLUING, STAYING, STITCHING, AND TAPING

Unguarded equipment is the outstanding hazard in these operations as the boxboard is often fed into the machines manually and the operator must be careful to keep a safe distance from the point of contact.

The box is formed or folded into shape and fastened in these operations. The gluing machine folds the boxboard along the creased lines and glues the board where necessary.

The assembly of the box in set-up box plants is called staying. The box is bent on the creased lines and placed under the plunger in the staying machine which descends, pressing a piece of moistened, gummed paper over the corner of the box.

Corrugated boxes are either stitched (stapled), taped, or glued. The boxboard is folded and placed under the stapling head of the stitching machine which is controlled by a foot pedal. The taping machine presses moistened gummed paper over the seam and pressure belts convey it to the delivery end of the machine.

As much of this equipment is operated by foot pedals, the operator must coordinate his hand and foot movements. Unguarded pedals can accidentally be depressed, activating the machines. Rolls, belts, gears, and pulleys can cause injury if not guarded properly.

Jammed machines must be stopped before removing the paperboard. Never clean, adjust, or repair machinery in motion.

The danger of slips and falls because of scraps of board and spilled glue can be serious.

STORAGE, SHIPPING, AND MAINTENANCE

These operations rank as the most hazardous of the plant-service activities. Moving and adjusting equipment and material handling can result in back, feet, leg, and finger injuries.

Improperly stacked or secured material can be a source of injuries.

Material handling equipment injuries result from workers being caught between vehicles and other objects or struck by the moving vehicles. Overexertion accidents in which workers strain themselves in moving heavily loaded hand trucks are common.

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FREQUENTLY VIOLATED REGULATIONS WALKING AND WORKING SURFACES



GENERAL REQUIREMENTS

1. The workplace must be maintained clean, orderly, sanitary, and as far as possible, in a dry condition. Spills should be cleaned up promptly.

2. Areas which are constantly wet should have nonslip surfaces where personnel normally walk or work.

3. Every floor, working place, and passageway must be maintained free from protruding nails, splinters, holes, and loose boards.

4. Where mechanical handling equipment such as lift trucks is used, sufficient safe clearances must be provided for aisles at loading docks, through doorways, and wherever turns or passage must be made. Aisles must not be obstructed.

5. All permanent aisles must be easily recognizable. Usually aisles are identified by painting or taping lines on the floor.

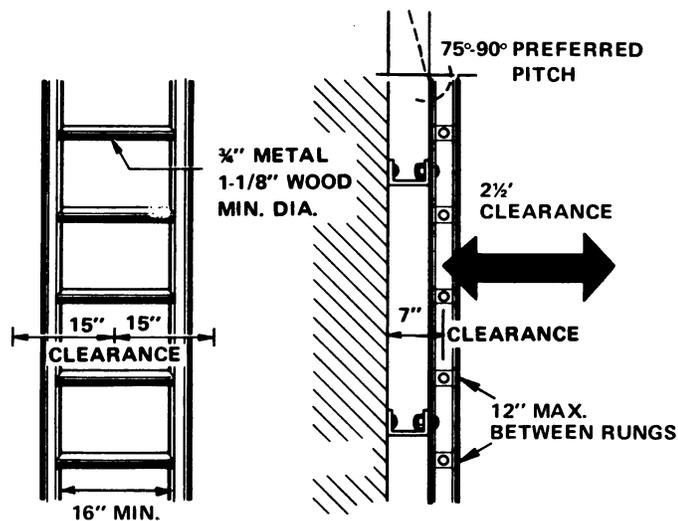
6. The floor load capacity is the maximum weight which can be safely supported by the floor, expressed in pounds per square foot. When this information is not available and when floor load capacity is in doubt, a competent engineer should be consulted. These floor load capacities must be posted in a readily visible location (except for slab floors with no basements).

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FREQUENTLY VIOLATED REGULATIONS WALKING AND WORKING SURFACES (cont.)

FIXED LADDERS MUST:

1. Be designed to withstand a single concentrated load of at least 200 pounds.
2. Have rungs with a minimum diameter of $\frac{3}{4}$ inch for metal ladders, or $1\frac{1}{8}$ inches for wood ladders.



3. Not have rungs spaced more than 12 inches apart and must be at least 16 inches wide.
4. Be painted (if metal) or otherwise treated to resist deterioration when location demands.
5. Have a preferred pitch of 75°-90° for safe descent.
6. Have 2 1/2 foot clearance for ladders with 90° pitch and 3 feet for 75° pitch on the climbing side of ladder (unless caged).
7. Have at least seven inches clearance in back of the ladder to provide for adequate toe space.
8. Be equipped with cages if they are longer than 20 feet.
9. Have landing platforms if they are more than 30 feet long. A platform every 30 feet for caged ladders and every 20 feet for unprotected ladders is required.
10. Have side rails extending 3 1/2 feet above landings.
11. Have a clear width of 15 inches on each side of the center line of the ladder (unless with cages or wells).

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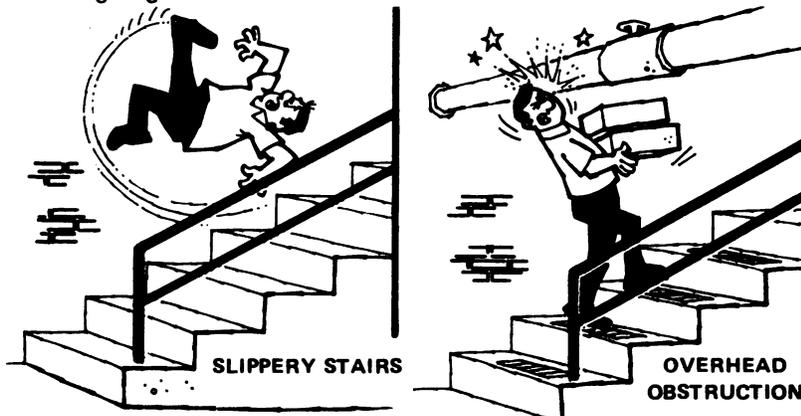
FREQUENTLY VIOLATED REGULATIONS WALKING AND WORKING SURFACES (cont.)

PORTABLE LADDERS

1. Must be maintained in good condition at all times.
2. Should be kept coated with a suitable protective material. Wood ladders can be painted if carefully inspected prior to painting, providing the ladder is not for resale.
3. Must be inspected frequently. Those which have developed defects must be tagged, "DANGEROUS—DO NOT USE" and be removed from service for repair or destruction.
4. Wood ladders should be stored where they will not be exposed to the elements and where there is good ventilation.
5. Metal ladders should not be used near energized electrical equipment.
6. Must be so placed that the side rails have a secure footing. They may not be placed on boxes, barrels, or other unstable bases to obtain additional height. Nonslip bases should be used.

FIXED INDUSTRIAL STAIRS

1. Riser height and tread width must be uniform throughout any flight of stairs.
2. All treads must be reasonably slip resistant.
3. Vertical clearance above any stair tread to any overhead obstruction must be at least seven feet, measured from the leading edge of the tread.

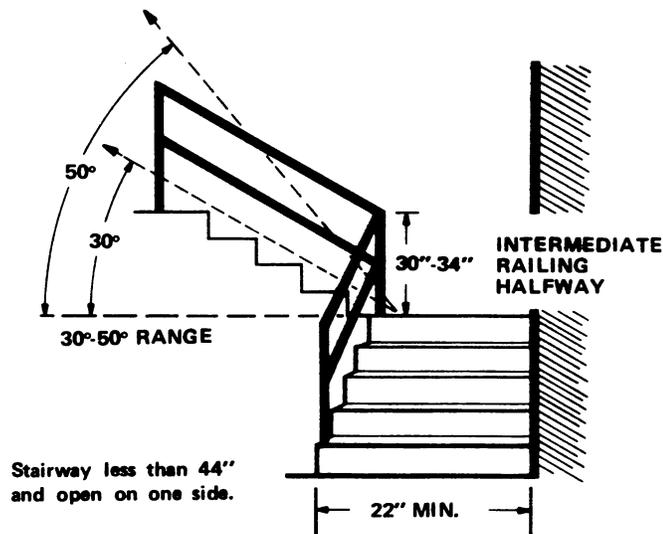


4. The minimum permissible width is 22 inches (if a means of exit access, at least 28 inches).

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FREQUENTLY VIOLATED REGULATIONS WALKING AND WORKING SURFACES (cont.)

5. The angle to the horizontal made by the stairs must be between 30° and 50°.
6. All stairs should be adequately lighted.
7. If the tread is less than nine inches wide, the risers should be open.
8. Certain conditions applied to flights of stairs having four or more risers:
 - a. A stair railing is required on each open side.
 - b. If the stairway is less than 44 inches wide, and both sides are enclosed, at least one handrail is required, preferably on the right side descending.
 - c. If the stairway is more than 44 inches wide, a handrail is required on each enclosed side.
 - d. Furthermore, if the stairway is 88 or more inches wide, an intermediate stair railing located midway is also required.
9. The vertical height of the railing must be 30 to 34 inches and of construction similar to the standard railing described later in this section.



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FREQUENTLY VIOLATED REGULATIONS WALKING AND WORKING SURFACES (cont.)

THE STANDARD RAILING AND TOEBOARD

A standard railing consists of a top rail, intermediate rail, and supporting posts. The distance from the upper surface of the top rail to the floor, platform, runway, or ramp must be **42 inches**. The intermediate rail must be approximately half-way between the top rail and the floor.

A standard railing can be of any configuration and construction that meets the basic dimension requirements (42 inches high with midrail) and can withstand 200 pounds applied in any direction at any point on the top rail. For wood railings, the rails and posts must be of at least 2 x 4-inch stock with posts spaced not more than six feet.

For pipe railings, rails and posts must be at least 1½-inch outside diameter pipe with posts spaced not more than eight feet.

For structural steel railings, posts and rails must be of 2 x 2 x 3/8-inch angles or other metal shapes of equivalent strength with posts spaced not more than eight feet.

The standard toeboard must be approximately four inches in height from the floor to its top edge, with no more than a quarter inch gap between the toeboard and the floor. It may be constructed of any substantial material either solid or perforated, as long as the openings are smaller than one inch.

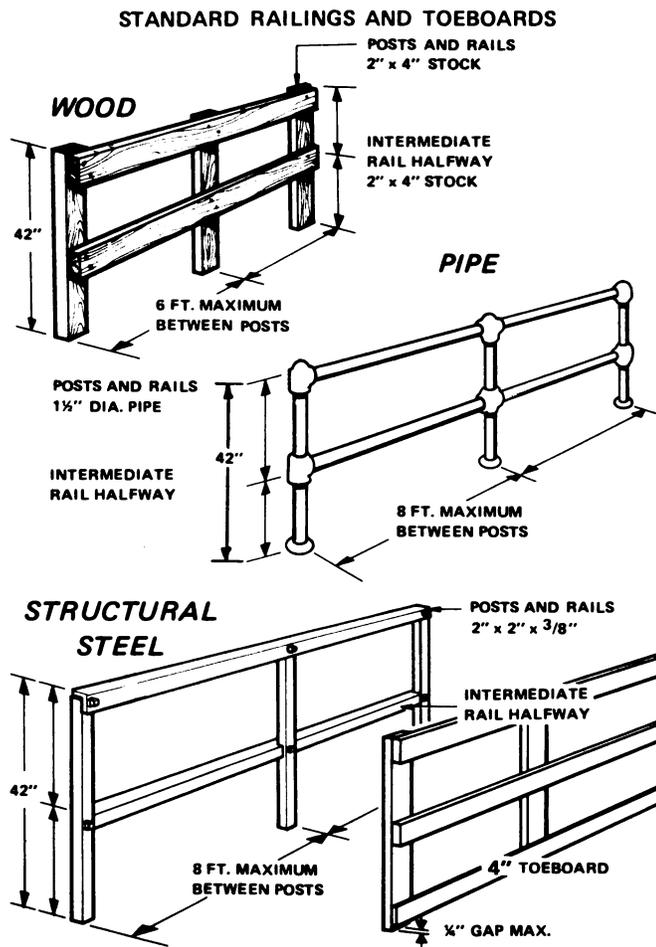
WHERE A STANDARD RAILING IS REQUIRED

1. Every open-sided floor or platform four feet or more above the adjacent floor or ground level, must be railed on all open sides except where there is entrance to a ramp, stairway, or fixed ladder.
2. Every stairway floor opening must be guarded on all exposed sides except the entrance to the stairway.
3. Every ladderway floor opening must be guarded by a standard railing and toeboard on all sides, with passage through the railing so constructed as to prevent a person from walking directly into the opening.
4. Every runway or catwalk four feet or more above ground or floor level must have railings on all open sides.

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FREQUENTLY VIOLATED REGULATIONS WALKING AND WORKING SURFACES (cont.)

As a general condition: A standard toeboard and railing are required wherever people walk beneath the open sides of a platform or under similar structures or where things could fall from the structure (for example, into machinery below).



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FREQUENTLY VIOLATED REGULATIONS

EXITS AND EXIT MARKINGS

1. Every exit must have the word "EXIT" in plain legible letters not less than six inches high with the strokes of the letters not less than $\frac{3}{4}$ inches wide.

2. Doors, passageways, or stairways which are neither exits nor ways to an exit, but may be mistaken for an exit, must be clearly marked "NOT AN EXIT" or marked by a sign indicating their actual use, e.g., "STORAGE ROOM", "TO BASEMENT", etc.



3. When the direction to the nearest exit may not be apparent to an occupant, an exit sign with an arrow indicating direction must be used.

4. Exit access must be arranged so that it is unnecessary to travel toward any area of high hazard potential in order to reach the nearest exit (unless the path of travel is effectively shielded by suitable partitions or other physical barriers).

5. Nothing may impair the visibility of the exit sign, such as decorations, furnishings, or other signs.

6. A door from a room to an exit or to a way of exit access must be of the side-hinged swinging type. It must swing out in the direction of travel if:

- a. 50 or more persons occupy a room or
- b. the exit is for an area of high hazard potential.

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FREQUENTLY VIOLATED REGULATIONS EXITS AND EXIT MARKINGS (cont.)



7. Areas around exit doors and passageways leading to and from the exit must be free of obstructions. The exit route must lead to a public way.

8. If occupancy is permitted at night, or if normal lighting levels are reduced at times during working hours, exit signs must be suitably illuminated by a reliable light source.

9. No lock or fastening may be used to prevent escape from inside the building.

10. Where occupants may be endangered by the blocking of any single exit due to fire or smoke, there must be at least two means of exit remote from each other.

