

## INDEX

CARPENTRY AND LOCK SHOP SAFETY PROCEDURES .....	3-1
COMMON-SENSE SAFETY IN THE SHOP.....	3-1
INDIVIDUAL MACHINERY .....	3-2
Drill Press.....	3-2
Free Standing Disk and Belt Sander.....	3-2
Jointer .....	3-2
Mortise and Tenon .....	3-2
Power Mitre Saw.....	3-2
Power Planer .....	3-2
Radial Arm Saw.....	3-2
Table Saw .....	3-2
LOCK SHOP SAFETY .....	3-3
CAUTION SIGN INFORMATION FORM .....	16-1
CENTERS FOR DISEASE CONTROL & PREVENTION .....	17-1
SAFETY REQUIREMENTS: IMMUNIZATIONS & ENTRANCE TO LABS.....	17-1
CONFINED SPACE ENTRY PROGRAM.....	18-1
Atmospheric Testing Equipment .....	18-1
Attendant .....	18-1
Body Harness.....	18-1
CONFINED SPACE CLASSIFICATION TABLE (Appendix B).....	18-11
CONFINED SPACE ENTRY PERMIT (Appendix C) .....	18-12
CONFINED SPACE ENTRY PROCEDURES .....	18-2
DEFINITION OF A CONFINED SPACE .....	18-1
Lifeline .....	18-2
Liftstation (Pump station).....	18-2
Lower Flammable Limit (LFL) .....	18-2
Manlift.....	18-2
Personal Protective Equipment (PPE) .....	18-2, 18-4
PURPOSE .....	18-1
Qualified Person.....	18-2
SAFE ENTRY CHECKLIST (Appendix D).....	18-13
Self-Contained Breathing Apparatus (SCBA) .....	18-2
POLICIES & DEFINITIONS .....	18-1
TRAINING PROGRAM FOR CONFINED SPACE ENTRY (Appendix A).....	18-5
CUSTODIAL SAFETY PROCEDURES .....	4-1
EQUIPMENT SAFETY .....	4-1
POOL CLEANING PROCEDURES .....	4-7
PROCEDURAL SAFETY .....	4-1
Broken Glass Removal .....	4-5
Buffer.....	4-3
Changing Lights, Setting Clocks.....	4-6
Cleaning Solutions .....	4-4
Cleaning Stairs .....	4-6
Confined Space Information.....	4-8
Custodial Closets .....	4-1
Elevators .....	4-7
EZ Riders Scrubbers .....	4-2
High-Speed Finishers .....	4-3
Laboratory Sharps Waste .....	4-5
Lock/Out-Tag/Out Information .....	4-9
Moving Furniture .....	4-6
Push Broom or Dust Mop .....	4-2
Machinery .....	4-3

Trash Removal .....	4-4
Wet Mop, Mop Bucket & Wringer .....	4-1
Wet or Dry Vacuums .....	4-3
<b>DESIGN, CONSTRUCTION, &amp; ENGINEERING SAFETY PROCEDURES .....</b>	<b>5-1</b>
OFFICE SAFETY .....	5-2
ON-SITE, FIELD WORK .....	5-1
TRAVEL IN HAZARDOUS / ISOLATED AREAS .....	5-1
TRAVEL IN STEAM TUNNELS .....	5-1
WORKING WITH ELECTRICITY .....	5-2
<b>DISTRICT ENERGY SAFETY PROCEDURES .....</b>	<b>9-1</b>
ASBESTOS REMOVAL .....	9-3
MATERIAL SAFETY DATA SHEETS (MSDS).....	9-1
CHEMICAL AND OIL SPILL PROCEDURE .....	9-1
CHEMICAL STORAGE AND HANDLING .....	9-1
DISTRICT ENERGY FLOOR PLAN.....	9-3
ENVIRONMENTAL HEALTH AND SAFETY .....	9-1
HAND TOOL SAFETY .....	9-3
LOCK OUT/TAG OUT.....	9-2
SAFE LOAD CHANGE FROM CITY TO GENERATOR .....	9-2
SAFE USE OF A GRINDER .....	9-3
SAFETY OF USING OXYACETYLENE TORCHES.....	9-2
WORK AROUND 125 psig STEAM AND BOILERS .....	9-2
WORK IN STEAM TUNNELS .....	9-1
<b>ELECTRICAL SHOP SAFETY PROCEDURES .....</b>	<b>6-1</b>
<b>DEFINITIONS:</b> .....	<b>6-1</b>
Approved Methods .....	6-1
Attended Station .....	6-1
Authorized Person .....	6-1
Barricade.....	6-1
Barrier .....	6-1
Bond .....	6-1
Circuit .....	6-1
Conductor .....	6-1
De-energized .....	6-1
Dead (in connection with wires).....	6-1
Department .....	6-1
Disciplinary Action.....	6-1
Disconnected.....	6-1
Effectively Grounded.....	6-2
Emergency .....	6-2
Employee .....	6-2
Enclosed .....	6-2
Energized .....	6-2
Entry .....	6-2
Equipment .....	6-2
Excavations .....	6-2
Exposed .....	6-2
Flares .....	6-2
Foreman or Supervisor .....	6-2
General Switching .....	6-2
Governmental .....	6-2
Ground (conductive connection).....	6-2
Ground (reference).....	6-2
Ground (establishing connection).....	6-3
Grounding .....	6-8, 6-12

