

Welding and Cutting

Do's



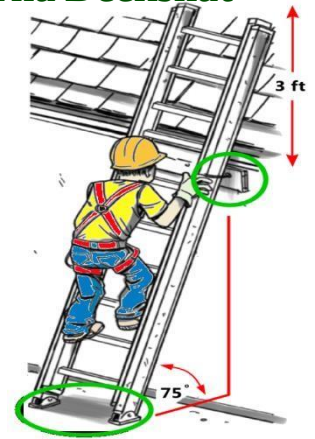
1. Wear required Personal Protective Equipment (PPE).
2. Protect other workers from flashes.
3. Have an adequate fire extinguisher readily available.
4. Provide fire watch if needed.
5. Remove combustible materials from the vicinity of cutting and welding operations.
6. Secure all connections, couplings and fittings on your rig.
7. Inspect equipment before use.
8. Contain sparks and slag created by welding or burning operations.
9. Protect welding leads and burning hoses by covering or suspending.
10. Store gas cylinders upright with the valve end up.
11. Separate oxygen and acetylene in storage by 20 feet or a five-foot, half-hour rated fire wall.
12. Clear debris from work area after work is completed.

Don'ts

1. Cut or weld in an area with oily rags, dust or other combustible material nearby.
2. Weld in an area unless other workers have a welding screen to protect them from the welding arc.
3. Transport bottles with gauges installed.
4. Use worn cable.
5. Use worn hoses.
6. Wear clothes of synthetic fabrics.
7. Assist anyone cutting or welding unless you are wearing eye protection.
8. Leave your area of work without notifying others of the burn hazard.
9. Work in an area that is not grounded.
10. Weld or cut hot tanks or pipe without proper precautions.
11. Run welding leads and burning hoses through doorways.
12. Attempt to transfer compressed gas from one cylinder to another.
13. Use valve protection caps to lift cylinders.

Ladder Use

Do's



1. Properly set-up and use the ladder in accordance with safety instructions and warnings. Wear suitable footwear with non-slip soles.
2. Center body on the ladder and keep belt buckle between the rails while maintaining a firm grip.
3. Haul materials with a line rather than carry them up an extension ladder. Use extra caution when carrying anything on a ladder.
4. Climb facing the ladder, move one step at a time and firmly set one foot before moving the other. Maintain 3 points of contact whilst working from a ladder.
5. Have another person help with a heavy ladder. Have another person hold the ladder while you are working on it.
6. Move materials with extreme caution. Be careful pushing or pulling anything while on a ladder. You may lose your balance or tip the ladder.

Don'ts

1. DON'T stand on the top 3 steps (including stepladder top) of a swing back stepladder or the top 3 rungs of an extension ladder.
2. DON'T climb a closed stepladder. DON'T climb on the back of a stepladder. DON'T stand or sit on a stepladder top or tool tray.
3. DON'T climb a ladder if you are not physically and mentally up to the task.
4. DON'T climb a closed ladder, it may slip out from under you. DON'T place the base of an extension ladder too close to or too far away from the building.
5. DON'T overreach, lean to one side or try to move a ladder while on it. Climb down and then reposition the ladder closer to your work.
6. DON'T exceed the maximum load capacity or duty rating of a ladder. DON'T permit more than one person on a stepladder or an extension ladder.

Gas Cylinders

Do's



1. You must always keep cylinders in a secure and upright position.
2. Keep the protective valve cap in place when a cylinder is not in use.
3. Mark the cylinder 'Empty' or 'MT' when the gas has been used.
4. Keep oil and grease away from oxygen cylinders (oil and oxygen can ignite spontaneously).
5. Open valves slowly, using the valve wheel or T-handle wrench provided by the supplier.
6. Store oxygen and fuel gas cylinders at least 20 feet apart or separated by a 5 foot high noncombustible barrier.
7. If the cylinder is too heavy to handle use a hand truck to move it, or ask a co-worker for help.

Don'ts

1. Don't permit sparks, flames, or molten metal to contact the cylinder.
2. Never mix the valves of acetylene and oxygen
3. Never use grease or oil on valves.
4. Don't lift cylinders without safety caps in place.
5. Never use oxygen to blow or dust off your work clothes.
6. Don't roll cylinders horizontally on the ground.
7. Never drop cylinders on the ground or other work surfaces.
8. Don't store oxygen cylinders with other fuel gas cylinders.
9. Never use a leaking gas cylinder. Take it out of service immediately.

Spray Painting

Do's



1. Provide disposable coveralls. Discard these at the end of the shift.
2. Provide chemical resistant gloves, ex. nitrile. Single-use gloves are preferred.
3. Tell workers to discard single-use gloves every time they take them off.
4. Provide a disposable cover to protect the visor from spray.
5. Provide a well-ventilated, flameproof store with spill containment and
6. spill clean-up kits.
7. Segregate incompatible materials, and segregate waste.
8. Minimize the amount of product stored.
9. Keep lid on containers when not in use.
10. Provide eyewash equipment close to the work site.
11. Provide appropriate firefighting equipment.
12. Label and segregate waste.
13. Clean the mixing and spraying equipment with any extraction turned on.
14. Clean the area after the task, or as specified in working procedures.
15. Keep a small spill clean-up kit nearby during painting.
16. Deal with spills immediately – use air-fed Respiratory Protection Equipment (RPE) for large spills of hardener.
17. Always open cans and mix paints inside the room.
18. Clean mixing equipment as soon as possible after use.
19. Spray guns contain paint residues. Clean them only in dedicated enclosed and extracted gun washing equipment.
20. If this is not possible, use air-fed breathing apparatus for spraying washings in extracted booth or room with the extraction turned on

Don'ts

1. Do not smoke while painting during spray painting, it is advisable to avoid smoking.
2. Do not paint in closed rooms.
3. Do not practice using spray paints in a closed area or room.
4. Do not spray in arch form any time you are spray painting, avoid using arch method to spray.



