

## PPS PAINT SHOP SAFETY PROCEDURES

Every safety and health program has a single purpose - - to keep people on the job by reducing accidents, proper lifting technique, and safe work CONDUCT

Make a habit to work safely every day. Practical jokes, horseplay, fighting, or any other activity jeopardizing your safety or any other employee's safety will not be tolerated. Be sure to acquire all of the proper safety gear for the job. Safety devices and guards installed on machines and equipment are there to protect employees and must not be removed or made inoperative.

### SMOKING

State of Colorado rules prohibit smoking in all buildings at Fort Lewis College. Smoking is prohibited within a 50 foot radius from buildings. Safe disposal of matches, cigarettes, cigars, or other burning substances is required. These materials must be extinguished and placed in proper receptacles.

### INTOXICANTS

The use of intoxicating beverages and/or drugs during working hours is strictly prohibited and is cause for disciplinary action including possible termination. Any employee under the influence of intoxicating beverages and/or drugs will not be allowed on the job.

Physician-prescribed medication will be allowed provided it does not impair job performance. The supervisor must be notified of any new prescription or change in prescription, which affects the employee's ability to perform their assigned job duties.

### CLOTHING

Physical Plant employees are required to dress appropriately for their particular job and use the proper safety equipment as required. When working near equipment or with chemicals, wear full length pants, shirts that reach the waist, and closed-toe shoes. Loose clothing, a dangling watch, key chains, or any other unnecessary items are prohibited when working with, on, or around any machinery with moving parts. Many positions are required to work in extreme, inclement weather. Proper attire is required to avoid adverse exposure to high and low temperatures, rain, snow, high winds, etc.

### FIRE PROTECTION

In case of fire, call 911 (9-911 from a campus phone). Be sure to know the locations of fire protection equipment in and around the building you are working in. Be aware of building exits, fire pull stations, and fire extinguisher locations. Fire protection equipment should not be moved or removed from the designated storage area except when in use. If a fire extinguisher is missing or has been discharged for any reason, report it to the PPS Service Center immediately.

### HAZARDS AND ACCIDENT REPORTING

Employees are responsible for notifying a supervisor immediately of any unsafe condition and/or work practice. Employees should stop any unsafe work practice without fear of reprisal from another employee or contractor. If you are qualified to correct an unsafe hazard, do so immediately and notify your supervisor of your actions. Immediately report all near miss incidents and accidents to your supervisor as soon as you can, and always before the end of the work shift.

### HOUSEKEEPING AND WORKPLACE SAFETY

We all need to practice good housekeeping. The work being performed produces dust, waste liquids, sawdust, and scrap metal filings and chips. Thus, time to clean up the work area should be incorporated into the work schedule.

Always be aware of the surroundings. Walk with care in the shop to avoid spilling any containers.

When cleaning brushes, keep the brush inside the bucket to avoid splattering paint into your eyes or a co-worker's eyes.

Gloves and eye protection approved for the material you are using, should be worn when using paint cleaning solvents, mineral spirits, turpentine, lacquer thinner, bleaching compound or paint remover

Those using or applying spray paints should be protected from over spray. Protection shall meet at least NIOSH/MSHA approved dual cartridge air purifying respirator requirements. Spray painting or refinishing shall be done in areas which are specifically designed for that purpose with adequate ventilation and fire protection as prescribed by OSHA.

Some materials are kept on out of reach. Use the proper ladder or stepladder to reach these items. Do not stand on boxes, paint cans, or chairs. Take time to get the safest ladder.

The Paint Shop should be equipped with at least one ABC fire extinguisher.