Grounding (electrode) .....	6-2
Grounding (system) .....	6-3
Guarded.....	6-3
Hard hats, rubber gloves, other protective equipment .....	6-3
Hold Cards .....	6-3
Hotline Tools and Ropes .....	6-3
Insulated .....	6-3
Isolated .....	6-3
Manhole .....	6-3
Pad Mount.....	6-3
Primary Compartment .....	6-3
Primary High Voltage .....	6-3
Public.....	6-3
Qualified Person .....	6-3
Safety Rule.....	6-3
Secondary Compartment .....	6-3
Secondary Voltage.....	6-3
"Shall" wording.....	6-3
"Should" wording.....	6-4
Special Condition.....	6-4
Stream .....	6-4
Substation .....	6-4
Supervisor.....	6-4
Switch.....	6-4
Switching Station .....	6-4
Switchperson .....	6-4
Tailboard Safety Talk .....	6-4
Unattended Station .....	6-4
Underground Residential Distribution (URD) .....	6-4, 6-8
Unsafe Conditions .....	6-4
Vaults.....	6-4
Voltage.....	6-4
Voltage of an Effectively Grounded Circuit .....	6-4
Warning Signs .....	6-4
Worker .....	6-4
ELECTRICAL STANDARD OPERATING PROCEDURES (Draft) .....	6-17
ENTERING VAULTS AND ENCLOSURES.....	6-9
Submerged Primary Concrete Vault Entry Procedure .....	6-9
FUSES AND HIGH VOLTAGE.....	6-8
GROUNDING .....	6-8
HARD HATS, RUBBER GLOVES & OTHER PPE.....	6-10
OPENING AND CLOSING CIRCUITS .....	6-11
OPENING AND GUARDING HOLES .....	6-9
OTHER VAULTS ENTRY PROCEDURE .....	6-10
OVERHEAD DISTRIBUTION .....	6-5
PROTECTIVE EQUIPMENT (Rubber, synthetics, etc.).....	6-5
PULLING CABLES .....	6-9
SAFETY OF USING OXYACETYLENE TORCHES.....	6-15
SWITCHING OPERATIONS .....	6-11
TAGGING AND LOCKING OUT .....	6-14
TRANSCLOSURE ENTRY PROCEDURE .....	6-10
UNDERGROUND RESIDENTIAL DISTRIBUTION.....	6-8
USE AND CARE OF RUBBER GLOVES.....	6-6
WALK-IN BUILDING VAULT ENTRY PROCEDURE .....	6-10
WORKING ON DE-ENERGIZED LINES & EQUIPMENT.....	6-7, 6-13
WORK ON ENERGIZED CABLES & EQUIPMENT.....	6-12, 6-13