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FREQUENTLY VIOLATED REGULATIONS OCCUPATIONAL HEALTH AND ENVIRONMENTAL CONTROL

GENERAL INFORMATION

Persons working in the paperboard container industry may be exposed to a variety of gases, dusts, vapors, mists, fumes, and noise. Some of the most common exposures are to the following.

CARBON MONOXIDE

Internal combustion equipment such as forklifts produce carbon monoxide. The employee's exposure to carbon monoxide may be excessive if such operations are conducted in low ceiling and/or confined areas, loading or unloading semi-trailers, railroad cars, etc. Action must be taken if the levels exceed the standards. Substitution of electric forklifts or modifications of existing equipment (catalytic converter, tune-up, etc.) and/or appropriate ventilation may be necessary to lower the carbon monoxide concentrations to satisfactory levels.

PAINTS, ADHESIVES, AND INKS

Paints, adhesives, and inks contain a wide variety of solvents and other chemicals. They should be used with good ventilation. If this is not possible, respirators for use with organic vapors should be worn by the individual. Skin contact with epoxy paints and adhesives should be avoided. If accidental skin contact does occur, the affected skin should be washed immediately.

WELDING FUMES

Welding fumes contain the fumes of the metals being welded together, the filler material, and the coating on the welding rods. When extensive welding is done by an individual, there could be an excessive fume exposure to these materials. Local exhaust ventilation should be provided when extensive welding is performed.

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FREQUENTLY VIOLATED REGULATIONS OCCUPATIONAL HEALTH AND ENVIRONMENTAL CONTROL (cont.)

OCCUPATIONAL NOISE EXPOSURE

Excessive noise is one of the most commonly violated standards and can cause permanent hearing damage. To protect employees it is management's responsibility to make sure they are not exposed to noise levels in excess of the standards. The current standard is 90 decibels, A-weighted (dBA), for an eight-hour exposure. Even at this noise level, hearing damage can be expected in some individuals. It may soon be a requirement, and it is considered good practice, to have hearing checked (audiometric testing) on an annual basis, for all employees exposed to 85-90 dBA noise levels for eight hours daily. If no hearing loss is observed, ear protection is not required.

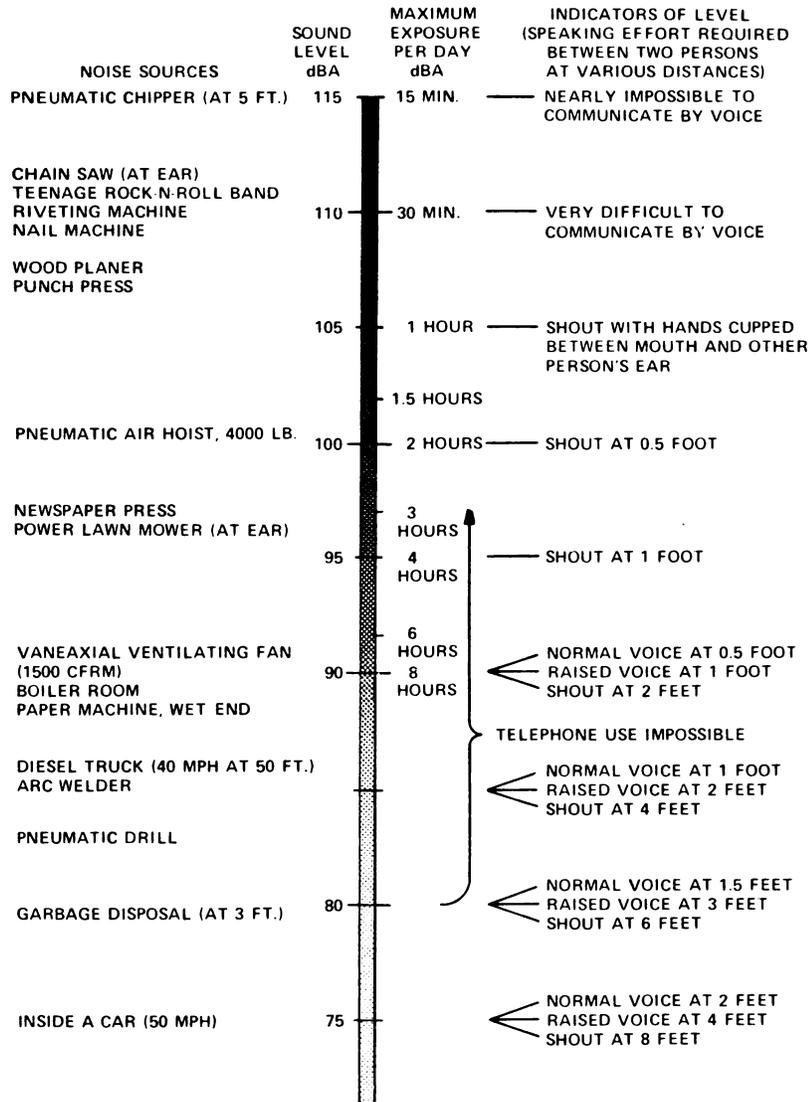
At greater than 90 dBA exposure (eight hours per day) or for higher noise levels in excess of the allowable time (e.g., 100 dBA for more than two hours) a continuing, effective hearing conservation program must be administered. Reference to the following table gives estimates of noise levels and the maximum allowable exposure times. It is required that either engineering controls such as enclosing noisy equipment, or administrative controls, such as limiting time of exposure, be utilized to reduce noise level or the exposure time to comply with the standard. If these control measures are not feasible, then effective personal protective equipment is required. There are many forms and types of ear protection that can be considered from ear muffs to ear plugs. Some are more useful than others, depending on the noise level, the frequency of the noise, and how well they fit the individual. It is necessary to provide protection that is effective and reasonably comfortable to the wearer.

The following table is provided to assist in the evaluation of the noise levels in the workplace. If referral to the table indicates that levels and time of exposure are such that corrective action is needed, it is recommended that professional help be sought to correct the problem. A noise survey by adequately equipped and trained personnel should be made before implementing engineering and administrative controls, and/or setting up a hearing conservation program.

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FREQUENTLY VIOLATED REGULATIONS OCCUPATIONAL HEALTH AND ENVIRONMENTAL CONTROL (cont.)

PERMISSIBLE NOISE EXPOSURES



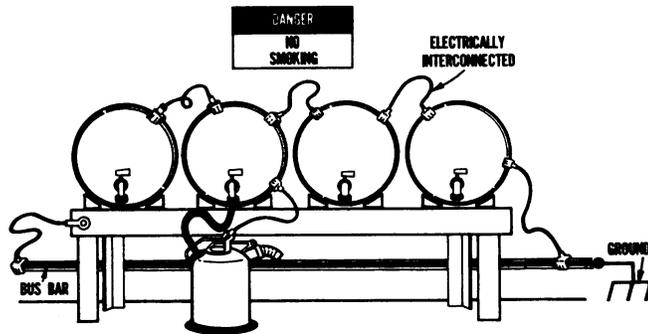
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FREQUENTLY VIOLATED REGULATIONS HAZARDOUS MATERIALS

Flammable and combustible liquids are categorized by their ease of ignition. Flammable liquids are more easily ignited than combustible ones. Some examples of flammables are gasoline, acetone, lacquer thinner; and examples of combustibles are kerosene, fuel oil, Stoddard solvent, etc.

1. The connections on all drums and piped systems of flammable and combustible liquids must be vapor-and-liquid tight.

2. When flammable liquids are transferred from one container to another, for example, from a bulk container to a portable container, they must be effectively bonded and grounded. This practice prevents electrical discharge (e.g., sparks) from the accumulation of static charge because of the transfer process.



3. All spills of flammable or combustible liquids must be cleaned up promptly. With major spills, remove ignition sources, ventilate the area, and provide appropriate protective equipment. These liquids must not be allowed to enter a confined space, such as a sewer, because of the possibility of an explosion.

4. Supplies of flammable and combustible liquids must be stored in approved fire-resistant safety containers equipped with flash screens and self-closing lids. These containers can be purchased in an industrial supply house.

5. All flammable liquids must be kept in closed containers when not in use.

6. Combustible waste materials, such as oily shop rags, solvent saturated rags, etc., must be stored in covered metal containers and be disposed of daily.

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FREQUENTLY VIOLATED REGULATIONS HAZARDOUS MATERIALS (cont.)

Hazardous flammable and combustible materials are found in the paperboard-container industry. These include paints, inks, thinners, solvents, and other such materials.

STORAGE

There should never be over one day's supply of flammable liquids outside of an approved storage area. Storage rooms for flammables are required to have:

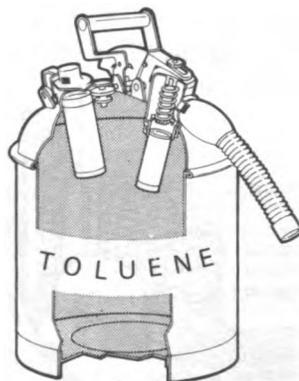
1. Explosion-proof lights.
2. Ventilation with at least six air changes per hour.

STORAGE CABINETS

Cabinets must be distinctly labeled "FLAMMABLE—KEEP FIRE AWAY", and be able to withstand a 10-minute fire test, the internal temperature remaining at 325°F or less.

Metal cabinets must be constructed of at least No. 18 gauge sheet iron, double-walled with a 1½-inch air space between. Doors must have three-point locks with the sill raised at least two inches above the cabinet floor.

Wooden cabinets must be constructed of one-inch plywood with rabbetted joints fastened two-directionally with flathead screws.



INSIDE STORAGE

Adequate venting should be provided in all areas where flammable liquids are stored.

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FREQUENTLY VIOLATED REGULATIONS HAZARDOUS MATERIALS (cont.)

Storage areas for flammables must be prominently posted as a "NO SMOKING" area and openings to other rooms or buildings must be provided with noncombustible, liquid-tight, raised sills or ramps at least four inches in height. A permissible alternative to a sill or ramp is an open-grated trench which drains to a safe location.

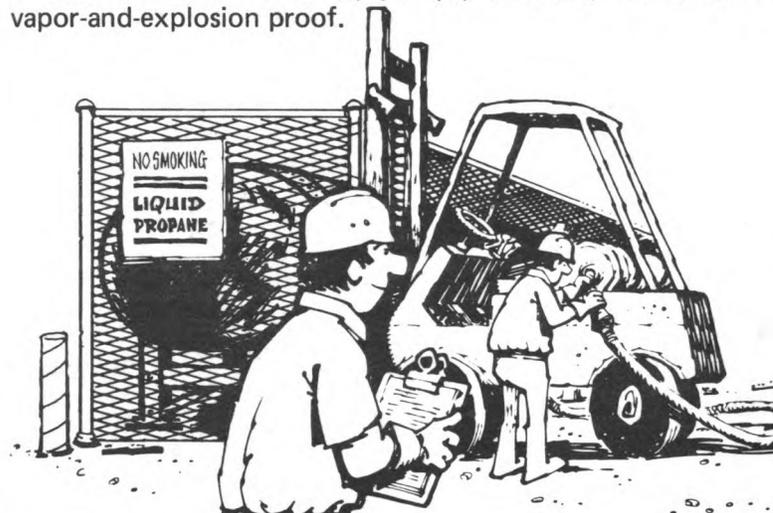
General exhaust ventilation (either gravity or mechanical) which provides for a complete change of air within a room at least six times each hour is required for inside-storage rooms.

OUTSIDE STORAGE

If flammable and combustible liquids are stored outside, the area should be graded so that spills are diverted away from the building. The storage area should be kept free of combustible material not necessary for storage such as weeds and other debris. Smoking must be prohibited.

LP STORAGE AREA

1. "NO SMOKING" signs must be present on the storage tank.
2. Units to be fueled must be turned off while filling.
3. The LP Tank must be guarded to protect it from vehicular damage.
4. Electrical connections, pumps, switches, etc. must be vapor-and-explosion proof.



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FREQUENTLY VIOLATED REGULATIONS PERSONAL PROTECTIVE EQUIPMENT

When effective engineering controls are not feasible or while they are being instituted, personal protective equipment is required to protect against substances which can do bodily harm through absorption, inhalation, or physical contact. Various processes, environments, chemicals, or mechanical irritants—even radiologic procedures—constitute hazards for which personal protective equipment must be provided. This equipment includes protective devices for the eyes, face, head, and extremities, as well as protective clothing and respiratory devices. Furthermore, it must be safely designed and sufficiently well-constructed to provide the protection for which it is intended.

It is required that all personal protective equipment be maintained in a sanitary and reliable condition.

EYE PROTECTION

Eye protection is required where there is a possibility of an eye injury from flying particles, chips, caustic materials, etc. Employees must wear eye protection when using grinders, power drills, etc.

HEARING PROTECTION

Appropriate hearing protection must be available to personnel, and used, where noise levels are in excess of 90 dBA and engineering or administrative controls are not feasible.

PERSONAL PROTECTIVE CLOTHING

GLOVES

When handling rolls of paper, employees must wear gloves to protect the hands from cuts and lacerations.

HEAD PROTECTION

Hard hats are required in a situation where workers may be subjected to impact or penetration from falling or flying objects.

FOOT PROTECTION

Foot protection must be provided and used whenever it is necessary by reason of the hazards involved (hazard to extremities because of handling heavy loads or objects) which are capable of causing injury or impairment. Safety-toe footwear must meet the requirements of ANSI Standard Z41.1-1967.

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FREQUENTLY VIOLATED REGULATIONS GENERAL ENVIRONMENTAL CONTROLS

SANITATION

1. Safe drinking water must be provided in all places of employment. The use of a common drinking cup is forbidden.
2. Receptacles for waste food are to be covered and kept in a clean and sanitary condition.
3. Restrooms are to be kept in a clean and sanitary condition, including covered containers for sanitary napkins.
4. Separate toilet facilities must be provided for each sex. The exception to this is if only one person at a time uses a toilet room and the door can be locked.
5. One toilet and one lavatory must be provided for approximately every 15 employees.
6. Each lavatory must have hot and cold or tepid running water, hand soap, individual hand towels, or warm air blowers.
7. Beverages or food must not be stored or consumed in a toilet room or in an area exposed to materials which could be hazardous if ingested.



8. Employees working with hazardous substances should wash and remove contaminated clothing before eating, drinking, or smoking.

