Safety Checklist

1. Clothing and Jewelry.
   A. Shoes.
      1. Hard or leather soles – to protect against sharp objects (metal shavings and chips) on floor or chemical spills.
      2. No tennis-type shoes.
   B. Pants – long – to protect against sharp edges on such items as meters, pipes and valves near floor.
   C. Loose and/or billowing clothes and jewelry – forbidden because it might catch in moving equipment.
      1. Necklaces – must be worn inside clothing while at the plant.
      2. Jackets – must be half closed from bottom up while in Manufacturing area.

11. Travel – fasten your seatbelt if one is available while riding in cars and vans on way to and from audit.

111. Hair – long hair must be held back with a rubber band or tie.

IV. Touching unknown objects.
   A. Liquids.
      1. Liquids on floor – may be caustic, acidic, or slippery. Always walk around them. If you must step in them, assure that you can do so safely (i.e., assure the liquid is harmless and not a slippery hazard).
      2. Liquids in tanks – do not put your hands or fingers in them.
   B. Solid surfaces.
      1. Walls – dry walls of tanks, vats, furnaces, etc. may be hot. Assure that you can safely touch them before you do. Thermocouple measurements are best.
      2. Walls – wet walls of tanks and vats. Never assume the
Wetness is mere condensation of water. Assure the liquid is Harmless before you touch it.

C. Hot exhausts.

1. Exhausts or vents from processes or machines may be hot.
2. The liquid or gas they may be hot.

D. Machinery.

1. Machines which may start remotely/suddenly – do not get injured.
2. Rotating shafts, wheels, fan blades or belts – do not touch.
3. Shafts, wheels or belts in dim light or noise – may appear to be stationary while rotating at high speed.
4. Physical distance – in general, stay far enough away so that if you lose your balance due to sudden slipping, vertigo, etc., you will not fall into danger.

V. Electric motors.

A. Inspection of nameplate.

1. Never lean near or touch the shaft.
2. Do not lean across the machine.
3. If using a rag to wipe off the nameplate assure it does not come into contact with the shaft.
4. Watch out for improperly made electrical connections.

VI. Electrical measurements – motors and other circuits.

1. Are to be done only by faculty and staff who are trained and then only with supervision of knowledgeable plant personnel such as electricians.
2. Watch out for improperly made electrical connections.

VII. Walking about in plant.
A. Forklifts and other motorized traffic – watch closely for them, especially at possible intersections, and yield. Use your eyes – you can’t always hear them and they frequently do not honk their horns. When you are close to one, make sure you have eye contact with the operator.

B. Cranes.
   1. Do not interfere with a crane, its load, or its hook.
   2. Do not walk under a load on a crane.
   3. Do not walk under the hook.
   4. Watch for them by raising your eyes. They are overhead.

C. Metal shavings on floor – can cut through solid soles – avoid them.

D. Spills on floor – do not step into them or over them – go around unless you have assured you can safely negotiate them.

E. Leaning over tanks and vats – do not lean over them.
   A. Danger due to falling in.
   B. Danger due to dropping objects (pencils, caps) in.
   F. Opening doors, covers, and lids – do not open a door, cover, or lid unless you have assured it is safe to do so.

VIII. Personal objects – assure that pencils, paper, and head gear are secure and will not blow, drop, or fall into plant systems, vats, tanks, etc.

IV. Air moving equipment – avoid the air stream if possible, but occasionally we are led where air is moving rapidly.
   A. Look away – protect eyes and ears from dust and small flying objects.
   B. Hold on to caps and papers.

X. Welders – do not look at the arc. Severe eye injury can result.
XI. Roofs.

1. No more than 3 persons should be in one area on a roof – usually one will be a plant worker.

2. Do not walk on top of a furnace unless there is a walkway or you have seen a plant worker, faculty or staff do so. Furnace roofs can become weakened.

XII High walkways or positions.

A. Do not hesitate to stay at a safer location if you have a problem with heights.

B. Always have both hands free when climbing stairs or ladders and hold on to handrails – put paper in belt, pencils in pocket.

XIII. Conveyor belt elevators.

A. Ride only after personal instruction by plant personnel.

B. Ride only with personal supervision by plant personnel.

C. Have both hands free and hold on securely – papers in your Pocket.

D. Know where the safety shut off is and use it if necessary.

XIV. Personal protective equipment – usually provided by the plant

A. Safety glasses – wear in plant, if required.

1. Your own – make sure they meet plant requirements for side protection.

2. Wear plant glasses if provided.

B. Safety hats – wear in plant if required – will be provided.

C. Ear protection – wear in plant if required – will be provided.

XV. General.
1. Distance.

   A. Stay far enough away so that if you lose your balance due to sudden slipping, vertigo, etc., you will not fall into danger.

   B. If you are unsure about walking or touching, check with plant personnel, faculty or staff.

2. Hazards – if you notice a hazard which may present a danger to EADC workers, assure that the faculty or staff member leading the team is notified and warn the other team members.