WORKING ON TRANSFORMERS .....	6-7
ELEVATOR SAFETY RULES & RATIONALE .....	2-12
ENVIRONMENT SHOP SAFETY PROCEDURES .....	7-1
ALARMS (FIRE, SECURITY, & MAINTENANCE).....	7-1
ASBESTOS.....	7-1
CONFINED SPACE .....	7-1
COMPUTER ASSISTED EQUIPMENT .....	7-1
CONTROLS (THERMOSTATS, HEAT, COOLING, VENTILATION.....	7-1
ELECTRICAL STANDARD OPERATING PROCEDURES (DRAFT) .....	7-6
EYE PROTECTION .....	7-2
HEARING PROTECTION.....	7-2
HEATING, VENTILATION, & ROOF ACCESS.....	7-3
LADDER SAFETY .....	7-2
LOCK OUT/TAG OUT.....	7-1
PERSONAL PROTECTIVE EQUIPMENT .....	7-1
ROOF ACCESS .....	7-2
SAFE USE OF MACHINES IN THE SHOP .....	7-5
SAFETY VIOLATION POLICY .....	7-2
SAFETY PROCEDURES .....	7-2
SHEET METAL .....	7-4
USE OF OXYACETYLENE TOOL .....	7-4
ENVIRONMENTAL REGULATIONS & CODES .....	19-1
ASBESTOS ABATEMENT .....	19-4
BIOSAFETY PROGRAM.....	19-4
CLEAN AIR ACT .....	19-4
CLEAN WATER ACT.....	19-4
ERGONOMICS .....	19-4
FACILITIES MANAGEMENT/EHS CONTACT LIST .....	19-1, 19-3
FIRE CODE .....	19-5
LABORATORY AUDITS .....	19-5
LEAD PAINT .....	19-5
ROOF CLEARANCE .....	19-5
EYE PROTECTION .....	2-2
EYE RELAXATION.....	24-3
FACILITIES MANAGEMENT SAFETY MANUAL INTRODUCTION .....	1-1
GOVERNOR'S STATEMENT (Safety Policy).....	1-2
SAFETY TEAM MISSION STATEMENT .....	1-1
GENERAL WORK RULES FOR SAFETY .....	2-1
Clothing.....	2-2
Conduct .....	2-1
Employee Responsibilities .....	2-1
Environmental Health Services Responsibilities .....	2-1
Eye Protection .....	2-2
Facilities Management Responsibilities .....	2-1
Fire Protection .....	2-3
Hearing Protection .....	2-3
Housekeeping.....	2-2
Intoxicants .....	2-2
Material Safety Data Sheets .....	2-3 and end of chapter
Posted Hazards .....	2-3
Safety Shoes .....	2-3
Smoking .....	2-1
Supervisor Responsibilities .....	2-1
Work Environment .....	2-7
ELEVATOR SAFETY RULES & RATIONALE .....	2-12
FIRST AID PROCEDURES .....	2-14

GENERAL EQUIPMENT SAFETY PROCEDURES.....	2-9
Hand Tools.....	2-9
Knives and Other Cutting Tools.....	2-10
Long-Handled Tools.....	2-10
Shovels .....	2-10
Machinery .....	2-11
Ways to Avoid Accidents .....	2-11
LIFTING, CARRYING, HANDLING SAFETY PROCEDURES .....	2-8
General Handling Procedures .....	2-8
Lifting.....	2-8
VEHICLE ACCIDENT REPORTING PROCEDURES .....	2-5
VEHICLE REGULATIONS.....	2-4
Operation .....	2-4
Restrictions .....	2-4
WORK ENVIRONMENT.....	2-7
Area Protection.....	2-7
Lighting .....	2-7
Ventilation .....	2-7
Work Area Guidelines .....	2-7
GROUNDS.....	8-1
USES OF PESTICIDES .....	8-1
Clean-up of Pesticide Spills .....	8-6
First Aid for Pesticide Poisoning .....	8-7
Disposal of Pesticides .....	8-5
Handling Pesticides Safely .....	8-4
Mixing and Loading Pesticides .....	8-4
Protective Clothing .....	8-2
Protective Equipment .....	8-3
Personal Care Following the Use of Pesticides .....	8-3
Re-entering Treated Areas .....	8-4
Pesticide Application .....	8-5
Pesticide Poisoning Recognition .....	8-8
Safe Operation for Spray Equipment .....	8-8
Safety Guidelines .....	8-5
EQUIPMENT OPERATION .....	8-8
Backpack Blower Operation.....	8-11
Brush Chipper.....	8-14
Chain Saw.....	8-10
Edger Operation .....	8-9
General Safety Rules .....	8-8
Riding Lawn Mower Operation .....	8-11
Safe Operating Procedures .....	8-12
Snow Blower Operation .....	8-11
String Trimmer Operation .....	8-9
Trimming with a Blade .....	8-10
Turf Vacuum Operation .....	8-13
21" Push Mower Operation .....	8-13
ROTATING FEED ROLLERS & KNIVES DURING OPERATION .....	8-14
Backhoe .....	8-25
Diesel Fuel .....	8-21
Driving the Unit.....	8-20
Operating the Unit.....	8-19
Operating the P.T.O. ....	8-20
Roll-Over Protective Structures (ROPS) .....	8-16
Rotating Feed Rollers .....	8-14
Rotating Knives.....	8-15