Conveyor Use

Do's

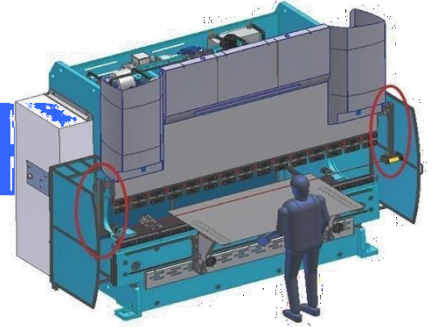
1. DO keep clothing, body parts, and hair away from the conveyor:
2. DO know location and function of stop/start controls:
3. Follow all instructions laid down by the employer and the machine manufacturer.
4. Be aware of emergency control and evacuation protocol.
5. Get any doubts related to machine operation or safety clarified immediately.
6. Make sure to wear the required safety clothing and be equipped with the requisite gear. For example, hardhats, protective gloves, shoes, jumpsuits, safety goggles, etc. should be worn at all times.
7. Maintain a safe distance from all equipment as advised by your employer. Ensure that your position doesn't allow you to get hit by the objects moving along the conveyor.
8. Ensure that all emergency switches are placed at regular intervals in the workspace and are easily assessable by all employees.
9. For any conveyors passing through the floor, guardrails should be installed. The same should be implemented for aerial conveyors.
10. Employees should be trained on how to handle emergencies.
11. To prepare yourself for emergencies or other problems like blockages, familiarize yourself with the appropriate control devices.

Don'ts

1. DON'T climb, step, sit, or stand the conveyor at any time.
2. Avoid making any modifications to the various parts of a machine. For example, to reduce effort, an operator might place some tape over the 'Start' button. This will keep the machine running continuously. Although this reduces his/ her effort, it is extremely unsafe in case of an emergency. Secondly, the operator's attention will not be focused entirely on the functioning of the machine, if he does not personally tend to it.
3. Don't wear loose clothing or keep your hair untied.
4. Don't leave a machine running without supervision.
5. Only professionally trained technicians should repair and maintain the conveyor. Do not enter any parts of the conveyor for cleaning, repairing, or any other purposes.
6. DON'T remove or alter conveyor guards or safety divides:
7. DON'T modify or misuse conveyor controls:
8. DON'T fail to report all unsafe conditions to your supervisor:

Machine Operation

Do's



1. Check the machine is well maintained and fit to be used, ie appropriate for the job and working properly and that all the safety measures are in place – guards, isolators, locking mechanisms, emergency off switches etc..
2. Use the machine properly and in accordance with the manufacturer's instructions;
3. Make sure you are wearing the appropriate protective clothing and equipment required for that machine, such as safety glasses, hearing protection and safety shoes.
4. Train all machine operators on proper machine operation and safety procedures.
5. Inspect machinery before each use-ensuring that safeguarding systems are in place and working properly.
6. Follow all machine operating and maintenance instructions.
7. Use appropriate personal protective equipment-such as safety glasses or goggles, respiratory protection and hearing protection.
8. Keep hands away from all moving parts-at all times.
9. Exercise good housekeeping. Clean all tools after each use and store them properly.
10. Keep work area clean and well-lit.
11. Ensure hazardous energy is isolated and controlled if access to hazardous parts is needed.

Don'ts

1. Use a machine that has a danger sign or tag attached to it. Danger signs should only be removed by an authorized person who is satisfied that the machine or process is now safe;
2. Wear dangling chains, loose clothing, rings or have loose, long hair that could get caught up in moving parts;
3. Distract people who are using machines;
4. Remove any safeguards, even if their presence seems to make the job more difficult.
5. Wear loose clothing, jewelry, neckties or other garments and accessories that can become entangled with moving parts on the machine. Long hair must be tied back.
6. Distract an operator while operating a machine.
7. leave machines running without supervision. Turn the power off completely before leaving the work area.
8. Use your hands to remove material from the machine; use a vacuum cleaner, brush or rake.
9. Remove, disable, deactivate or try to work around machine guards and safety devices. They're here to protect you.
10. Use machines with missing or disabled guards or protective devices.
11. Try to access areas of a machine that have hazardous moving parts while the machine is running.
12. Use a machine for anything it is not designed to do.

Chemical Safety



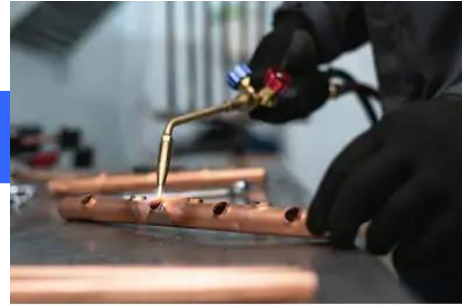
Do's

1. Read the product label and follow all directions.
2. Maintain good housekeeping practices.
3. Store chemicals in a cool, dry, well-ventilated place.
4. Wear appropriate personal protective equipment as listed on label.
5. Use up all product before disposal of container.
6. Notify supervisor in case of an emergency situation.
7. Keep spilled materials isolated, follow label directions for clean-up and disposal.
8. Keep containers covered to protect chemical products from moisture and other contaminants.
9. Add each pool and spa chemical separately.
10. Have an emergency plan and conduct regular drills.