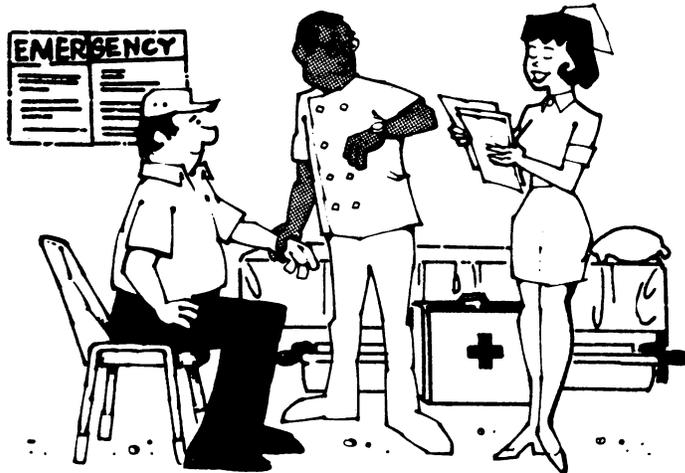
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FREQUENTLY VIOLATED REGULATIONS

MEDICAL AND FIRST AID

The employer interested in maintaining production, preventing loss of work time, receiving efficient employee performance, and achieving good morale should adopt ways of preserving employees' health. A good practice is to require preplacement medical examinations to insure that prospective employees are physically able to do the specific work. Periodic health evaluations for hazardous jobs and early treatment of any illness or injury should also be encouraged. On matters of health, medical personnel must be readily available by phone or on-site for advice and consultation.

Emergency phone numbers should be posted near telephones (see "Emergency Information Chart" on the back cover). Stretchers and blankets should be available for prompt transportation of injured or ill employees to a hospital.



In the absence of an infirmary, clinic, or hospital in near proximity to the workplace (usually interpreted to be within 10 minutes under the worst conditions) which is used for treatment of injured or ill employees, the following are required:

1. At least one, and preferably more employees on each shift, must be adequately trained to render first aid. The American Red Cross, the U.S. Bureau of Mines, some insurance carriers, local safety councils, and others provide acceptable training.

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FREQUENTLY VIOLATED REGULATIONS MEDICAL AND FIRST AID (cont.)

2. First aid supplies must be readily available and approved by a consulting physician. These supplies should be in sanitary containers with individually sealed packages for material such as gauze, bandages, and dressings that must be sterile. Other items often needed are adhesive tape, triangular bandages (to be used as slings), inflatable plastic splints, scissors, and mild soap for cleansing of wounds or cuts.

Suitable facilities for quick drenching or flushing of the eyes and body must be provided within the work area when a person may be exposed to injurious corrosive materials.

Note: First aid is immediate, temporary treatment given in the event of accident or illness—before the doctor arrives.

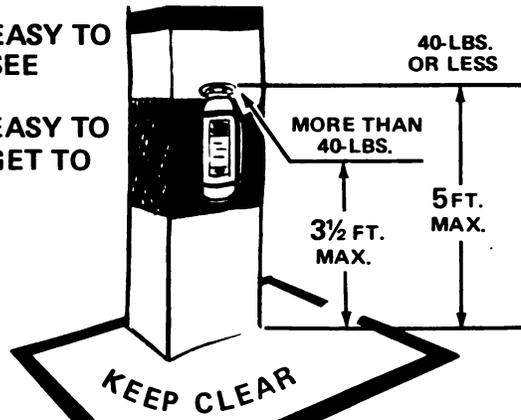
Some states have laws concerning first aid requirements including supplies (kits), training, and instructions on first aid given by the lay person. Trained employees should understand where first aid ends and treatment by a physician begins.

Reference to "Recordkeeping Requirements" toward the back of this Guide gives a discussion of records which must be maintained for occupational injuries and illnesses.

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FREQUENTLY VIOLATED REGULATIONS FIRE PROTECTION

- EASY TO SEE
- EASY TO GET TO



PORTABLE FIRE EXTINGUISHERS MUST:

1. Be kept fully charged and in their designated places.
2. Be located along normal paths of travel.
3. Not be obstructed or obscured from view.
4. Not be mounted higher than five feet (to the top of the extinguisher) if 40 pounds or less, or 3½ feet if heavier.
5. Be inspected by management or a designated employee at least monthly to insure that they:
 - a. Are in their designated places.
 - b. Have not been tampered with or actuated.
 - c. Do not have corrosion or other impairment.
6. Be inspected at least yearly and/or recharged or repaired, if necessary, to insure operability and safety; a tag must be attached to show the inspection and maintenance or recharge date and signature or initials of the person performing the service.
7. Be hydrostatically tested. The extinguisher sales representative usually will perform this service at appropriate intervals.
8. Be selected on the basis of type of hazard, degree of hazard, and area to be protected.
9. Be placed so that the maximum travel distances, unless there are extremely hazardous conditions, do not exceed 75 feet for Class A or 50 feet for Class B.

A chart showing fire extinguishers by class and how to use them, is located in the back of this booklet.

FREQUENTLY VIOLATED REGULATIONS FIRE PROTECTION (Cont.)

TYPES OF SPRINKLER SYSTEMS

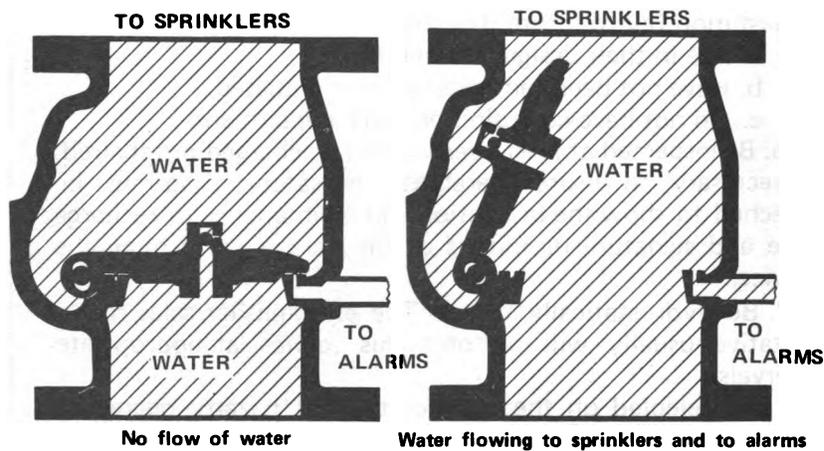
WET-PIPE SPRINKLER SYSTEMS

The wet-pipe system is filled up to the sprinkler heads with water under pressure. This system discharges water immediately when heat activates the sprinklers. If part of the system is subjected to below freezing temperatures, it is necessary to protect that portion with anti-freeze solution. The anti-freeze must be water soluble and noncombustible.

When the sprinkler system is connected to public water mains, care must be taken to use only anti-freeze solutions that are acceptable to local health authorities.

This method of maintaining a wet-pipe system in unheated areas is suitable only for small installations because of the difficulty and expense involved.

Note: Piping must never be closed off and drained to avoid freezing unless such action is judged safe by the fire authorities having jurisdiction in the area.



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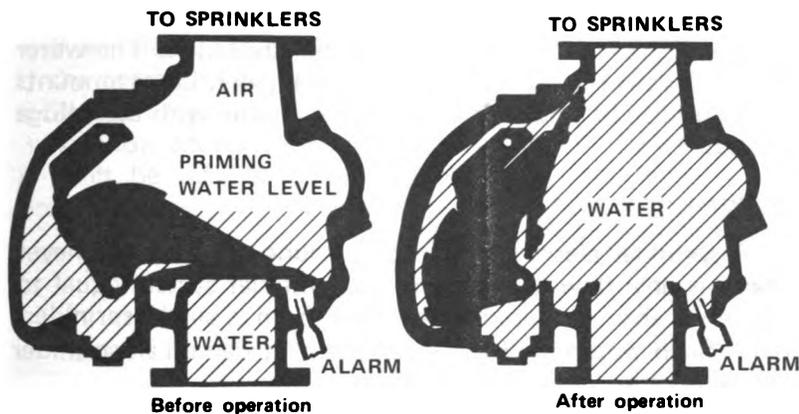
FREQUENTLY VIOLATED REGULATIONS FIRE PROTECTION (cont.)

DRY-PIPE SYSTEMS

In areas exposed to freezing temperatures, a dry-pipe system is generally used rather than the wet-pipe and anti-freeze method. However, it is necessary that the water supply line and the dry-pipe valve be protected from freezing. Such protection is usually accomplished with a heated enclosure.

The dry-pipe system depends on compressed air in the pipes that holds back the water by exerting pressure on the dry-pipe valve. When a sprinkler opens, the air pressure drops allowing the dry-pipe valve to open and the water to flow into the system.

Though satisfactory in many cases, dry-pipe installations are unsuitable for extremely hazardous areas because the mechanics of the system allow too much time to lapse before water is discharged. This delay may be shortened by the use of quick-opening devices; however, such a system is still not adequate for protecting extremely hazardous occupancies.



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FREQUENTLY VIOLATED REGULATIONS FIRE PROTECTION (Cont.)

PRE-ACTION SPRINKLER SYSTEMS

The main difference between a pre-action system and a standard dry-pipe system is that the water supply valve is opened by an independent, automatic, fire-detection system rather than by the fusing of a sprinkler. The water supply valve can also be controlled manually.

The major advantages of a pre-action system over a standard dry-pipe system are:

1. The water supply valve is opened more quickly because the independent fire detectors are usually more heat sensitive than the sprinklers.
2. The detection system also rings an alarm.
3. The water gets to the fire more quickly.
4. Since the sprinkler piping is normally dry, the pre-action system is suitable for areas subject to below-freezing temperatures.

THE DELUGE SYSTEM

This system is designed for protection of extremely hazardous areas. The deluge system drenches an entire area by admitting water to pipes which have sprinklers that are open at all times. Deluge valves are triggered by automatic fire-detection devices located near the sprinklers. The water supply valves can also be controlled manually. Large amounts of water can be poured on a fire very rapidly with the deluge system.

SPRINKLER ALARMS

A sprinkler alarm is designed to sound an alarm whenever there is any flow of water from a sprinkler system equal to or more than the amount of flow from a single sprinkler.

1. Such waterflow alarms must be provided on all sprinkler installations.
2. All alarms must be located where they are accessible for inspection, removal, repair, and test.
3. Under conditions of variable water pressure, a retarding device must be installed. The installation must have valves that allow repair or removal without shutting off the sprink-

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FREQUENTLY VIOLATED REGULATIONS FIRE PROTECTION (cont.)

lers. The valves must be arranged so that they may be locked or sealed in the open position.

DRY CHEMICAL SYSTEMS

Dry chemical, fire protection systems must meet the design requirements of the National Fire Protection Association (NFPA No. 17-1969). Alarms or indicators of system operations are required with thorough inspections made of the system at least annually. A report of the inspection by a competent inspector should be kept on file. Informal, visual inspections should also be made at regular intervals. These systems must be maintained in adequate operating condition at all times.

CARBON DIOXIDE SYSTEMS

1. When a carbon dioxide system is discharged, an oxygen deficient atmosphere may exist. Suitable safeguards shall be provided to insure prompt evacuation of and to prevent entry into such atmospheres.

2. At least annually, all carbon dioxide systems shall be thoroughly inspected and tested for proper operation.

3. All high pressure cylinders shall be weighed twice a year. If the net contents show a loss of more than 10%, it shall be refilled or replaced.

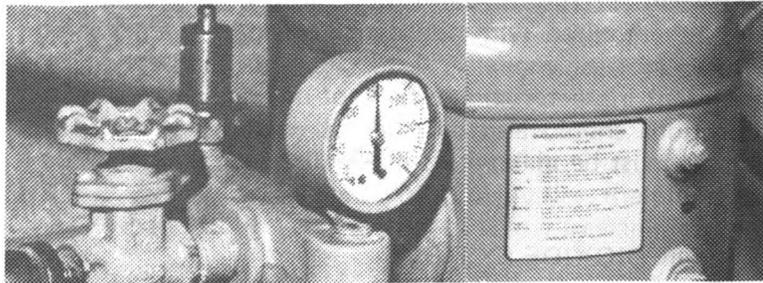
4. If low pressure containers show a loss of 10% or more, it shall be refilled unless minimum gas requirements are provided.

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FREQUENTLY VIOLATED REGULATIONS COMPRESSED AIR EQUIPMENT

Employees should be familiar with the air compressor operating and maintenance instructions.

1. New air tanks must be constructed in accordance with the American Society of Mechanical Engineers (A.S.M.E.) Boiler and Pressure Vessel Code, Section VIII. The A.S.M.E. Code requires this information to be permanently stamped on the air tank.



2. The drain valve on the air tank should be opened frequently to prevent excessive accumulation of liquid.

3. Air tanks must be protected by adequate safety-relief valve(s). These valves must be tested at regular intervals to be sure they are in good operating condition.

4. The pressure controller and gauge must be maintained in good operating condition.

5. There must be no valves between the air tank and safety valve.

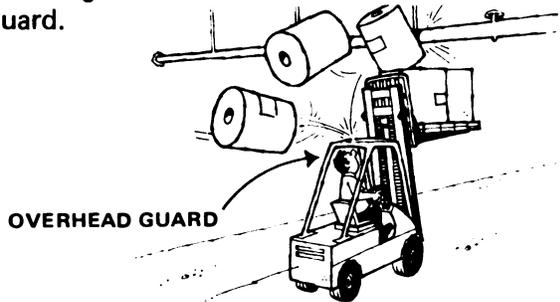
6. For the safe use and maintenance of steam pressure vessels consult your local or state code for applicable requirements.

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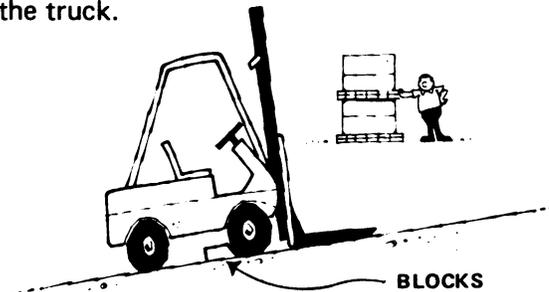
FREQUENTLY VIOLATED REGULATIONS MATERIALS HANDLING AND STORAGE POWERED INDUSTRIAL TRUCKS

Powered industrial trucks are classified into categories for the purpose of determining what type of truck may be used in a certain location. The type of hazard in a location determines whether diesel, electric, gasoline, or LP-gas powered trucks may be used and what additional safeguards must be present. Only approved power-operated (electric) industrial trucks designated as EX may be used in locations where flammable vapors may be present in quantities sufficient to produce explosive or ignitable mixtures.

1. High-lift-rider trucks must be fitted with an overhead guard.



2. Methods must be developed and used to effectively train operators in the safe operation of powered industrial trucks, and only trained and authorized operators may operate the truck.