Safety Decals .....	8-16
Servicing the Tractor .....	8-17
Transporting Brush Chipper.....	8-15
Tractor .....	8-17
Trencher/Backhoe.....	8-21
<b>HEAVY EQUIPMENT AND LABOR CREW .....</b>	<b>10-1</b>
<b>GENERAL SAFETY RULES FOR OPERATING EQUIPMENT .....</b>	<b>10-1</b>
Air Compressor.....	10-2
Asphalt Rollers .....	10-3
Concrete Saw.....	10-3
Motor Graders .....	10-3
Operating Backhoes .....	10-4
Oxyacetylene Cutting Tool Precautions .....	10-1
Recommended Safety Equipment for Air Compressor & Attachments .....	10-2
<b>ROLL-OVER PROTECTIVE STRUCTURES (ROPS).....</b>	<b>10-4</b>
ROPS Maintenance & Inspection .....	10-4
Damage to the ROPS .....	10-5
Forklifts .....	10-5
<b>INDIVIDUAL MACHINERY (See Carpentry &amp; Lock Shop) .....</b>	<b>3-2</b>
<b>INTEGRATED SOLID WASTE SAFETY PROCEDURES .....</b>	<b>13-1</b>
<b>FLUORESCENT TUBE CRUSHING .....</b>	<b>13-1</b>
<b>LIFTING .....</b>	<b>13-2</b>
<b>MATERIAL HANDLING .....</b>	<b>13-1</b>
<b>SAFE DRIVING ON AND OFF CAMPUS .....</b>	<b>13-2</b>
<b>TRUCK MAINTENANCE .....</b>	<b>13-2</b>
<b>LADDER SAFETY PROCEDURES .....</b>	<b>22-1</b>
<b>LADDER SPECIFICATIONS .....</b>	<b>22-1</b>
General Ladder Safety .....	22-1
<b>LIFTING, CARRYING, AND HANDLING SAFETY PROCEDURES .....</b>	<b>2-8</b>
<b>LIMBERING EXERCISES (See OFFICE ERGONOMICS).....</b>	<b>24-6</b>
<b>LOCK OUT/ TAG OUT PROCEDURE .....</b>	<b>27-1</b>
<b>DEFINITIONS.....</b>	<b>27-1</b>
<b>LOCK OUT/TAG OUT SUPPLIES.....</b>	<b>27-2</b>
<b>PROCEDURE .....</b>	<b>27-1</b>
<b>NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) RATING SYSTEM.....</b>	<b>23-1</b>
<b>FLAMMABILITY .....</b>	<b>23-1</b>
<b>HEALTH RISK.....</b>	<b>23-1</b>
<b>NFPA CHEMICAL HAZARD LABELS .....</b>	<b>23-6</b>
<b>RATING SYSTEM SHEETS .....</b>	<b>23-3</b>
<b>REACTIVITY .....</b>	<b>23-1</b>
<b>WATER REACTIVITY .....</b>	<b>23-2</b>
<b>OFFICE ERGONOMICS .....</b>	<b>24-1</b>
<b>USE SAFE &amp; EFFICIENT WORK HABITS .....</b>	<b>24-1</b>
Efficient Workspace Organization.....	24-2
General Office Considerations .....	24-2
Noise Abatement Suggestions .....	24-2
Perform Stretch Breaks .....	24-2
Pursue a Healthy Lifestyle.....	24-2
Take Care of Your Eyes .....	24-1
Temperature Control .....	24-2
<b>OPERATING A STATE VEHICLE .....</b>	<b>2-4</b>
<b>PAINT SHOP SAFETY PROCEDURES .....</b>	<b>11-1</b>
<b>Exterior Painting Safety Hazards .....</b>	<b>11-1</b>
<b>SHOP SAFETY 11-1</b>	
<b>Interior Painting Safety Hazards.....</b>	<b>11-1</b>
<b>Ladder Safety.....</b>	<b>11-1</b>