Don'ts

1. Mix different chemicals or other treatment products prior to adding to pool/ spa water
2. Dispose of chemical product container without washing & drying completely
3. Use dry chemical fire extinguishers (use water only!)
4. Dispose of spilled material or unused product in the TRASH or SEWER (use or dispose per label directions)
5. Store liquid materials above solid materials
6. Allow product to contact oil, grease, acid or organic material
7. Smoke where pool chemicals are stored or used
8. Use floor sweeping compounds when cleaning up pool chemicals
9. Put spilled materials back in the original container.

Brazing Safety



Do's

1. Wear required personal protective equipment.
2. Make sure the parts are clean before you start. Don't try to let the flux do the cleaning job.
3. Completely cover the joint area and filler rod with flux. This helps protect both from oxidation which minimizes fume release.
4. Apply heat uniformly and don't overheat. Heat the base metal, not the filler rod. Proper temperature is important. Under-heating will produce balling and no flow.
5. Protect yourself. Only braze in areas with good ventilation and wear a respirator approved for protection against fumes.
6. Respiratory protection is needed when ventilation is not sufficient to remove welding fumes or when there is risk of oxygen deficiency.

Don'ts

1. Don't braze on a dirty part. The unknown dirt on the part may also be toxic. Dirt can cause rapid overheating and a breakdown of the flux, releasing fumes..
2. Do not grind coatings. Grinding dust may be toxic.
3. Don't braze without good flux coverage. The lack of flux exposes more oxidized metal which increases fuming.
4. Don't overheat the base metal or filler rod. Overheating can increase fume release.
5. Don't braze on unknown or cadmium plated material. Cadmium and zinc (galvanized) coatings are often found in certain applications. These toxic metals fume readily when heated.
6. Overheating will produce excess fumes the risk of "metal fume fever" or "toxic fume syndrome". This is usually characterized by fever and chills occurring between 4-12 hours after exposure. These symptoms will typically clear up in one or two days. In addition to these outward symptoms, there may be other effects brought on by the toxins.
7. NEVER braze in an enclosed or confined space without making provisions for adequate ventilation. Failure to do this could be FATAL.

Lifting



Do's

1. Stay in good physical shape, especially if lifting and carrying heavy materials are daily activities.
2. Keep materials within easy reach.
3. Ensure you have a solid grip before lifting.
4. Test the weight of the object before lifting to avoid strains.
5. Keep your body close to the object and stand in a stable position.
6. Always lift with your legs, relieving the stress on your back.

Don'ts

1. Twist your back or bend to the side.
2. Lower the item if you are not in a stable position.
3. Lift an item that is too heavy, or possibly too heavy.
4. Lift above your shoulders or below your knees.

Manual Handling



Do's

1. Avoid such activities wherever possible.
2. Reduce moving distances wherever possible.
3. Think about the activity before completing it – considering whether any handling aids can be used and where the load is to be placed.
4. Share lifting equally between employees.
5. Have reasonable rest periods between manual handling tasks.
6. Undergo training to ensure knowledge of safe manual handling.

Don'ts

1. Lift loads that you struggle to manage.
2. Move loads up or down stairs.
3. Move loads long distances.
4. Handle objects in a small working space, which may cause you to twist or stoop.



Grinding Wheel Safety

Do's

1. DO CHECK all wheels for CRACKS or DAMAGE before mounting.
2. DO make sure the OPERATING SPEED of the Machine does not exceed the RATED WHEEL SPEED.
3. DO always HANDLE and STORE wheels in a careful manner.
4. DO be sure wheel hole FITS MACHINE ARBOR PROPERLY and the flanges are clean, flat, and the proper type and size for the wheel you are mounting.
5. DO always RUN WHEEL in a PROTECTED AREA at least one minute before grinding.
6. DO USE WHEEL GUARD furnished with machine.
7. DO always WEAR PROTECTIVE SAFETY GLASSES or proper face shield.
8. DO use COMMON SENSE SAFETY PRACTICES and adhere to all local laws and regulations.

Don'ts

1. DON'T use wheels which have been DROPPED or otherwise DAMAGED.
2. DON'T use EXCESSIVE PRESSURE WHEN MOUNTING wheel between flanges. Tighten nut only enough to hold wheel firmly.
3. DON'T use a grinding wheel that has a RATED SPEED LESS than the speed of the grinder.
4. DON'T HANDLE MACHINE CARELESSLY. Racks or hooks should be used to support machine when not in use.
5. DON'T use HEAVY SIDE GRINDING PRESSURE on any Type 1 (flat sided) wheel.
6. DON'T MOUNT MORE THAN ONE WHEEL on a single arbor.
7. DON'T use a machine for an INAPPROPRIATE APPLICATION.
8. DON'T use a machine WITHOUT PROPER SAFETY GUARD mounted securely in place.