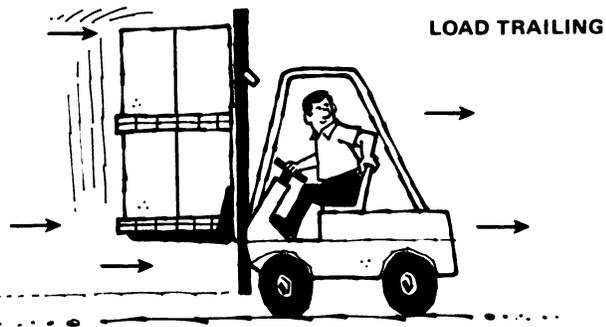


3. When a powered industrial truck is left unattended (operator more than 25 feet from the truck), the forks must be fully lowered, the control lever positioned in neutral, the power shut off, and the brakes set. The wheel must be blocked if parked on an incline.

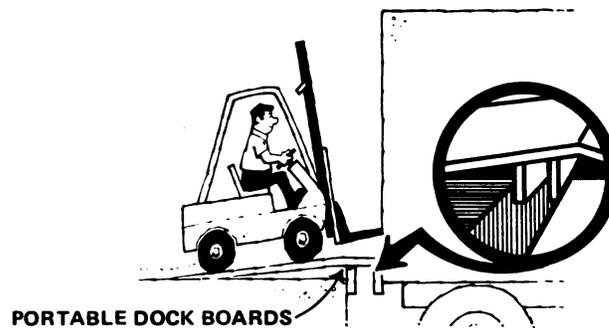
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FREQUENTLY VIOLATED REGULATIONS MATERIALS HANDLING AND STORAGE (cont.)

4. Industrial trucks must be examined daily for any conditions adversely affecting the safety of the vehicle before being placed into service. If the truck is used around the clock, it must be inspected after each shift.



5. If the load being carried obstructs forward view, the operator is required to travel with the load trailing.



6. When unloading or loading from trucks, trailers, or railroad cars with forklift trucks, provision must be made for securing the truck, trailer, or railroad car by setting the brakes and placing wheel chocks under the rear wheels. Portable dock boards (bridge plates) must be secured in position with devices which will prevent their slipping during loading and unloading.

7. If battery-operated equipment is used, the battery charging area is to be designated with a "NO SMOKING" sign due to the hydrogen gas emitted during the charging process.

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FREQUENTLY VIOLATED REGULATIONS MATERIALS HANDLING AND STORAGE (cont.)

HOISTS

Although the information provided in this section on hoists pertains specifically to cranes, these requirements should be applied to all hoisting equipment.

1. The rated load must be legibly marked on each side of the hoist. Employees should be made aware of the weight of the load.

2. The hoist must be equipped with a self-setting brake, applied to the motor shaft or some part of the gear train.

3. For powered hoists, holding brakes must be applied automatically when the power is off.

4. Hooks, chains, and all functional operating mechanisms must be inspected daily for any indication of damage and wear, and monthly records maintained.

5. Loads must not be carried over the heads of people.

6. The operator must test the brakes each time a near-capacity load is handled. This test is done by raising the load a few inches and applying the brakes.

7. The hoist rope or chain must be free from kinks or twists and not be wrapped around the load.

STORAGE

The primary problem confronting the warehouse supervisor (or person responsible for the storage area) is maintaining a neat and orderly area for both temporary and permanent storage. Proper planning of material storage areas demands that the material not obstruct fire extinguishers, fire alarm boxes, sprinkler system controls, electric switches, lights, first aid equipment, or exits.

Safe clearances must be provided for aisles, at loading docks, through doorways, and wherever turns or passage must be made. Overhead clearance limits shall be marked where necessary.

All permanent aisles and passageways must be appropriately marked, preferably with lines on the floor.

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FREQUENTLY VIOLATED REGULATIONS MATERIALS HANDLING AND STORAGE (cont.)

Proper drainage must be provided to prevent standing water.

HYDRAULIC LIFT SKID TRUCKS

A hydraulic lift truck that shows signs of leaking should be taken out of service until it can be repaired. The leaking can cause the truck to settle after the load is raised thereby becoming a hazard.



FREQUENTLY VIOLATED REGULATIONS

MACHINERY AND MACHINE GUARDING

Machines designed for fixed locations must be securely anchored to prevent "walking" or tipping. One or more methods of machine guarding must be provided to protect the operator and other employees in the machine area from hazards such as those created by point of operation, in-running nip points, rotating parts, flying chips, and sparks.

Guarding devices must prevent the operator from having any part of the body in the danger zone during the operating cycle. A booklet entitled "The Principles and Techniques of Mechanical Guarding", OSHA 2057, can be obtained by writing to an OSHA Regional Office listed in the back of this book. Many equipment representatives can assist in obtaining the necessary protective devices.

The most common methods of guarding a hazard or hazardous machine operation are:

1. Enclosing the operation (preferred)
2. Interlocking devices
3. Moving barriers
4. Removal devices
5. Remote control
6. Two-hand tripping devices
7. Electronic safety devices

The following pages contain examples of specific mechanisms and equipment that must be guarded. This listing is not intended to include all equipment that may require guarding.

GENERAL REQUIREMENTS FOR MACHINE GUARDING

1. Guards must be attached to the machine if possible. The guard should be such that it does not constitute a hazard.

2. The guarding device must conform to appropriate standards, or if no standards exist, be designed and made to prevent the operator from having any part of his body in the danger zone during the operating cycle.

3. All belts, pulleys, chains, sprockets, and gears must be effectively guarded.

4. All belts, chain drives, shafting, couplings, keys, collars, clutches located seven feet or less above the ground, floor, or working platform, must be guarded to prevent accidental contact. V belts and chain drives must be completely enclosed.

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FREQUENTLY VIOLATED REGULATIONS MACHINERY AND MACHINE GUARDING (cont.)

5. Belt conveyors must have the nip point of head, tail, and take-up pulleys protected with guards that cover the entire side of the pulleys and extend at least three feet from the point of contact of the belt with the pulleys.

Certain guarding methods are preferable to others, but the type of operation, the size or shape of stock, the method of handling, the physical layout, the type of material, and the production requirements or limitations may present important considerations. A certain flexibility in operations may also determine the practicability of the method to be used. Fixed enclosure guards are the preferred type, followed by interlocking enclosures or barriers.

As a general rule, power transmission apparatus can be protected by fixed enclosure guards. It is when guarding the point-of-operation, where work is being done on an object, that the most effective and practical of several means of guarding must be selected.

CUTTING ACTIONS

Cutting action results when rotating, reciprocating, or transverse motion is imparted to a tool so that material being removed is in the form of chips. The danger of cutting action exists at the movable cutting edge of the machine as it approaches or comes in contact with the material being cut. Such action takes place at the point-of-operation in cutting wood, metal, paper, or other materials as differentiated from punching, shearing, or bending by press action.

Typical examples of mechanisms involving cutting action include band and circular saws, planing or shaping machines, turning machines, boring or drilling machines, circular cutters or slitters, and grinding machines.

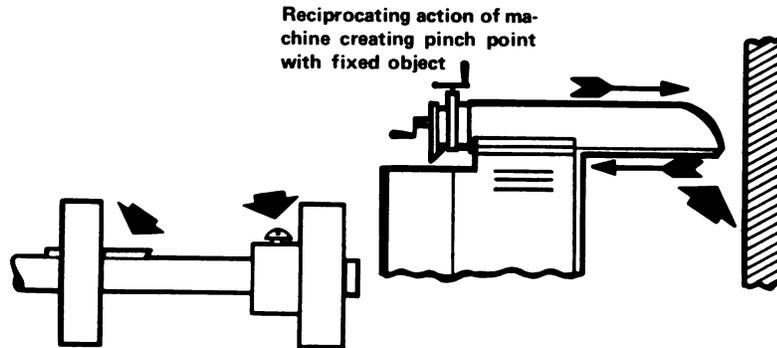
ROTATING AND RECIPROCATING MOTION

Collars, couplings, cams, clutches, flywheels, shaft ends, spindles, rotating bar stock, lead screws, and horizontal or vertical shafting are typical examples of common rotating mechanisms which are hazardous. The danger increases when bolts, oil cups, nicks, abrasions, and projecting keys or screw threads are exposed when rotating.

NIOSH

FREQUENTLY VIOLATED REGULATIONS MACHINERY AND MACHINE GUARDING (cont.)

EXAMPLES OF TYPICAL ROTATING AND RECIPROCATING MECHANISMS



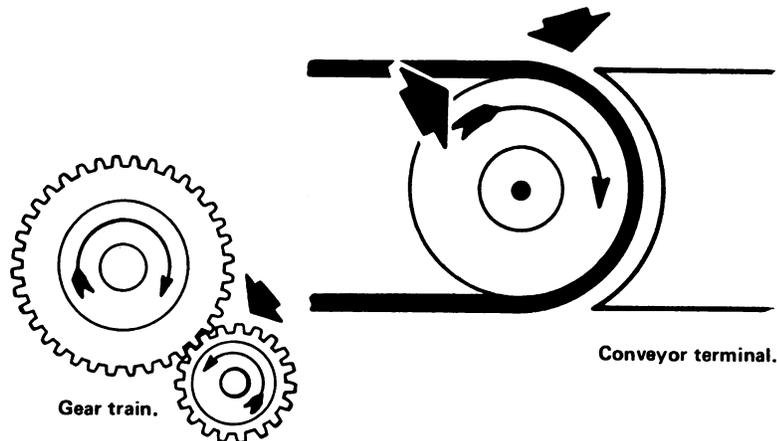
Reciprocating action of machine creating pinch point with fixed object

Rotating shaft and pulleys with projecting key and set screw

IN-RUNNING NIP POINTS

In-running nip points are a special danger existing only through action of rotating objects. Whenever machine parts rotate toward each other, or where one rotates toward a stationary object, an in-running nip point is formed. Objects or parts of the body may be drawn into this nip point and be bruised or crushed.

EXAMPLES OF IN-RUNNING NIP POINTS

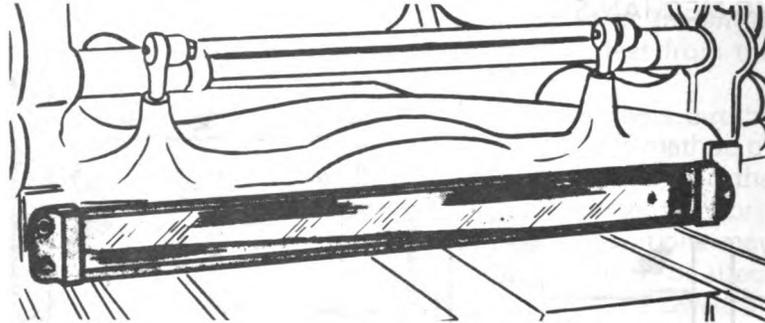


Gear train.

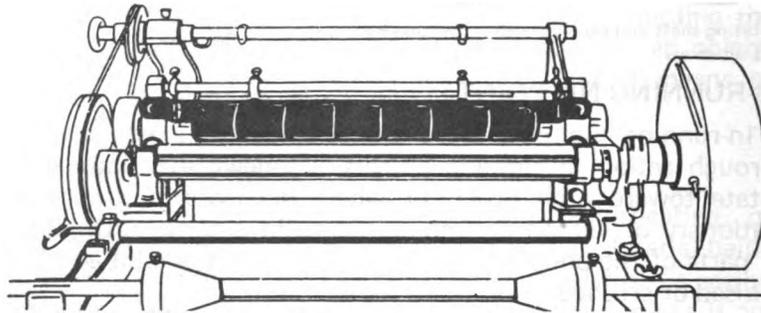
Conveyor terminal.

NIOSH

FREQUENTLY VIOLATED REGULATIONS MACHINERY AND MACHINE GUARDING (cont.) GUARDING SHEARING ACTION BY BARRIER GUARDS

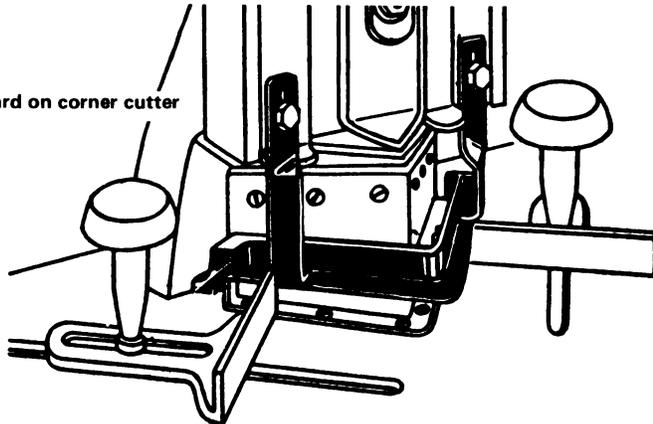


Fixed transparent barrier guard for shear



Barrier guard on feed side of slitter

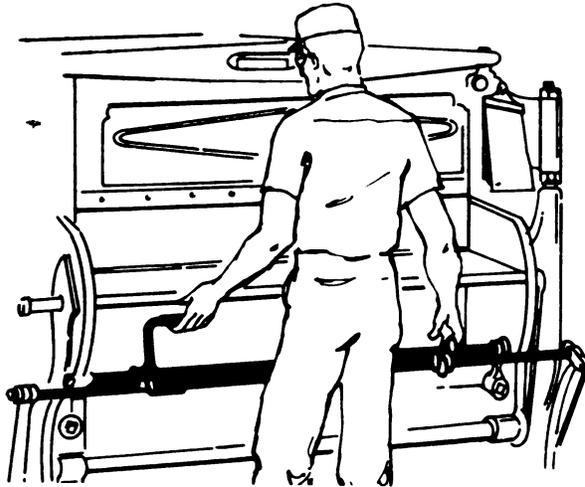
Barrier guard on corner cutter



NIOSH

FREQUENTLY VIOLATED REGULATIONS MACHINERY AND MACHINE GUARDING (cont.)