Rules For Operating Hi-Ranger (Aerial Lift) .....	11-1
Scaffold Usage .....	11-2
<b>PERSONAL PROTECTIVE EQUIPMENT .....</b>	<b>26-1</b>
ELECTRICAL PROTECTION .....	26-3
EYE PROTECTION .....	26-2
FOOTWEAR .....	26-2
GLOVES .....	26-3
HEARING PROTECTION- EAR PLUGS.....	26-3
NON-STATE CLASSIFIED EMPLOYEES .....	26-3
PERSONAL PROTECTIVE EQUIPMENT AUTHORIZATION .....	26-4, 26-5
PROCEDURES .....	26-1
REQUIREMENTS .....	26-1
Electrical Protection .....	26-1
Eye Protection .....	26-1
Foot Protection .....	26-1
Head Protection.....	26-1
Hearing Protection .....	26-1
Respirators .....	26-1
Safety Gloves .....	26-1
RESPIRATORS .....	26-3
<b>PLUMBING SHOP SAFETY PROCEDURES .....</b>	<b>12-1</b>
ASBESTOS.....	12-2
DRILL PRESS .....	12-1
HAND TOOLS .....	12-2
POWER MITRE SAW .....	12-1
OXYACETYLENE CUTTING TOOL.....	12-4
SAFETY PRECAUTIONS FOR MECHANICAL SERVICES .....	12-2
TRAVEL IN HAZARDOUS, ISOLATED, OR CONFINED SPACE AREA.....	12-2
Hazards to Avoid .....	12-2
Travel in Steam Tunnels.....	12-2
<b>ROOF CLEARANCE PROCEDURE .....</b>	<b>25-1</b>
Roof clearance Procedure .....	25-1
List of Buildings with Hazardous Fans .....	25-2
<b>SAFETY IN ADVERSE WEATHER CONDITIONS .....</b>	<b>29-1</b>
COLD WEATHER.....	29-1
HOT WEATHER.....	29-1
HEAT EXHAUSTION .....	29-2
HEATH STROKE.....	29-2
WEATHER EMERGENCIES .....	29-3
Heavy Rain/High Winds .....	29-3
Lightning .....	29-3
Tornado .....	29-4
<b>SAFETY RULES FOR OPERATION OF FORKLIFT TRUCKS .....</b>	<b>20-1</b>
<b>LIFT TRUCK OPERATION .....</b>	<b>20-2</b>
Leaving the Truck .....	20-2
Visibility.....	20-2
Load Handling .....	20-2
Operating Surfaces .....	20-2
Pedestrians .....	20-3
Personnel and Moving Platforms.....	20-3
<b>LIFT TRUCK TIP-OVER.....</b>	<b>20-3</b>
Stunt Driving and Horseplay .....	20-4
<b>PHYSICAL QUALIFICATIONS FOR OPERATORS .....</b>	<b>20-1</b>
<b>PRE-SHIFT INSPECTION.....</b>	<b>20-1</b>
<b>SAFETY VIOLATION POLICY .....</b>	<b>28-1</b>
<b>STORES/WAREHOUSE SAFETY PROCEDURES.....</b>	<b>15-1</b>

MOVEMENT ON THE DOCKS .....	15-1
OFFICE PERSONNEL.....	15-1
SAFETY GUIDELINES FOR FORKLIFTS .....	15-1
TARGET MASSAGE.....	24-7
BACK OF HEAD.....	24-7
FINGERS .....	24-7
FOREARMS.....	24-7
FOREARMS.....	24-7
HANDS .....	24-7
SIDE OF HEAD .....	24-7
TRANSPORTATION SERVICES SAFETY PROCEDURES.....	14-1
INSIDE THE SHOP.....	14-1
Safe Operation of the Lift Inside the Shop.....	14-1
OUTSIDE THE SHOP .....	14-1
Safe Driving Procedures in the Lot .....	14-1
Safe Operation While Filling the Storage Tanks .....	14-1
Safe Operation While Filling the Tanks .....	14-1
SAFE OPERATION OF TOOLS IN THE SHOP .....	14-1
Chemicals .....	14-2
Drill .....	14-1
Freon.....	14-2
Grinder .....	14-1
Hoist .....	14-2
Hammers .....	14-2
Impact Wrench .....	14-2
Jacks .....	14-2
Oxyacetylene Cutting Tool.....	14-2
Precautions .....	14-2
Washers .....	14-2
Welders .....	14-2
SAFE USE OF OXYACETYLENE CUTTING TOOL .....	14-2
USE OF PESTICIDES (See GROUNDS) .....	8-1
VEHICLE REGULATIONS.....	2-4
ACCIDENT REPORTING PROCEDURES .....	2-5
OPERATION.....	2-4
RESTRICTIONS .....	2-4
WORK ENVIRONMENT.....	2-7
AREA PROTECTION .....	2-7
LIGHTING .....	2-7
VENTILATION.....	2-7
WORK AREA GUIDELINES .....	2-7
ZONE MAINTENANCE .....	30-1
A. HEATING .....	30-1
B. VENTILATION AND ROOF ACCESS.....	30-1
C. MOTORS .....	30-1
General Safety Procedures .....	30-2
D. CONFINED SPACE .....	30-2
E. LIFTING, SLINGING and RIGGING .....	30-2
F. LADDER, LIFT, and SCAFFOLDING.....	30-2
G. CLEANING CHEMICAL SAFETY .....	30-2
H. PERSONAL PROTECTIVE EQUIPMENT.....	30-3
I. ELECTRICAL SAFETY .....	30-3
J. RE-LAMP .....	30-3