Electrical Safety

Do's



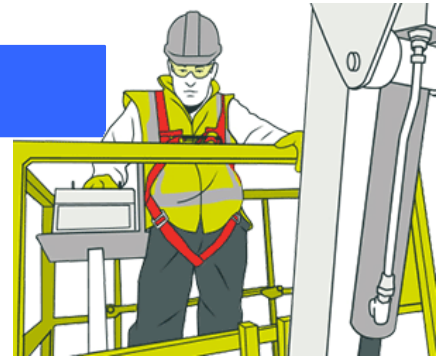
1. Make sure to cover each of your switches and plug outlets with cover plates. Replace damaged cover plates with new ones.
2. Use plastic cover plates to ensure the safety of children and pets as well. Keep cable cords out of their reach.
3. Ensure that the wiring is new or maintained. Also, make sure that the appliances are not too old. Faulty wiring can lead to a short circuit. Also, if a live, open wire touches the appliance's body, it would be similar to touching a bare live wire.
4. Make use of extension cords temporarily. Extension cords can create sparks and generate short circuits, so it is better to use them on a temporary basis.
5. Use quality wiring to ensure proper safety and durability. Bad quality wiring will lead to major electrical problems. Although quality wiring might be costly, it is totally worth it. It is better to prevent than to find a remedy later.
6. Keep away any water or liquid from the electrical wiring and appliances at all costs. Impure water is a strong conductor of electricity.
7. Install in Ground Fault Circuit Interrupter (GFCI) outlets and waterproof covers for the outside wiring and outlets. It ensures that rain doesn't get to the wiring, because as mentioned, impure water is a strong conductor of electricity, and fire.
8. Wear rubber or plastic shoes or sandals while working on electricity as rubber and plastic are really good insulators.
9. Training of electricity hazards, stay away in cases like short circuits. Call a professional Electrician when in dire need.

Don'ts

1. When removing a cord from the plug outlet, you must not yank it, or pull at it. This can lead to damage in both the cord and plug outlet, and if the switch is on, can create sparks, or flames.
2. Drill nails to a cable in order to attach it to the wall. It will create problems with the insulation.
3. Use electric cables which are broken or are about to break. Even if they are slightly broken and the bare wires are not visible, refrain from using them. They can still cause problems like minor electric shocks.
4. Try to fix or repair any electrical appliance or device while it is still plugged in. It can be very fatal, leading to electric shock.
5. Allow kids to fly kites or climb trees where there is a power line nearby. If any of the cables in power lines come out to be broken and a child falls over it or has an indirect contact with it, it can be very fatal.
6. Paint on meters or transformers or hide them behind bushes. It can misguide utility workers into thinking that there is nothing there when they need to work on them.
7. Put up signs and boards on utility poles. Nails, boards, tacks, etc. can be dangerous to workers who need to climb those poles.

Working at Heights

Do's



1. DO as much work as you can while you are on the ground.
2. DO make sure that the employees can safely move to and from the area where they are working at height.
3. DO ensure that the equipment that you're using for the job is strong, stable and suitable enough to get the job done. Inspect and maintain them regularly.
4. DO be careful when you are working near to a fragile surface.
5. DO ensure that you are protected from falling objects.
6. DO make preparations for emergency evacuations and rescues.

Don'ts

1. DON'T overload the ladders that they are working on, with equipment or materials.
2. DON'T try to reach too far when you're on a ladder or stepladder.
3. DON'T use ladders or stepladders to do work that entail heavy or strenuous tasks. Only use them to do work that's quick and light.
4. DON'T allow incompetent workers do any work at height.
5. DON'T lean or place the ladder on or fragile upper surfaces.
6. DON'T stay quiet when you feel someone is compromising their own safety or the safety of others

Workshop Safety



Do's

1. Ensure the machine is maintained and fit for purpose, and that any and all safety precautions/measures are in place (e.g. guards, isolators, locking mechanisms, emergency off switches etc.)
2. Ensure machinery is used properly and in accordance with manufacturer's instructions.
3. Provide and ensure usage of any appropriate protective clothing and equipment.
4. Ensure a competent person (one with the relevant and necessary skills, knowledge and experience to complete the work safely) carries out maintenance.
5. Ensure plant equipment is maintained regularly (as per manufacturer's instructions).
6. Put in place procedures for the reporting of damaged or defective equipment by workers.
7. Ensure maintenance work is carried out using the proper tools.
8. Make sure maintenance work is properly planned and carried out safely with the minimum risk to person carrying out the work and other workers.

Don'ts

1. Allow the usage of a dangerous machine or appliance (attach appropriate signage to dangerous machinery – these should only be removed by a competent, trained and authorized person who has checked the machinery is safe for use).
2. Allow workers to wear loose clothing, dangling or catchable jewelry or long loose hair that could get caught in moving machinery
3. Allow any distraction of those using machinery
4. Take away any safeguards, even if their removal seems to make the job easier.
5. Ignore machine maintenance
6. Ignore any reports of damaged, unsafe or defective equipment
7. Allow the use of defective or damaged equipment.