**GUARDING SHEARING AND PUNCHING ACTION BY
REMOTE CONTROL, PLACEMENT, FEEDING, OR
EJECTION**

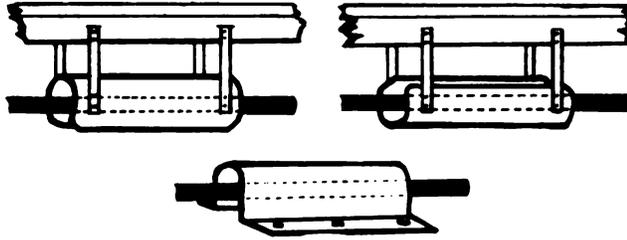


Two-handed tripping device for paper guillotine shear

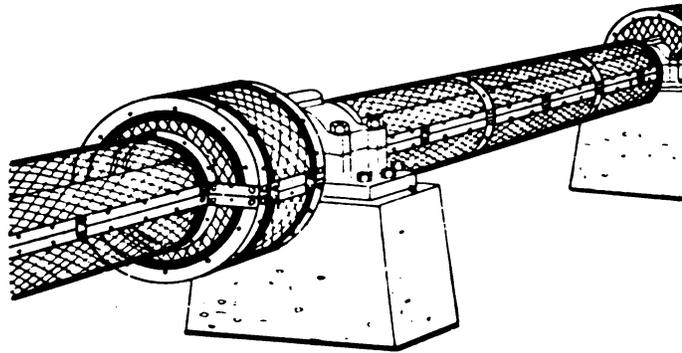
NIOSH

FREQUENTLY VIOLATED REGULATIONS MACHINERY AND MACHINE GUARDING (cont.)

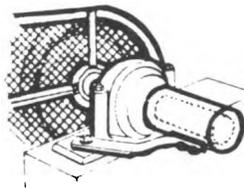
GUARDING ROTATING MOTION BY ENCLOSURE GUARDS



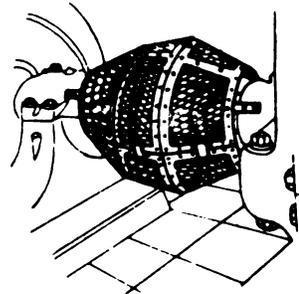
Horizontal shafting



Horizontal shafting



Sleeve for shaft end

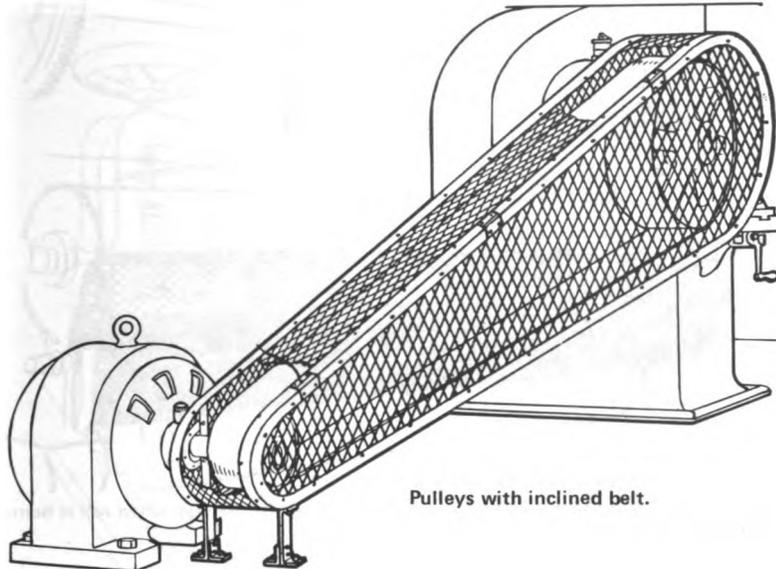


Coupling

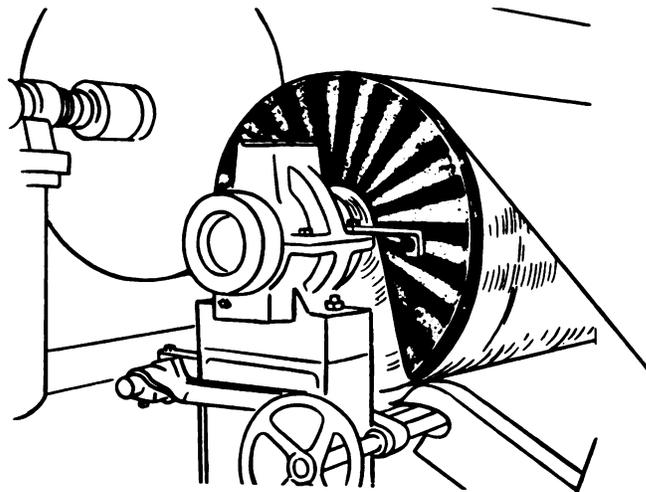
NIOSH

FREQUENTLY VIOLATED REGULATIONS MACHINE GUARDING (Cont.)

Guarding Rotating and Transverse Motions by Enclosure Guards



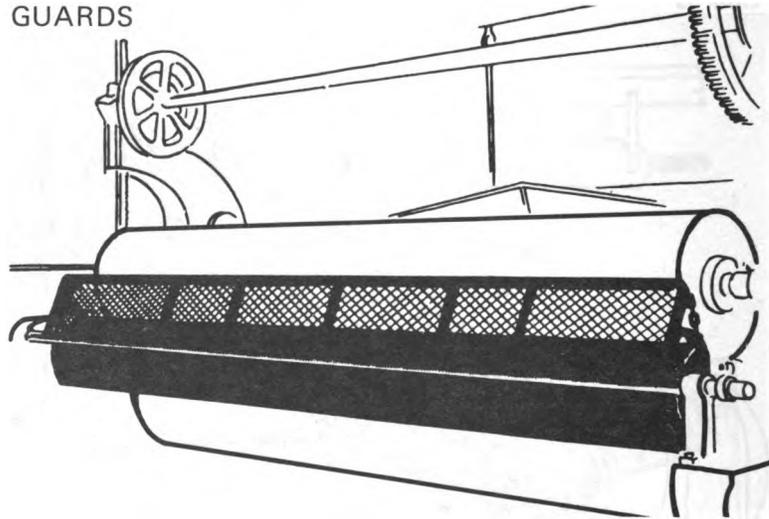
Pulleys with inclined belt.



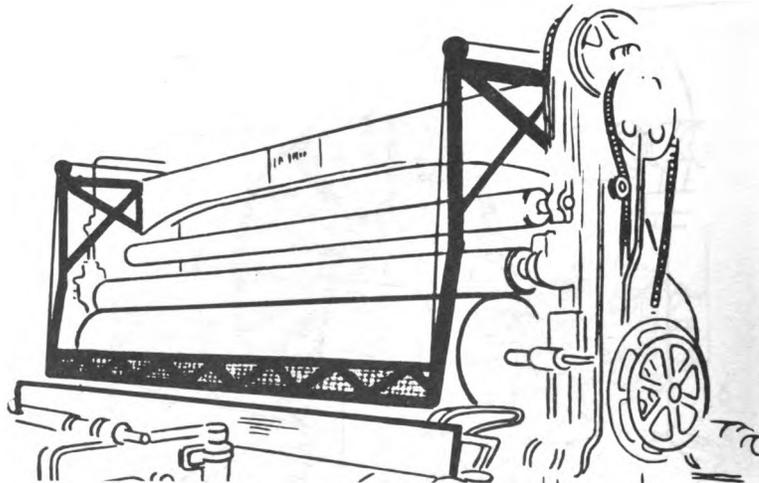
Winder drum end guard—guard provides a stationary object to grasp if operator should slip while changing paper.

NIOSH

FREQUENTLY VIOLATED REGULATIONS MACHINERY AND MACHINE GUARDING (cont.) GUARDING IN-RUNNING NIP POINTS BY BARRIER GUARDS



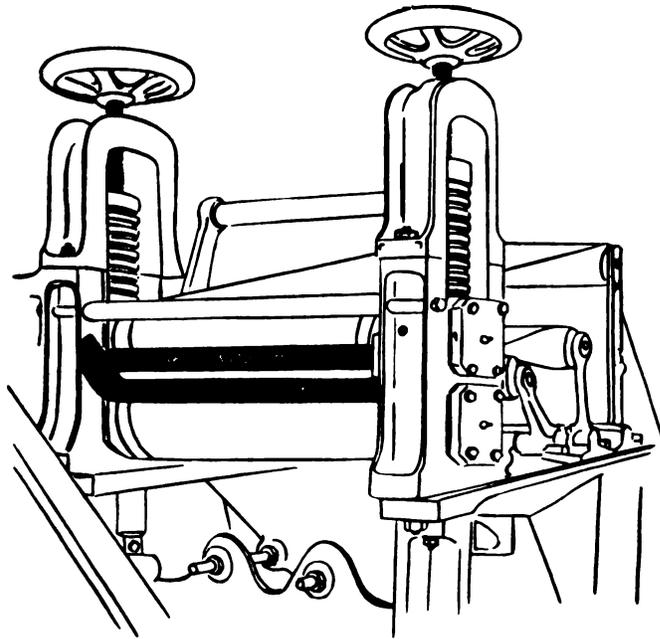
Guard is hung so that it can be swung down and out of the way when roll is being started or removed



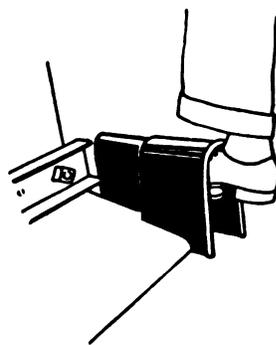
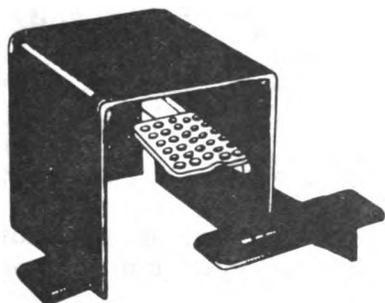
Guard is counterweighted and swung up out of the way when roll is being started or removed

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FREQUENTLY VIOLATED REGULATIONS MACHINERY AND MACHINE GUARDING (cont.)



Barrier guard for rolls on paper embossing machine.



Treadle guards for presses and shears to prevent unintentional tripping.

NIOSH

FREQUENTLY VIOLATED REGULATIONS MACHINERY AND MACHINE GUARDING (cont.)

SPECIFIC EXAMPLES FOR MACHINE GUARDING

GRINDERS

1. Wheel Guard—Safety guards must cover the spindle end, nut, and flange projections.

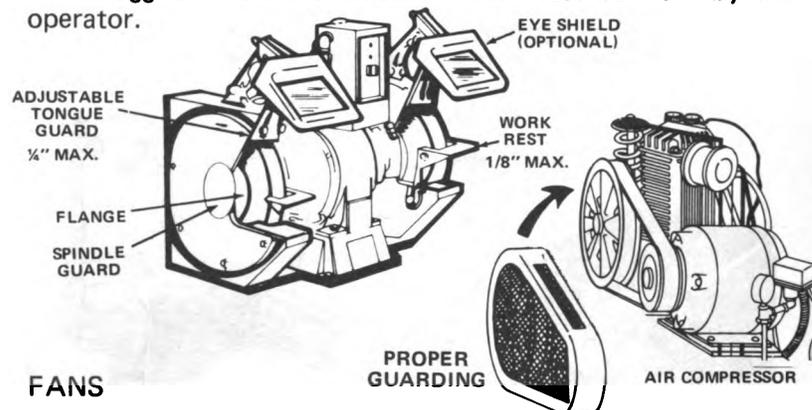
The exposed area of the grinding wheel and sides for the safety guards should not exceed more than one-fourth of the entire wheel.

When measuring the guard opening, the visors or other accessory equipment is not included as a part of the guard unless this accessory equipment is as strong as the guard.

2. Work or Tool Rests—These rests must be of strong construction and designed to be adjustable to compensate for wheel wear. Work rests must be closely adjusted to the wheel, with a maximum clearance of $\frac{1}{8}$ inch, to prevent the work from becoming jammed between the wheel and the work rest.

3. Exposure Adjustment or Tongue Guards—This safety guard must be constructed so that the tongue guard can be adjusted to the constantly decreasing diameter of the wheel. The distance between the tongue guard and the wheel must never be more than $\frac{1}{4}$ inch.

4. Goggles or a Face Shield—These must be worn by the operator.



If fans are located within seven feet of the floor, they must be guarded with grille or mesh, limiting openings to not more than $\frac{1}{2}$ inch.

AIR COMPRESSORS

Must have their flywheel and drive pulley fully enclosed.

NIOSH

FREQUENTLY VIOLATED REGULATIONS

HAND AND PORTABLE POWERED TOOLS

The following is a partial list of regulations governing use of hand tools.

1. Each employer is responsible for the safe condition of tools and equipment used by employees, including tools and equipment which may be furnished by employees.

2. Hammers with broken or cracked handles, chisels and punches with mushroomed heads, or bent or broken wrenches should not be used.

3. Most hand-held powered tools must be equipped with a dead-man control so that the power is automatically shut off whenever the operator releases the control.

4. Portable circular saws must be equipped with guards above and below the base plate or shoe. The lower guard must retract when the blade is in use, and automatically return when the tool is withdrawn from the work.

5. All hand-held portable electrical equipment must have its frame grounded by means of a separate ground wire or be doubly insulated and identified as such.



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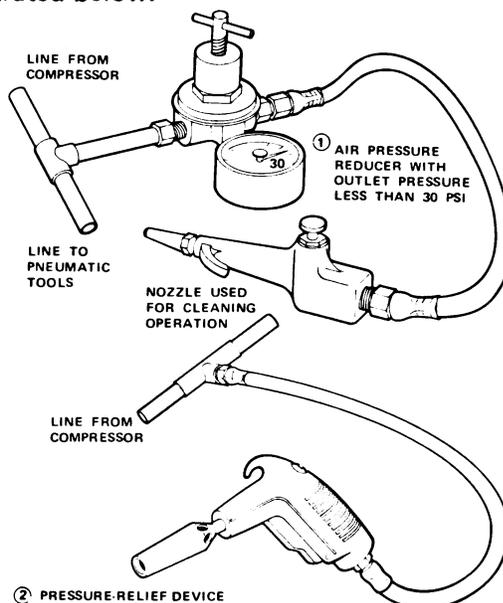
FREQUENTLY VIOLATED REGULATIONS HAND AND PORTABLE POWERED TOOLS (cont.)

6. All tools must be used with appropriate shields, guards, and attachments and in accordance with recommendations by the manufacturers. Employees must be trained concerning the use of power tools and safety requirements.

7. Pneumatic power tools shall be positively secured to hose or whip to prevent the tool from becoming disconnected; also, safety clips or retains shall be used on tools to prevent attachment from being expelled.

8. Nailers, staplers, and similar equipment with auto-feed must have a muzzle to prevent tool from ejecting material unless muzzle is in contact with work surface.

