

SAFETY GUIDELINES

DEPARTMENT:

HAZARD POTENTIAL EVALUATION

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|--|--|
| <input type="checkbox"/> Struck By | <input type="checkbox"/> Weather Conditions |
| <input type="checkbox"/> Struck Against | <input type="checkbox"/> Hazardous Substance |
| <input type="checkbox"/> Slip/Trip/Fall | <input type="checkbox"/> Electrical Hazards |
| <input type="checkbox"/> Caught In/Between | <input type="checkbox"/> Obstruction |
| <input type="checkbox"/> Material Handling | |
| <input type="checkbox"/> Equipment Operating | |

SRM-HIRAC	1	2	3	4
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TRAINING REQUIREMENTS



DO NOT use this machine unless an instructor or shop supervisor has instructed you in the safe use and operation and has authorized you to operate this equipment.



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|-------------------------------|---|---|---------------------------------|
| <input type="checkbox"/> IIPP | <input type="checkbox"/> Dept. Specific | <input type="checkbox"/> Operators/Owner's Manual | <input type="checkbox"/> Other: |
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PERSONAL PROTECTIVE EQUIPMENT



Eye protection must be worn



Protective footwear must be worn



Safety gloves must be worn



Wear hearing protectors



Protective clothing must be worn



Wear face mask



Safety harness must be worn



Eye Protection	Foot Protection	Hand Protection	Hearing Protection	Body Protection	Respiratory Protection	Fall Protection	OTHER
Safety glasses must be worn at all times in work area. Face shield can be used over the glasses if there is a presence of a lot of flying debris.	Work Boots must be worn at all times when working in an area where there is risk of serious foot injury due materials falling onto the foot	Use appropriate hand protection when exposure to skin absorption of harmful substances; severe cuts or lacerations; abrasions; punctures; chemical burns;	Hearing Protection is required when working in designated areas when sounds levels exceed 85dB	Long and Loose hair must be contained prevent contact with moving parts. Appropriate protection from chemical, hazardous substance fire, and/or visibility may be required	May be required if removal of contaminants from the air does not fall below permissible exposure level.	Fall protection depends on the nature of scope of work and can range from 4feet to 7feet.	

HAZARDS	HAZARD CONTROLS & PROTECTION MEASURES
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IF CONDITIONS CHANGE: STOP WORK IMMEDIATELY-REVIEW WITH SUPERVISOR-DOCUMENT HAZARD-REVIEW WITH SRM

SAFE OPERATING PROCEDURES					
STEPS/TASKS		HAZARD POTENTIAL		HAZARD CONTROLS & PROTECTION MEASURES	
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
NOTES					
IF CONDITIONS CHANGE: STOP WORK IMMEDIATELY-REVIEW WITH SUPERVISOR-DOCUMENT HAZARD-REVIEW WITH SRM					
EMERGENCY RESPONSE			EVACUATION ASSEMBLY POINT		
1	First Aid Kit				
2	AED				
3	Emergency phone	Campus Police- 707-654-1111 or 911			
REMINDER: IMMEDIATELY REPORT ALL INCIDENTS, REGARDLESS OF SEVERITY, TO YOUR SUPERVISOR AND THE DEPARTMENT OF SAFETY & RISK MANAGEMENT.					
HOUSEKEEPING & SECURITY		SHOP SUPERVISOR MUST BE PRESENT WHEN SHOP IS OCCUPIED			
1	Is the work area/site Clean?	Ensure work area is clean daily and that any hazardous materials are properly disposed of daily			
2	Is the work area/site Secure?	Ensure lights are turned off and building is locked upon exiting work for the day.			
3					