Hand Tools

Do's



1. Use tools designed to allow wrist to stay straight. Avoid using hand tools with your wrist bent.
2. Ensure that employees are properly trained in the safe use of hand tools.
3. Use good quality tools and keep tools in good condition at all times.
4. Inspect tools for defects before use. Replace or repair defective tools.
5. Keep cutting tools sharp and cover sharp edges with suitable covering to protect the tool and to prevent injuries from unintended contact.
6. Replace cracked, splintered, or broken handles on files, hammers, screwdrivers, or sledges.
7. Ensure that the handles of tools like hammers and axes fit tightly into the head of the tool.
8. Replace worn jaws on wrenches, pipe tools and pliers.
9. Redress burred or mushroomed heads of striking tools.
10. Pull on a wrench or pliers. Never push unless you hold the tool with your palm open.
11. Point sharp tools (e.g., saws, chisels, knives) laying on benches away from aisles and handles should not extend over the edge of the bench top.
12. Maintain tools carefully. Keep them clean and dry, and store them properly after each use.
13. Carry tools in a sturdy tool box to and from the work site.
14. Wear safety glasses or goggles, or a face shield (with safety glasses or goggles) and well-fitting gloves appropriate for the hazards to which you may be exposed when doing various tasks.
15. Use a heavy belt or apron and hang tools at your sides, not behind your back.

Don'ts

1. Do not use tools for jobs they are not intended to do. For example, do not use a slot screw drivers as a chisel, pry bar, wedge or punch or wrenches as hammers.
2. Do not apply excessive force or pressure on tools.
3. Do not cut towards yourself when using cutting tools.
4. Do not hold the stock in the palm of your hand when using a cutting tool or a screwdriver.
5. Do not wear bulky gloves to operate hand tools.
6. Do not throw tools. Hand them, handle first, directly to other workers.
7. Do not carry tools in a way that interferes with using both hands on a ladder, while climbing on a structure, or when doing any hazardous work. If working on a ladder or scaffold, tools should be raised and lowered using a bucket and hand line.
8. Do not carry a sharp tool in your pocket.

Power Tools

Do's



1. Use the right tool for the job.
2. Inspect tools before each use.
3. Make sure there are guards around points of operation and on/off switches.
4. Be sure that tools are switched off before you plug them in.
5. Turn off and unplug tools before cleaning or changing parts.
6. Use three-prong grounding extension cords with equipment requiring three-prong plugs. Don't use three-prong cords with two-prong adapters!

Don'ts

1. Put a power tool down until it has completely stopped running.
2. Use cords to raise or lower equipment.
3. Fasten cords with staples, nails, or other fasteners that could damage cord insulation.
4. Plug or unplug equipment with wet or sweaty hands.
5. Use any tool that has a damaged casing, cord, or plug.
6. Continue to operate a power tool that sparks, smokes, gives a shock, or smells like it's burning.
7. Get clothes or body parts near the point of operation.
8. Use electric power tools in wet areas unless the tools have been specially approved for.

Forklift Operation

Do's



1. Be sure to familiarize yourself with the vehicle's operator manual before you begin.
2. Utilize the three point method for mounting and dismounting. You should have two feet and a hand or two hands and a foot in contact with the vehicle at all times.
3. Make sure your arms and legs are inside the vehicle at all times, and always use the operator's restraint system.
4. Be sure to conduct a pre-operation inspection. Also, perform an operational check after starting the engine.
5. Use the vehicle's horn at intersections, and when faced with other vehicles, pedestrians, and difficult to maneuver corners.
6. Slow down on surfaces that may be difficult to navigate, especially those are wet and slippery.
7. Look all around before moving and look in the direction of travel.
8. Always stay in approved areas and make sure that you have a clear path of travel.
9. Ensure that all operating surfaces are capable of supporting your vehicle, your load, and yourself before operating the forklift.
10. Always keep a minimum of three vehicle distances in between any operational forklifts when driving in the same direction.

Don'ts

1. Never grab the steering wheel when mounting or dismounting because it could cause you to lose balance if it moves.
2. Do not make on the go directional changes with a load, and cross rough surfaces such as railroad tracks at an angle.
3. Don't travel too fast for conditions.
4. Never run over loose objects on the roadway surface.
5. Do not assume pedestrians or bystanders can hear a backup alarm. Consider the noise level in your workplace.
6. Do not grab the overhead guard when traveling in reverse. Doing so could expose the operator's finger to serious injury.
7. Do not move with the load elevated.
8. Never turn on a grade or with the forks elevated.
9. Do not carry passengers.

Air Compressor



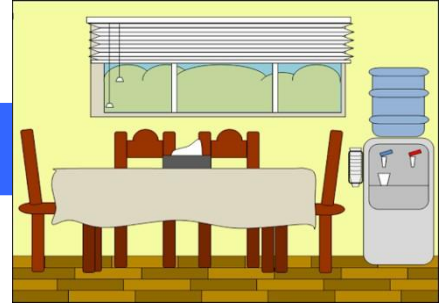
Do's

1. Take care, compressed air injected into the skin at any pressure can kill.
2. Wear personal protective equipment where required, e.g. glasses, ear defenders.
3. Check hoses on air tools for cracks or loose connections.
4. Make sure you have proper training on all pneumatic equipment you use.
5. Report any hazards or unsafe practices.
6. Remember that everyone, including you, has a responsibility for safety.

Don'ts

1. Point a compressed air jet at any part of anyone's body
2. Lock the end of a blow gun even if it has a cut-out safety mechanism
3. Use compressed air for general cleaning purposes such as work benches or clothes
4. Interfere or tamper with any safety devices fitted to equipment
5. Use pneumatic equipment unless you have been trained
6. Use blow guns without personal protective equipment even at 2 bar.