Beware of compressed air, it can be dangerous. Alternate methods of cleaning surfaces should be sought. Compressed air should never be used to blow debris from a person. Compressed air may be used if no alternate method of cleaning surfaces is acceptable. The downstream pressure of compressed air must remain at a pressure level below 30 psi whenever the nozzle is dead ended and then only when effective chip guarding and personal protective equipment are used. Two acceptable methods of meeting the 30 psi requirement are as illustrated below.



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FREQUENTLY VIOLATED REGULATIONS WELDING, CUTTING, AND BRAZING

COMPRESSED GAS



It is required that:

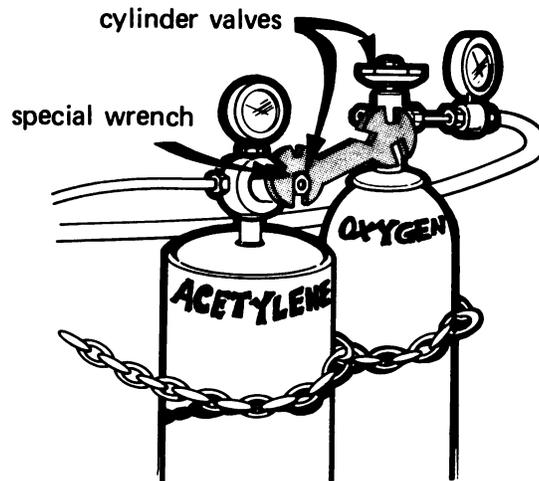
1. All cylinders be kept away from radiators and other sources of heat.
2. All cylinders stored inside buildings are located in a well-protected, well-ventilated, dry location at least 20 feet from highly combustible materials and away from elevators, stairs, or gangways. They are not to be kept in unventilated enclosures such as lockers and cupboards.
3. Valve protection caps are utilized where the cylinder is designed to accept a cap except when cylinders are in use or connected for use.



4. Stored oxygen cylinders are separated from stored fuel gas cylinders or combustible materials (especially oil or grease) by a minimum distance of 20 feet or by a noncombustible barrier at least five feet high and having a one-half hour fire resistance rating.

NIOSH

FREQUENTLY VIOLATED REGULATIONS WELDING, CUTTING, AND BRAZING (cont.)



5. All cylinder valves are closed when work is finished. Where a special wrench is required it must be left in position on the stem of the valve while the cylinder is in use so that the fuel-gas flow can be quickly turned off in case of emergency. In the case of manifolded or coupled cylinders at least one such wrench must always be available for immediate use.

6. All cylinders are legibly marked to identify contents.

7. Cylinders should be stored in assigned locations where they will not be knocked over or damaged. It is good practice to secure them with lashing or chains.

8. Acetylene must not be utilized at a pressure in excess of 15 psi gauge (or 30 psi absolute).

9. Indoor storage of compressed gas is limited to a total capacity of 2,000 cubic feet or 300 pounds of liquefied petroleum gas.

NIOSH

FREQUENTLY VIOLATED REGULATIONS WELDING, CUTTING, AND BRAZING (cont.)



10. Hoses showing leaks, burns, or worn places which render them unfit for service be replaced or repaired.

11. Management must establish areas for cutting and welding based on the fire potentials of the plant, and establish procedures for welding and cutting in other areas.



12. All welders are trained in the safe operation and use of this equipment.

13. Cutting or welding is not permitted in the presence of explosive atmospheres which may develop inside uncleaned or improperly prepared tanks or equipment, or where combustible dusts are present.

14. Periodic inspection of all resistance welding equipment must be made by qualified maintenance personnel, and records maintained.

15. The work area is made safe by removing combustibles or by protecting them from possible ignition.

16. Fire extinguishing equipment is readily available.

17. Hazardous fumes may be produced during these operations; adequate ventilation must always be provided.

18. Personal protective equipment must be worn when employees are performing these tasks.

NIOSH

FREQUENTLY VIOLATED REGULATIONS THE NATIONAL ELECTRICAL CODE (NEC)

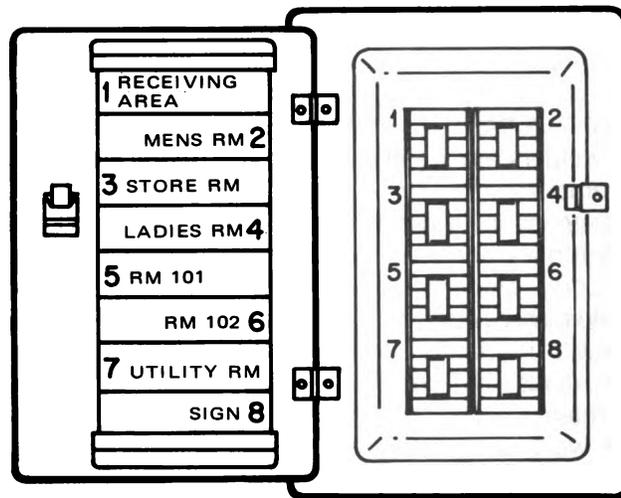
ELECTRICAL REQUIREMENTS

MORE FIRES ARE CAUSED BY ELECTRICAL MALFUNCTION THAN ANY OTHER CAUSE, and standards pertaining to electrical equipment and use in all industries have been cited as violations more frequently than any others.

The National Electrical Code, NFPA 70-1971; ANSI C1-1971 has been adopted as a national consensus standard by OSHA (refer to "Information Sources"). The purpose of the NEC is the practical safeguarding of persons and buildings and their contents from hazards arising from the use of electricity. The code contains basic minimum provisions considered necessary for safety. The electrician should be familiar with these requirements.

It is required that:

1. Each disconnecting means (e.g., circuit breaker or fuse boxes) must be legibly marked to indicate its purpose unless its purpose is evident.



Proper labeling of circuit breakers.

NIOSH

FREQUENTLY VIOLATED REGULATIONS

THE NATIONAL ELECTRICAL CODE (NEC) (cont.)

2. Frames of electrical motors, regardless of voltage, must be grounded.

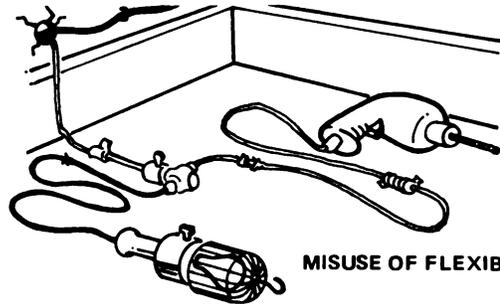
3. Exposed noncurrent-carrying metal parts of fixed equipment that may become energized under abnormal conditions must be grounded under any of the following circumstances:

- a. In wet or damp locations.
- b. If in electrical contact with metal.
- c. If operated in excess of 150 volts to ground.
- d. When in a hazardous location (e.g., flammable liquid storage).

4. Exposed noncurrent-carrying metal parts of the following plug-connected equipment which are liable to become energized, must be grounded or double insulated and distinctly marked:

- a. Portable hand-held motor-operated tools, or
- b. Appliances, or
- c. Any equipment operated in excess of 150 volts to ground.

5. Outlets, switches, junction boxes, etc., must be covered.



MISUSE OF FLEXIBLE CORDS

6. Flexible cords may not be:

- a. Used as a substitute for fixed wiring.
- b. Run through holes in walls, ceilings, or floors.
- c. Run through doors, windows, etc.
- d. Attached to building surfaces.

7. Flexible cords must be:

- a. Continuous lengths without splices or taps.
- b. Fastened so that there is no pull on joints or terminal screws.
- c. Replaced when frayed or when insulation has deteriorated.

NIOSH

RECORDKEEPING REQUIREMENTS

Recordkeeping requirements under OSHA are intended to compile factual information about accidents that have happened. These records provide employers with a measure for evaluating the success of their health and safety activities and of identifying high risk areas of the business to which attention should be directed. Federal regulations require that employers with 11 or more employees at any time during the previous calendar year are required to complete OSHA Forms 100, 101 (or their equivalent), and 102. These records must be maintained for five years, excluding the current year. Forms 100 and 101 must be kept current to within six days.

The types of work-related injuries and illnesses which must be recorded are those involving fatalities, lost workdays, or those which are nonfatal and do not cause lost workdays for the employee, but do require medical treatment, job transfer or termination, or resulted in loss of consciousness. Employers are also required to report within 48 hours to OSHA any occurrence of a work-related fatal accident or an accident requiring the hospitalization of five or more employees. An annual summary, Form 102, must be posted for the entire month of February.

Employers are required to maintain accurate records of certain potentially toxic or harmful physical agents which must be monitored or measured, and to promptly advise any employee of any excessive exposure and the corrective action undertaken.

For more detailed information, the booklet "Recordkeeping Requirements Under the Williams-Steiger Occupational Safety and Health Act of 1970" is available from OSHA.

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RECORDKEEPING REQUIREMENTS (Cont.)

job safety and health protection

The Occupational Safety and Health Act of 1970 provides job safety and health protection for workers through the promotion of safe and healthful working conditions throughout the Nation. Requirements of the Act include the following:

Employers: Each employer shall furnish to each of his employees employment and a place of employment free from recognized hazards that are causing or are likely to cause death or serious harm to his employees; and shall comply with occupational safety and health standards issued under the Act.

Employees: Each employee shall comply with all occupational safety and health standards, rules, regulations and orders issued under the Act that apply to his own actions and conduct on the job.

The Occupational Safety and Health Administration (OSHA) of the Department of Labor has the primary responsibility for administering the Act. OSHA issues occupational safety and health standards, and its Compliance Safety and Health Officers conduct job-site inspections to ensure compliance with the Act.

Inspection: The Act requires that a representative of the employer and a representative authorized by the employees be given an opportunity to accompany the OSHA inspector for the purpose of aiding the inspection.

Where there is no authorized employee representative, the OSHA Compliance Officer must consult with a reasonable number of employees concerning safety and health conditions in the workplace.

Complaint: Employees or their representatives have the right to file a complaint with the nearest OSHA office requesting an inspection if they believe unsafe or unhealthful conditions exist in their workplace. OSHA will withhold on request, names of employees complaining.

The Act provides that employees may not be discharged or discriminated against in any way for filing safety and health complaints or otherwise exercising their rights under the Act.

An employee who believes he has been discriminated against may file a complaint with the nearest OSHA office within 30 days of the alleged discrimination.

Citation: If upon inspection OSHA believes an employer has violated the Act, a citation alleging such violations will be issued to the employer. Each citation will specify a time period within which the alleged violation must be corrected.

The OSHA citation must be prominently displayed at or near the place of alleged violation for three days or until it is corrected, whichever is later, to warn employees of dangers that may exist there.

Proposed Penalty: The Act provides for mandatory penalties against employers of up to \$1,000 for each serious violation and for optional penalties of up to \$1,000 for each nonserious violation. Penalties of up to \$1,000 per day may be proposed for failure to correct violations within the proposed time period. Also any employer who willfully or repeatedly violates the Act may be assessed penalties of up to \$10,000 for each such violation.

Criminal penalties are also provided for in the Act. Any willful violation resulting in death of an employee upon conviction is punishable by a fine of not more than \$10,000 or by imprisonment for not more than six months, or by both. Conviction of an employer after a first conviction doubles these maximum penalties.

Voluntary Activity: While providing penalties for violations, the Act also encourages efforts by labor and management, before an OSHA inspection, to reduce injuries and illnesses arising out of employment.

More Information: Additional information and copies of the Act, specific OSHA safety and health standards, and other applicable regulations may be obtained from the nearest OSHA Regional Office in the following locations:

Atlanta, Georgia
Boston, Massachusetts
Chicago, Illinois
Dallas, Texas
Denver, Colorado
Kansas City, Missouri
New York, New York
Philadelphia, Pennsylvania
San Francisco, California
Seattle, Washington

Telephone numbers for these offices, and additional Area Office locations, are listed in the telephone directory under the United States Department of Labor in the United States Government listing.



Washington, D. C.
1974
OSHA 2203

Peter J. Brennan
Peter J. Brennan
Secretary of Labor

U. S. Department of Labor
Occupational Safety and Health Administration

OSHA 2210-117-004

Employers must post one of the full size versions (10x16) of this type of OSHA poster or a state-approved poster where required.

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CHECKLISTS

Since safe conditions depend on vigilance for possible hazards and immediate remedial action, periodic inspections are one of the most important aspects of a successful health and safety program.

Management will find a checklist, such as the one presented on the following pages, helpful in performing a self-inspection of its facility. Because businesses vary, it is best that each business develop a customized list from the information in this booklet and a walk-through inspection.

Using this checklist, the manager, supervisor, or employee representative makes periodic inspections (preferably at least once each month) to identify problem areas so that corrective action may be taken.

Reference made in the "Checklist" subtitles refers to appropriate sections of "general industry standards, Title 29 Code of Federal Regulations Part 1910."



NIOSH

CHECKLISTS (cont.)

WALKING AND WORKING SURFACES

AISLES AND FLOOR (29 CFR 1910.22)

	Yes	No
Are all places of employment kept clean and orderly? _____	<input type="checkbox"/>	<input type="checkbox"/>
Are floors, aisles, and passageways kept clean and dry and all spills cleaned up immediately? _____	<input type="checkbox"/>	<input type="checkbox"/>
Are floor holes, such as drains, covered? _____	<input type="checkbox"/>	<input type="checkbox"/>
Are permanent aisles appropriately marked? _____	<input type="checkbox"/>	<input type="checkbox"/>
Are wet surface areas covered with non-slip materials? _____	<input type="checkbox"/>	<input type="checkbox"/>

STORAGE LOFTS, SECOND FLOORS, ETC. (29 CFR 1910.22, .23)

Are signs showing floor-load capacity present? _____	<input type="checkbox"/>	<input type="checkbox"/>
Are platforms, storage lofts, balconies, etc. that are more than four feet above the floor protected with standard guardrails? _____	<input type="checkbox"/>	<input type="checkbox"/>
Are all platforms, lofts, and balconies (where people or machinery could be exposed to falling objects) guarded with standard four-inch toeboards? _____	<input type="checkbox"/>	<input type="checkbox"/>

STAIRS (29 CFR 1910.24)

Are there standard stair rails or handrails on all stairways having four or more risers? _____	<input type="checkbox"/>	<input type="checkbox"/>
Are all stairways at least 22 inches wide? _____	<input type="checkbox"/>	<input type="checkbox"/>

NIOSH

CHECKLISTS (cont.)

	Yes	No
Do stairs have at least a seven-foot overhead clearance? _____	<input type="checkbox"/>	<input type="checkbox"/>
Do stairs angle no more than 50° and no less than 30°? _____	<input type="checkbox"/>	<input type="checkbox"/>
LADDERS (29 CFR 1910.25, .26, .27)		
Have defective ladders (e.g., broken rungs, side rails, etc.) been tagged as "DANGEROUS, DO NOT USE" and removed from service for repair or destruction? _____	<input type="checkbox"/>	<input type="checkbox"/>
Is it prohibited to use the top of an ordinary step ladder as a step? _____	<input type="checkbox"/>	<input type="checkbox"/>
Do fixed ladders have at least 3½ feet of extension at the top of the landing? _____	<input type="checkbox"/>	<input type="checkbox"/>
Is the distance between the centerline of rungs on a fixed ladder and the nearest permanent object in back of the ladder at least seven inches or more? _____	<input type="checkbox"/>	<input type="checkbox"/>
Do all fixed ladders have a preferred pitch of 75°-90°? _____	<input type="checkbox"/>	<input type="checkbox"/>
EGRESS (29 CFR 1910.36-.37)		
Are all exits marked with an exit sign and illuminated by a reliable light source? _____	<input type="checkbox"/>	<input type="checkbox"/>
Is the lettering at least six inches high with the principle letter strokes at least ¼ of an inch wide? _____	<input type="checkbox"/>	<input type="checkbox"/>
Is the direction to exits, when not immediately apparent, marked with visible signs? _____	<input type="checkbox"/>	<input type="checkbox"/>

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CHECKLISTS (cont.)

	Yes	No
Are doors or other passageways, that are neither exits nor access to an exit, and located where they may be mistaken for exits, appropriately marked "NOT AN EXIT", "TO BASEMENT", "STOREROOM", etc.? _____	<input type="checkbox"/>	<input type="checkbox"/>
Are exit doors side-hinged? _____	<input type="checkbox"/>	<input type="checkbox"/>
Are all doors that must be passed through to reach an exit or way to an exit, always free to access with no possibility of a person being locked inside? _____	<input type="checkbox"/>	<input type="checkbox"/>
Are all exit routes always kept free of obstructions? _____	<input type="checkbox"/>	<input type="checkbox"/>
OCCUPATIONAL HEALTH AND ENVIRONMENTAL CONTROL (29 CFR 1910.93, .94, .95)		
Is management aware of the hazards caused by various materials used in the plant? _____	<input type="checkbox"/>	<input type="checkbox"/>
Is employee exposure to these chemicals kept within the acceptable levels? _____	<input type="checkbox"/>	<input type="checkbox"/>
Are eye wash fountains and safety showers provided in areas where chemicals, such as caustics, are used? _____	<input type="checkbox"/>	<input type="checkbox"/>
Are all containers, such as vats, storage tanks, etc. labeled as to their contents? _____	<input type="checkbox"/>	<input type="checkbox"/>

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CHECKLISTS (cont.)

	Yes	No
If internal combustion engines are used, is carbon monoxide kept within acceptable levels? _____	<input type="checkbox"/>	<input type="checkbox"/>
Is employee exposure to welding fumes controlled by ventilation, use of respirators, exposure time or other means? _____	<input type="checkbox"/>	<input type="checkbox"/>
Are employees required to wear personal protective equipment when handling solvents, resins, pigments, etc. to avoid eye or skin contact? _____	<input type="checkbox"/>	<input type="checkbox"/>
OCCUPATIONAL NOISE EXPOSURE (29 CFR 1910.95)		
If a noise problem is suspected, have noise levels been accurately measured? _____	<input type="checkbox"/>	<input type="checkbox"/>
If a noise problem exists, have plans to reduce noise levels by engineering methods been formulated (e.g., enclosure, maintenance, different methods of processing)? _____	<input type="checkbox"/>	<input type="checkbox"/>
If engineering controls cannot reduce the noise to safe levels:		
1. Have administrative controls, such as limiting worker-exposure in a given area, been started? _____	<input type="checkbox"/>	<input type="checkbox"/>
2. Are affected employees given annual audiometric tests, if necessary? _____	<input type="checkbox"/>	<input type="checkbox"/>
3. Do all employees in high-noise areas wear hearing protection? _____	<input type="checkbox"/>	<input type="checkbox"/>
4. Are annual noise surveys made to re-evaluate the problem? _____	<input type="checkbox"/>	<input type="checkbox"/>

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CHECKLISTS (cont.)

	Yes	No
HAZARDOUS MATERIALS		
FLAMMABLE AND COMBUSTIBLE LIQUIDS (29 CFR 1910.106)		
Are all connections on drums and combustible liquid piping systems vapor and liquid tight? _____	<input type="checkbox"/>	<input type="checkbox"/>
Are flammable liquids kept in closed containers when not in use (e.g., parts cleaning tanks, pans, etc.)? _____	<input type="checkbox"/>	<input type="checkbox"/>
Are all spills of flammable or combustible liquids cleaned up promptly? _____	<input type="checkbox"/>	<input type="checkbox"/>
Is combustible waste material (oily rags, etc.) stored in covered metal receptacles and disposed of daily? _____	<input type="checkbox"/>	<input type="checkbox"/>
Are bulk drums of flammable liquids grounded and bonded to containers during dispensing? _____	<input type="checkbox"/>	<input type="checkbox"/>
Are gasoline and other flammable liquids stored in approved containers? _____	<input type="checkbox"/>	<input type="checkbox"/>
Do storage rooms for flammable and combustible liquids have explosion-proof lights? _____	<input type="checkbox"/>	<input type="checkbox"/>
Do storage rooms for flammable and combustible liquids have mechanical or gravity ventilation (at least six air changes per hour)? _____	<input type="checkbox"/>	<input type="checkbox"/>
Are storage cabinets for flammable liquids labeled "FLAMMABLE—KEEP FIRE AWAY"? _____	<input type="checkbox"/>	<input type="checkbox"/>

NIOSH

CHECKLISTS (cont.)

	Yes	No
Are storage areas for flammables prominently posted as a "NO SMOKING" area? _____	<input type="checkbox"/>	<input type="checkbox"/>

Is there never more than one day's supply of flammable liquids outside of approved storage cabinets or rooms? _____	<input type="checkbox"/>	<input type="checkbox"/>
--	--------------------------	--------------------------

UNDERGROUND STORAGE TANKS

Does the vent pipe extend at least 12 feet above grade? _____	<input type="checkbox"/>	<input type="checkbox"/>
--	--------------------------	--------------------------

Is the vent pipe located so vapors do not discharge inside buildings or become trapped under eaves, etc.? _____	<input type="checkbox"/>	<input type="checkbox"/>
--	--------------------------	--------------------------

PERSONAL PROTECTIVE EQUIPMENT (29 CFR 1910.132-.137)

Is personal protective equipment provided, used, and maintained wherever it is necessary? _____	<input type="checkbox"/>	<input type="checkbox"/>
--	--------------------------	--------------------------

Is employee-owned personal protective equipment, such as gloves, protective shoes, etc., adequate and properly maintained? _____	<input type="checkbox"/>	<input type="checkbox"/>
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NIOSH

CHECKLISTS (cont.)

	Yes	No
Is eye protection available where debris or flying objects could be a hazard? _____	<input type="checkbox"/>	<input type="checkbox"/>
Are ear plugs or muffs provided and worn during noisy conditions? _____	<input type="checkbox"/>	<input type="checkbox"/>
Is slip-resistant footwear worn? _____	<input type="checkbox"/>	<input type="checkbox"/>
Are hard hats or safety shoes available where falling objects could be a hazard? _____	<input type="checkbox"/>	<input type="checkbox"/>

GENERAL ENVIRONMENTAL CONTROLS SANITATION (29 CFR 1910.141-.149)

Are restrooms and washrooms kept in clean and sanitary condition? _____	<input type="checkbox"/>	<input type="checkbox"/>
Are covered receptacles for waste food kept in clean and sanitary condition? _____	<input type="checkbox"/>	<input type="checkbox"/>
Are covered receptacles for sanitary napkins provided in the women's restroom? _____	<input type="checkbox"/>	<input type="checkbox"/>
Are all outlets for water that is not suitable for drinking, clearly posted as "UNSAFE FOR DRINKING, WASHING, OR COOKING"? _____	<input type="checkbox"/>	<input type="checkbox"/>

NIOSH

CHECKLISTS (cont.)

	Yes	No
Is all water that is provided for drinking, washing, and cooking, suitable for drinking? _____	<input type="checkbox"/>	<input type="checkbox"/>
Are employees prohibited from eating in areas where toxic materials are present? _____	<input type="checkbox"/>	<input type="checkbox"/>
Has pest control been exercised? _____	<input type="checkbox"/>	<input type="checkbox"/>
If employees are permitted to eat on the premises, are they provided with a suitable space for that purpose? _____	<input type="checkbox"/>	<input type="checkbox"/>
MEDICAL AND FIRST AID (29 CFR 1910.151)		
Are first aid supplies readily available, inspected, and replenished? _____	<input type="checkbox"/>	<input type="checkbox"/>
Is at least one employee on each shift currently qualified to render first aid in the absence of a nearby clinic or hospital? (Some states require first aid trained persons regardless of nearby clinics or hospitals.) _____	<input type="checkbox"/>	<input type="checkbox"/>
Are first aid supplies approved by a consulting physician, indicating that they are adequate? _____	<input type="checkbox"/>	<input type="checkbox"/>
Are medical personnel readily available for advice and consultation on matters of employee health? _____	<input type="checkbox"/>	<input type="checkbox"/>

NIOSH

CHECKLISTS (cont.)

	Yes	No
Is there a first aid kit easily accessible to the work area? _____	<input type="checkbox"/>	<input type="checkbox"/>
Are emergency phone numbers posted? _____	<input type="checkbox"/>	<input type="checkbox"/>
Where employees may be exposed to injurious corrosive materials, are they provided with quick-drenching and flushing facilities for immediate emergency use? _____	<input type="checkbox"/>	<input type="checkbox"/>

FIRE PROTECTION (29 CFR 1910.157, .161)

Are the extinguishers selected for the types of combustibles and flammables in the areas where they are to be used? Class A. Ordinary combustible material fires Class B. Flammable-liquid or grease fires Class C. Energized-electrical-equipment fires _____	<input type="checkbox"/>	<input type="checkbox"/>
Are extinguishers fully charged and in designated places? _____	<input type="checkbox"/>	<input type="checkbox"/>
Are extinguishers located along normal paths of travel? _____	<input type="checkbox"/>	<input type="checkbox"/>
Are extinguisher locations free from obstruction or blockage? _____	<input type="checkbox"/>	<input type="checkbox"/>
Are extinguishers not mounted too high? If not exceeding 40 pounds, the top must not be higher than five feet above floor; greater than 40 pounds, the top must not be higher than 3½ feet above floor. _____	<input type="checkbox"/>	<input type="checkbox"/>



CHECKLISTS (cont.)

	Yes	No
Have all extinguishers been serviced, maintained, and tagged at intervals not to exceed one year? _____	<input type="checkbox"/>	<input type="checkbox"/>
Are all extinguishers checked (by management or designated employee) monthly to see if they are in place or if they have been discharged, etc.? _____	<input type="checkbox"/>	<input type="checkbox"/>
AUTOMATIC SPRINKLER (if applicable)		
Is there at least one automatic water supply of adequate pressure, capacity, and reliability? _____	<input type="checkbox"/>	<input type="checkbox"/>
Is combustible material never piled within 36 inches of the sprinkler system except as mentioned below? 1. Solid piles 15 feet high or in piles 12 feet high with horizontal channels. 2. Commodities containing only small amounts of combustible material. _____	<input type="checkbox"/>	<input type="checkbox"/>
Is the storage of material, mentioned in No's. 1 and 2 above, never piled next to lights or within 18 inches of the sprinkler system? _____	<input type="checkbox"/>	<input type="checkbox"/>
Are water-flow alarms provided on all sprinklers? _____	<input type="checkbox"/>	<input type="checkbox"/>
Are the sprinkler systems periodically inspected and continuously maintained? _____	<input type="checkbox"/>	<input type="checkbox"/>

CHECKLISTS (cont.)

Yes No

DRY CHEMICAL SYSTEMS (if applicable)

Does a competent inspector make annual inspections and perform tests on all dry chemical systems?

Are the inspector's reports kept on file?

Are visual inspections regularly made?

Are all dry chemical systems maintained in full operating condition at all times?

 COMPRESSED AIR (29 CFR 1910.169)

Are pulleys and belts on compressors and motors completely guarded?

Are flexible cords or plugs on electric motors periodically checked and replaced if in a deteriorated condition?

Do the relief valves operate properly?

Are air tanks drained regularly?

Is the pressure-relief device and gauge in good operating condition?

NIOSH

CHECKLISTS (cont.)

MATERIALS HANDLING AND STORAGE (29 CFR 1910.176-.181)

Yes No

Is there safe clearance for equipment through aisles and doors?

Is stored material stable and secure?

Are storage areas free from tripping hazards?

Are only trained operators allowed to operate powered lift trucks?

Are appropriate overhead guards installed on powered lift trucks?

Is battery charging on electric units performed only in designated areas?

Are "NO SMOKING" signs posted near electric battery charging units?

Are all vehicles shut off prior to loading?

Are dock boards (bridge plates) used when loading or unloading from dock to truck or dock to rail car?

Is all storage secured against sliding or collapsing?

Have aisles been designated and kept clear to allow unhindered passage?

Are containers of combustibles or flammables, when stacked one upon the other, always separated by dunnage sufficient to provide stability?

NIOSH

CHECKLISTS (cont.)

	Yes	No
Are racks and platforms loaded within the limits of their capacity? _____	<input type="checkbox"/>	<input type="checkbox"/>
If motorized equipment, such as lift trucks, is used, are aisles permanently marked, providing sufficient clearance for passage of the equipment? _____	<input type="checkbox"/>	<input type="checkbox"/>
Are specifications posted for maximum loads which are approved for floors (except slabs with no basements), roof of a building, or some other structure? _____	<input type="checkbox"/>	<input type="checkbox"/>

MACHINE AND MACHINE GUARDING (29 CFR 1910.212)

Are belts, pulleys, and rotating shafts (air compressor, drill presses, etc.) properly guarded? _____	<input type="checkbox"/>	<input type="checkbox"/>
Are chains, sprockets, and gears properly guarded? _____	<input type="checkbox"/>	<input type="checkbox"/>
Are all in-going nip points properly guarded? _____	<input type="checkbox"/>	<input type="checkbox"/>
Are rotating shafts that are not smooth properly guarded? _____	<input type="checkbox"/>	<input type="checkbox"/>
Are all rotating parts (lubrication, fittings, etc.) recessed or covered with collars? _____	<input type="checkbox"/>	<input type="checkbox"/>
Are all pieces of equipment with an electric motor or any electrical connection effectively grounded? _____	<input type="checkbox"/>	<input type="checkbox"/>

CHECKLISTS (cont.)