Dinning Hall



Do's

1. Wash your both hands as per the washing instructions provided.
2. Sit properly and straight in your chair.
3. Talk gently avoid to much talking to avoid chalking.
4. Chew with your mouth closed so you don't look like a cow.
5. Use knife and fork to cut your meat not by your hand.
6. Say Excuse me or apologize if you burp. Though you should not fear burping it is best to avoid it.
7. Always be polite and concern to others.
8. When you have to leave the table say May I please be excused.
9. Make sure the table is clean and chair are in order for the next user.
10. Wash your plate, cups, glass, spoon and fork properly.
11. Save water and liquid soap.
12. Avoid throwing or placing your left-over food anywhere in dinning hall. Throw it in the trash bin.
13. Make sure dinning hall is clean, net and tidy.

Don'ts

1. Don't talk about things that'll make somebody lose their appetite.
2. Don't gobble your food.
3. Don't talk with your mouth full. When you do you may spray it all over the table.
4. Don't play with your smartphones while at the table.
5. Don't tip your chair or lean on the table.
6. Don't eat or lick your fingers.
7. Don't push your plate away when you're finish.
8. Don't place your napkin on the plate when you're finish.
9. Don't snap your fingers to get the servers attention.
10. Don't pick your teeth with your fingers.
11. Don't forget to push the chair in when you get up.
12. Don't make noise or any form of bullying in the dinning hall.

Lifting Equipment



Do's

1. Check the equipment is right for the job, including all the associated parts.
2. Make sure all the parts are suitable for the weight you need to lift.
3. Use the equipment according to the manufacturer's guidelines.
4. Wear the correct safety gear. Items such as hats, jackets, and safety shoes should all be used relevant to the machine being used.
5. Only used certified equipment.
6. Attain, and then keep hold of, thorough examination reports.
7. Make sure your load is securely and properly attached.
8. Find the center of gravity when lifting an unbalanced load at a low height – there will be less harm if it drops.
9. Rehearse the lift if possible.

Don'ts

1. Remove any safe guards on the machine; they are there for safety after all.
2. Distract anybody operating the machinery.
3. Wear loose fitting clothes or anything that could cause a problem. Long hair should be tied back securely and jewellery should not be worn.
4. Use unsuitable equipment such as damaged or makeshift chains.
5. Exceed the stated maximum lifting load possible by the machine.
6. Use equipment that has a danger sign on it, unless you are qualified to do so.

Crane Lifting



Do's

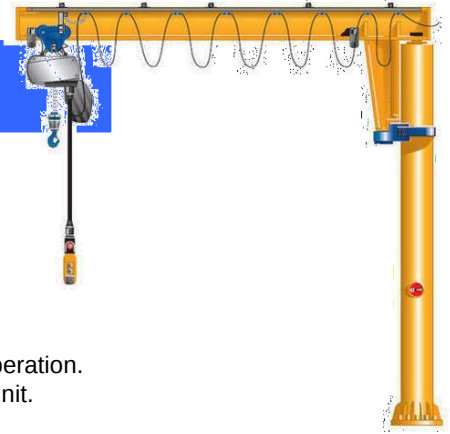
1. General Operator shall know hand signals used for hoist and crane operations, if a signal person is used in the operation, and accept signals from only persons authorized to give hand signals; except SHALL obey a stop signal regardless of who gives it.
2. General Operator shall NOT adjust or repair a crane or hoist unless qualified and authorized to perform such maintenance.
3. General Operator shall NOT use a hoist lead limiting device as a means to measure the load.
4. General Operator shall exercise common sense procedures which are derived from experience, knowledge, and training.

Don'ts

1. DO NOT operate a crane and hoist that is damaged or has any actual or suspected mechanical or electrical malfunction.
2. DO NOT attempt to lengthen or repair damaged wire rope.
3. DO NOT use the wire rope, any part of the crane, hoist, load block or hook as a ground for welding.
4. DO NOT allow a welding electrode to be touched to the wire rope.
5. DO NOT remove or obscure any warnings or warning labels on the crane or hoist.
6. DO NOT walk under a suspended load or allow any other personnel to walk under a suspended load.
7. DO NOT perform or allow any personnel to perform ANY work on a suspended load that requires that worker to be positioned under the suspended load.

Hoisting Operation Jib Crane

Do's



1. Operator must check the hoisting equipment and jib crane daily before operation.
2. Do be familiar with operating controls, procedures, and warnings on the unit.
3. Do make sure hook travel is in the same direction as shown on controls.
4. Do make sure hoist limit switches function properly.
5. Do maintain firm footing when operating hoist.
6. Do make sure that load slings or other approved single attachments are properly sized and seated in the hook saddle.
7. Do make sure the hook latches, if used, are closed and not supporting any part of the load.
8. Do make sure that the load is free to move and will clear all obstructions.
9. Do take up slack carefully, check the load balance, move the load a few inches, and check load holding action before continuing.
10. Do avoid swinging of load or load hook.
11. Do make sure that all persons stay clear of the suspended load.
12. Do warn personnel of an approaching load.
13. Do protect wire rope and load chain from weld spatter or other damaging contaminants.
14. Do promptly report any malfunction, unusual performance, or damage of the unit.
15. Do inspect unit regularly, replace damaged or worn parts, and keep appropriate records of maintenance.
16. Do use the hoist Manufacturer's recommended parts when repairing unit.
17. Do use hook latches wherever possible.
18. Do apply lubricant to the wire rope or load chain as recommended by the Hoist Manufacturer.