Are sprockets and V-belt drives within reach of platforms and passageways or less than seven feet from the floor completely enclosed?

Are fans less than seven feet above floor guarded, having openings $\frac{1}{2}$ inch or less?

ABRASIVE WHEEL MACHINERY (Grinders) (29 CFR 1910.215)

Is the work rest used and kept adjusted to within $\frac{1}{8}$ inch of wheel?

Is the adjustable tongue on top side of grinder used and kept adjusted to within $\frac{1}{4}$ inch of wheel? _____

Do side guards cover the spindle, nut, and flange and 75% of the wheel diameter?

Are bench and pedestal grinders permanently mounted? _____

Are goggles or face shields always worn when grinding? _____

NIOSH

CHECKLISTS (cont.)

HAND AND PORTABLE POWER TOOLS (29 CFR 1910.242-.244)

Are tools and equipment (both company and employee-owned) in good condition?

Have mushroomed heads on chisels, punches, etc. been reconditioned or replaced if necessary? _____

Have broken hammer handles been replaced?

Have worn or bent wrenches been replaced?

Have employees been instructed that the use of compressed air to blow debris from clothing or body is prohibited because it can enter the body and cause serious harm?

Have deteriorated air hoses been replaced?

Are portable abrasive wheels appropriately guarded? _____

Have employees been made aware of the hazards caused by faulty or improperly used hand tools?

WELDING, CUTTING, AND BRAZING (29 CFR 1910.252)

Are fuel gas cylinders and oxygen cylinders separated by 20 feet or a barrier five feet high having a 1/2-hour fire resistance rating?

NIOSH

CHECKLISTS (cont.)

	Yes	No
Are cylinders secured and stored where they cannot be knocked over? _____	<input type="checkbox"/>	<input type="checkbox"/>
Are cylinder protective caps in place except when the cylinder is in use? _____	<input type="checkbox"/>	<input type="checkbox"/>
Are compressed gas cylinders kept away from sources of heat, elevators, stairs, or gangways? _____	<input type="checkbox"/>	<input type="checkbox"/>
Are only instructed employees, who are judged competent by the employer, allowed to use oxygen or fuel gas equipment? _____	<input type="checkbox"/>	<input type="checkbox"/>
Do all cylinders (except those with fixed hand wheels) have non-adjustable wrenches, keys, or handles in place on valve stems while cylinders are in use? _____	<input type="checkbox"/>	<input type="checkbox"/>
Is welding always conducted at a safe distance from flammable liquids? _____	<input type="checkbox"/>	<input type="checkbox"/>
Are all compressed gas cylinders legibly marked for identifying the content? _____	<input type="checkbox"/>	<input type="checkbox"/>
Are the valves shut off when the cylinder is not in use? _____	<input type="checkbox"/>	<input type="checkbox"/>

NIOSH

CHECKLISTS (cont.)

	Yes	No
Are flash shields provided to protect nearby workers from the welding flash? _____	<input type="checkbox"/>	<input type="checkbox"/>
NATIONAL ELECTRICAL CODE		
ELECTRICAL WIRING		
Have exposed wires, frayed cords, and deteriorated insulation been repaired or replaced? _____	<input type="checkbox"/>	<input type="checkbox"/>
Are junction boxes, outlets, switches, and fittings covered? _____	<input type="checkbox"/>	<input type="checkbox"/>
Is all metal fixed electrical equipment grounded? _____	<input type="checkbox"/>	<input type="checkbox"/>
Are flexible cords and cables fastened so that there is no direct pull on joints or terminal screws? _____	<input type="checkbox"/>	<input type="checkbox"/>
Are flexible cords and cables never substituted for fixed wiring? _____	<input type="checkbox"/>	<input type="checkbox"/>
Do flexible cords and cables not run through holes in wall or ceiling or through doorways or windows? _____	<input type="checkbox"/>	<input type="checkbox"/>
Are flexible cords and cables free from splices or taps? _____	<input type="checkbox"/>	<input type="checkbox"/>
Does all equipment connected by cord and plug have grounded connections? _____	<input type="checkbox"/>	<input type="checkbox"/>
Are electrical appliances such as vacuums, polishers, vending machines, etc. grounded? _____	<input type="checkbox"/>	<input type="checkbox"/>

NIOSH

CHECKLISTS (cont.)

Are all portable electrical hand tools grounded? (Doubly insulated tools are acceptable without grounding.)

Are breaker switches identified as to their use?

RECORDKEEPING (29 CFR 1904.2-.8)

Is employee poster (OSHA or equivalent state poster) prominently displayed?

Has a summary of all occupational injuries and illnesses been compiled at the conclusion of each calendar year and been recorded on OSHA Form No. 102? Was it posted during the month of February?

Have all OSHA records been retained for a period of five years, excluding the current year?

Have occupational injuries or illnesses, except minor injuries requiring only first aid, been recorded on OSHA Form Nos. 100 and 101, or equivalent?

NIOSH

INFORMATION SOURCES

AMERICAN NATIONAL STANDARDS INSTITUTE (ANSI)
1430 Broadway, New York, N.Y. 10018

- A12.1 Floor and Wall Openings
- A14.1 Portable Wood Ladders
- A58.1 Minimum Design Load
- A64.1 Fixed Stairs
- B15.1 Mechanical Power Transmission
- B56.1 Powered Industrial Trucks
- C1 National Electric Code
- Z4.1 Sanitation in Places of Employment
- Z49 Welding and Cutting
- Z87.1 Eye and Face Protection

NATIONAL FIRE PROTECTION ASSOCIATION (NFPA)
470 Atlantic Avenue, Boston, Mass. 02110

- NFPA-10-1970
- NFPA-101-1970

PAPERBOARD PACKAGING COUNCIL

1800 K Street N.W., Suite 600, Washington, D.C. 20006

NATIONAL SAFETY COUNCIL

425 North Michigan Avenue, Chicago, Illinois 60611

NIOSH REGIONAL DIRECTORS

OSHA AREA DIRECTORS

Your trade association, state and local governmental agencies, and your workmen's compensation insurance carrier can also provide you with useful information. The Small Business Administration will provide information concerning procedures for securing economic assistance in compliance with the OSHA Standards (if needed).

KIND OF FIRE		APPROVED TYPE OF EXTINGUISHER							HOW TO OPERATE
		FOAM Solution of Aluminum Sulfate and Bi- carbonate of Soda	CARBON DIOXIDE Carbon Dioxide Gas Under Pressure	SODA ACID Bicarbonate of Soda Solution and Sul- phuric Acid	PUMP TANK Plain Water	GAS CART- RIDGE Water Ex- pelled by Carbon Dioxide Gas	MULTI- PURPOSE DRY CHEMICAL	ORDINARY DRY CHEMICAL	
<p>DECIDE THE CLASS OF FIRE YOU ARE FIGHTING. . .</p> <p>... THEN CHECK THE COLUMNS TO THE RIGHT OF THAT CLASS</p> <p>A</p> <p>CLASS A FIRES USE THESE EXTINGUISHERS</p> <p>ORDINARY COMBUSTIBLES</p> <ul style="list-style-type: none"> • WOOD • PAPER • CLOTH • ETC. 									<p>FOAM: Don't Play Stream into the Burning Liquid. Allow Foam to Fall Lightly on Fire.</p> <p>CARBON DIOXIDE: Direct Discharge as to Fires Possible, First at Edge of Flames. Gradually Envelop and ward and upward</p> <p>SODA-ACID, GAS-CARTRIDGE: Direct Stream at Base of Flame</p> <p>PUMP TANK: Place Foot on Footrest and Direct Stream at Base of Flames</p> <p>DRY-CHEMICAL: Direct at the Base of the Flames. In the Case of Class A Fires, Follow the Dry Chemicals at Remain- ing Material That is Burning</p>
<p>B</p> <p>CLASS B FIRES USE THESE EXTINGUISHERS</p> <p>FLAMMABLE LIQUIDS, GREASE</p> <ul style="list-style-type: none"> • GASOLINE • PAINTS • OILS, ETC. 									
<p>C</p> <p>CLASS C FIRES USE THESE EXTINGUISHERS</p> <p>ELECTRICAL EQUIPMENT</p> <ul style="list-style-type: none"> • MOTORS • SWITCHES • ETC. 									

IMPORTANT! USING THE WRONG TYPE EXTINGUISHER FOR THE CLASS OF FIRE MAY BE DANGEROUS

TABLE I

NATIONAL INSTITUTE FOR OCCUPATIONAL SAFETY AND HEALTH

NIOSH AND OSHA REGIONAL OFFICES

The following pages list NIOSH and OSHA regional offices. Either of these facilities serving the state can provide information on the OCCUPATIONAL SAFETY AND HEALTH ACT including questions on standards interpretations, voluntary compliance information, copies of the *OSHA Standards*, *OSHA Act*, *Employee Rights Posting Notice* and other OSHA publications.



NIOSH REGIONAL OFFICES

DHEW, Region I
Government Center (JFK Fed. Bldg.)
Boston, Massachusetts 02203
Tel.: 617/223-5807

DHEW, Region II—Federal Building
26 Federal Plaza
New York, New York 10007
Tel.: 212/264-2485/8

DHEW, Region III
3525 Market Street P.O. Box 13761
Philadelphia, Pennsylvania 19101
Tel.: 215/597-6716

DHEW, Region IV
50 Seventh Street, N.E.
Atlanta, Georgia 30323
Tel.: 404/626-5474

DHEW, Region V
300 South Wacker Drive
Chicago, Illinois 60607
Tel.: 312/353-1710

DHEW, Region VI
1114 Commerce Street (Rm. 8-C-53)
Dallas, Texas 75202
Tel.: 241/792-2261

DHEW, Region VII
601 East 12th Street
Kansas City, Missouri 64106
Tel.: 816/374-5332

DHEW, Region VIII
19th & Stout Streets
9017 Federal Building
Denver, Colorado 80202
Tel.: 303/837-3979

DHEW, Region IX
50 Fulton Street (254 FOB)
San Francisco, California 94012
Tel.: 415/666-3781

DHEW, Region X
1321 Second Avenue (Arcade Bldg.)
Seattle, Washington 98101
Tel.: 206/442-0530

OSHA REGIONAL OFFICES

Region I

U.S. Department of Labor
Occupational Safety and Health Administration
18 Oliver Street, Fifth Floor
Boston, Massachusetts 02110 Telephone: 617/223-6712/3

Region II

U.S. Department of Labor
Occupational Safety and Health Administration
1515 Broadway (1 Astor Plaza)
New York, New York 10036 Telephone: 212/972-5941/2

Region III

U.S. Department of Labor
Occupational Safety and Health
15220 Gateway Center, 3535 Market Street
Philadelphia, Pennsylvania 19104 Telephone: 215/596-1201

Region IV

U.S. Department of Labor
Occupational Safety and Health Administration
1375 Peachtree Street, N.E., Suite 587
Atlanta, Georgia 30309 Telephone: 404/526-3573/4 or 2281/2

Region V

U.S. Department of Labor
Occupational Safety and Health Administration
300 South Wacker Drive, Room 1201
Chicago, Illinois 60606 Telephone: 312/353-4716/7

Region VI

U.S. Department of Labor
Occupational Safety and Health Administration
7th Floor, Texaco Building, 1512 Commerce Street
Dallas, Texas 75210 Telephone: 214/794-2477/8/9 or 2567

Region VII

U.S. Department of Labor
Occupational Safety and Health Administration
Federal Building, Room 3000, 911 Walnut Street
Kansas City, Missouri 64106 Telephone: 816/374-5861

Region VIII

U.S. Department of Labor
Occupational Safety and Health Administration
Federal Building, Room 15010, 1961 Stout Street
Denver, Colorado 80202 Telephone: 303/837-3883

Region IX

U.S. Department of Labor
Occupational Safety and Health Administration
9470 Federal Building, 450 Golden Gate Avenue
Post Office Box 36017
San Francisco, California 94102 Telephone: 415/556-0584

Region X

U.S. Department of Labor
Occupational Safety and Health Administration
1808 Smith Tower Building, 506 Second Avenue
Seattle, Washington 98104 Telephone: 206/442-5930

...ing safe practices should be
...n order to avoid injury.

The
cont
liftin

6. Turn your body with changes of foot position after looking over your path of travel making sure it is clear.

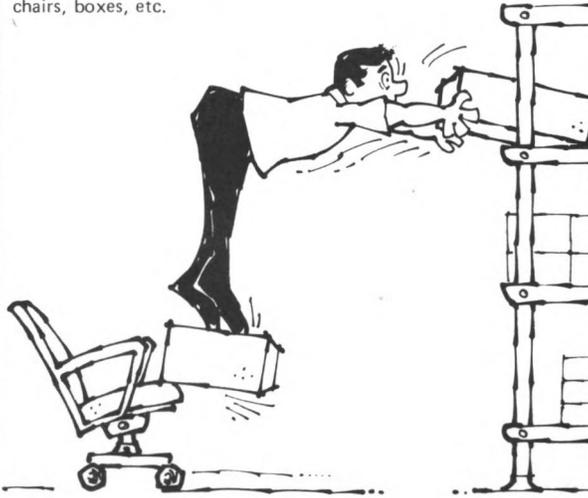


7. Setting the load down, is just as important as picking it up. Using leg and back muscles, comfortably lower load by bending your knees. When load is securely positioned, release your grip.



Over-reaching and stretching to reach overhead objects may result in strains or falls.
Use a ladder instead of chairs, boxes, etc.

DETER
OBJEC
LIFTED
SAFELY



EMERGENCY INFORMATION

FIRE

Telephone Fire Department _____

Nearest Alarm Box at _____

CRIME

Telephone Police _____

INJURY/ILLNESSES

Avoid infection of minor injuries; always get medical attention or skilled first aid.

Doctor _____

Office _____ Tel. _____

Residence _____ Tel. _____

Hospital _____

Address _____ Tel. _____

Ambulance _____

Address _____ Tel. _____

(In emergencies, get medical attention and transportation elsewhere if necessary.)

In all cases of Fire, Crime, Accident, or Sickness, promptly notify:

1. Name _____ Office Tel. _____

Address _____ Res. Tel. _____

or

2. Name _____ Office Tel. _____

Address _____ Res. Tel. _____

UNIVERSITY OF ILLINOIS-URBANA



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