Don'ts

1. Do Not lift more than the rated load.
2. Do Not use hoist load limiting device to measure the load.
3. Do Not use damaged hoist or hoist that is not working correctly.
4. Do Not use hoist with twisted, kinked, damaged, or worn wire rope or chain.
5. Do Not lift a load unless wire rope is properly seated in its groove(s) or unless chain is properly seated in chain wheel(s) or sprocket(s).
6. Do Not use load rope or load chain as a sling or wrap load rope or load chain around the load.
7. Do Not lift a load if any binding prevents equal loading on all supporting ropes and chains.
8. Do Not apply the load to the tip of the hook.
9. Do Not operate unless load is centered under the hoist.
10. Do Not allow your attention to be diverted from operating the hoist.
11. Do Not operate hoist beyond limits of load rope or load chain travel.
12. Do Not use limit switches as routine operating stops unless recommended. They are emergency devices only.
13. Do Not use hoist to lift, support, or transport people.
14. Do Not lift loads over people.
15. Do Not leave a suspended load unattended unless specific precautions have been taken.
16. Do Not allow sharp contact between two hoists or between hoist and obstructions.
17. Do Not allow the wire rope, chain, or hook to be used as a ground for welding.
18. Do Not allow the wire rope, chain, or hook to be touched by a live welding electrode.
19. Do Not remove or obstruct the warnings on the hoist.
20. Do Not adjust or repair a hoist unless qualified to perform hoist maintenance.
21. Do Not attempt to lengthen the load rope or chain or repair damaged load rope or chain.

First Aid

Do's



1. Reassure victim that help is on the way.
2. For major injuries call 112 immediately.
3. Check victim's status regularly.
4. Use direct pressure to stop bleeding.
5. Check to see if victim's airways are clear.
6. If no pulse or respiration, start CPR if your trained and certified.
7. To prevent transmission of disease, use latex gloves.
8. Keep victims in shock warm (use blanket, etc.)
9. Assume spinal injury when blunt force trauma is present.
10. Raise head if bleeding in upper torso area.
11. Raise feet if bleeding in lower torso areas.
12. Flush all burns and chemical injuries with clean water.
13. Have MSDS sheets on the jobsite for 112 responders.

Don'ts

1. Don't move the victim unless absolutely necessary.
2. Always suspect "spinal injury" (and don't move the victim).
3. Don't set fractures and breaks (simply immobilize the victim).
4. Don't apply a tourniquet (use "direct" pressure to stop bleeding).
5. Don't remove items imbedded in the eye (cover with a dixie cup).
6. Don't use burn ointments.
7. Don't hesitate to call 112.

Office Workplace

Do's



1. Do arrive early, always be punctual.
2. Do network with people outside of your cubicle.
3. Do be willing to engage a coworker who asks for your help. Do jump at the chance to complete a new task.
4. Do follow the correct sitting procedure to prevent ergonomics.
5. Do be flexible and open-minded in both your work and in your communications.
6. Do always wear a smile and greetings early in the morning.
7. Always practice before leaving in the office must shut down all computers and close all door and windows.
8. Always practice good housekeeping and 5S.
9. Be always pro-active and vigilant.
10. Be respectful and kind.

Don'ts

1. Don't have a personal conversation at your desk.
2. Don't bring your emotions into the office.
3. Don't be afraid to ask questions, despite how silly you think they seem.
4. Don't gossip about your coworkers...or your boss.
5. Do not insert emoticons or multiple exclamation points (if any) into work emails.
6. Do not wear weekend attire to the office.
7. Don't talk back to your boss, even if there isn't much of an age difference between you two.
8. Don't forget that at work socials, you're still at work.
9. Don't be nervous, but also don't overstep your boundaries.
10. Don't make harrassments, horseplay or bullying to your officemates, clients, visitors and costumers.

Safe Driving

Do's



1. DO a Pre-Trip Checklist (each time you drive).
2. DO always wear your seat belt.
3. DO review the official rules of the road for your jurisdiction periodically, and follow them always.
4. DO follow the speed limits.
5. DO pay attention when you are driving, even if you are familiar with the area. A surprising number of accidents happen only blocks from home!
6. DO be courteous toward other drivers.
7. DO give pedestrians the right-of-way in crosswalks.
8. DO make room for bicycles.
9. DO keep a winter survival kit in your car for bad weather conditions. A good survival kit should contain a cell phone, matches, flares, a working flashlight, food, water, and blankets.
10. DO make sure that your spare tire is in your car and that you have a working jack.
11. DO make time for routine preventative maintenance on your car. Breakdowns can be dangerous and costly.
12. DO plan your route out in advance for long car trips and keep a map or atlas in the car in case you get lost.

Don'ts

1. DON'T drink alcohol and drive, and don't get in a car with a driver who has been drinking or using drugs.
2. DON'T make assumptions about what other drivers are going to do.
3. DON'T assume that other cars know what you are doing, either. Make sure that you use your turn signals and give yourself, and the cars around you, plenty of room to maneuver.
4. DON'T tailgate other cars, pass on shoulders, fail to yield, run stoplights or stop signs (even if no one else seems to be around), or break any other rules of the road on purpose.
5. DON'T play your car stereo so loudly that you are disruptive to others, or so loudly that you are unable to hear train signals or emergency vehicle sirens.
6. DON'T talk on your cell phone and drive at the same time. If you need to make or answer a telephone call while you are driving, pull over at a safe place, use the phone, and then resume your journey.
7. DON'T engage in other activities, while driving, that distract your attention or reduce your reaction time. Eating, changing clothes, or putting on makeup while driving is dangerous. In some states, if you are caught doing these things while driving you can be cited for "driver inattention" and given a ticket.
8. DON'T treat a car like it is a toy. It is not. Don't use your car to play chicken, race, or give another car a friendly "tap."
9. DON'T let your emotions and frustrations get the best of you. Don't engage in road rage, no matter how irritating another driver might be to you.
10. DON'T leave valuables in your car, especially in places where they can be seen, no matter where you are parked.

Workplace Violence



Do's

1. Take verbal threats seriously. All threats should be reported to security or the appropriate manager.
2. Report any suspicious person or vehicle to security personnel, especially at night. The suspect could be casing your workplace for a break-in. Or the person could be stalking someone at your workplace.
3. Watch for unauthorized visitors who seem to have legitimate business at your plant. Crimes have been committed by people posing as employees, contractors and repair persons.
4. Always wear your identification badge at all times.
5. Observe your company's rules prohibiting drugs and alcohol at work. Many violent incidents at work can be traced to the use of these substances.
6. Learn how to contact help in an emergency. Speed-dialing numbers should be programmed into phones and emergency numbers should be listed at each phone.
7. Adopt some distress signals, including predetermined code words that can be used to alert other workers to dangerous customers or visitors without tipping off the suspect.
8. Act on your instincts. If you sense something is wrong, report it.

Don'ts

1. Pick fights. Loud and aggressive arguments can easily escalate into physical fights.
2. Pick up hitch-hikers under any circumstances if your job involves driving. The most important reason for this rule is your personal safety.
3. Ignore threats or disturbing changes in a co-worker's behavior, such as an obsession with weapons or violence or someone talking about a "hit list" of co-workers he or she would like to see dead.
4. One's personal security, whether on or off the job, can never be guaranteed. However, the risks can be greatly reduced by having a plan and reacting to warning signs.

Security Officer

Do's



1. Always obey and follow the policy of the company/department.
2. Wear your proper uniform.
3. Your uniform should be neat and properly ironed.
4. Your shoes should be neat and polished.
5. Shave daily/keep beard and mustache trimmed.
6. Ensure that you have a proper haircut.
7. Display your identity card on your person while on duty.
8. Be punctual, be alert and vigilant.
9. Be polite, courteous, be respectful to all customers/visitors.
10. Be enthusiastic.
11. Greet and reply the greetings in a friendly way.
12. Keep yourself healthy and fit.
13. Stay calm with an angry customer.
14. Deal respectfully with lady customers.
15. Know your senior staff.
16. Inform your supervisor/superiors about any unexpected or emergency situation.
17. Ensure secrecy of Company information.
18. Make sure you know your duties/responsibilities at every post.
19. Proper duty handing over should be carried out.
20. Be cooperative and build a good relationship with all.
21. Be available and flexible for any Emergency duty.
22. Do simple stretching exercises every hour while on duty.
23. Keep yourself updated about functional processes and procedures.
24. Maintain your cool while speaking over telephone.
25. Be aware of the vulnerable areas, security threats and emergency exits at your location.
26. Ensure that the premises are secure after business hours.
27. Carry a torch with you for night duty.
28. Keep a list of important telephone numbers with you.
29. Be aware of the actions to be taken in case of any emergency.
30. You should know how to frisk and check visitors if required.
31. Keep an eye on the movement of personnel and vehicles in your area.
32. Be aware of hiding places in vehicles which have to be checked.
33. Carry out regular patrolling of your area of responsibility.
34. Ensure that all security gadgets in your area are working properly.
35. Report any breaches of Security to your superior immediately.
36. Ensure proper key management.
37. Ensure that display vehicles are secured.
38. Barriers to be down/gates to be closed when not in use.
39. Make sure the first aid box is available in your post and is to be used in an emergency.
40. Make sure you know the types of fire extinguishers and how to use them in case of an emergency.

Security Officer



Don'ts

1. Do not leave your post unless permitted by your supervisor or for patrolling.
2. Do not allow entry to any unauthorized person into the premises without permission.
3. Do not come to work under the influence of liquor/narcotic substances.
4. Do not smoke while on duty.
5. Do not chew gum or tobacco while on duty.
6. Do not sleep on duty.
7. Do not engage in unnecessary conversation while on duty.
8. Do not take leave without permission.
9. Do not argue with or shout at customers.
10. Don't be busy in secondary matters while on duty.
11. Don't indulge in rumour mongering.
12. Do not use company property or services for personal gain.
13. Do not entertain your friends/relatives in the guard post.
14. Do not listen to music while on duty.
15. Do not bring your laptop/electronic devices to the work place.

Toilet

Do's



1. Always Close the Door.
2. Never simply push the door.
3. Bring your seat protectors.
4. Always flush after use.
5. Always throw products which are used for hygiene.
6. Always check the time when you are in the toilet.
7. Always remember to clean hands before going out of the toilet.
Leave a gap between urinals.
8. Always make sure the toilet is clean, neat, tidy and organize.

Don'ts

1. Never left toilet paper on the seat after use.
2. Don't Draw spray painting – vandalism.
3. Don't throw garbage in the toilet bowl.
4. Don't speak with someone while they're doing their business.
5. Don't use the door handle directly, wrap tissue paper on it.
6. Don't think twice before complaining about dirty toilets.