

PPS PAINT SHOP SAFETY PROCEDURES

Every safety and health program has a single purpose - - to keep people on the job by reducing accidents, injuries, and illness. However, safety programs are more than injury-prevention programs. They are designed to improve the life of all employees both at home and at work.

Painters are faced with many different environments. Painters must be concerned with proper ventilation and lighting when painting building interiors. The worker must be aware of all possible hazards, proper ladder usage, and the proper lifting techniques for heavy objects.

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.
- Because many paint bases are highly flammable, they should not be used where open flame work is in progress and always handle paint thinners carefully and with respect, including oils, turpentine and mineral spirits.
- All employees who drive or ride in FLC vehicles or are on college business and drive their own vehicles must wear seat belts. This is a requirement of both the college and the State of Colorado

INTERIOR PAINTING SAFETY

- Inadequate ventilation is the first and foremost hazard when painting indoors. Make sure the area is appropriately ventilated.
- Another problem is slipping caused by a tarp being placed haphazardly. Take time to put down the tarp flat and level to the floor.
- Guard against undue exposure to paint ingredients. Use gloves if you have an open wound, even though it is bandaged. Those who have a tendency to sensitive skin should use cotton gloves and a long sleeve shirt with the top button buttoned while painting.
- Life safety devices, sprinkler heads, heat and smoke detectors and automatic valve stems, etc., shall not be painted.
- Lockout/Tagout procedures are used to isolate hazardous energy sources from electrical, hydraulic, or pneumatic machinery. Qualified equipment must be locked out to protect against accidental or inadvertent operation, when operation could cause injury to personnel. Locks are to be applied and removed only by the authorized employee who is performing the servicing or maintenance. Know how to recognize the lockout devices and lockout warning tags. Never attempt to operate locked-out equipment.
- Follow ladder safety procedures presented in PureSafety course.
- All employees should be familiar with Material Safety Data Sheets. MSDS provide specific safety information pertaining to various products and their use. A master file is maintained in the PPS Paint Shop but if an employee needs an MSDS sheet, he/she should contact their supervisor.
- Before lifting any object, the size, weight, and shape of the object needs to be considered to determine if it can be safely handled. Lifting is subject to the following:
 - Individual's capacity
 - Type of load
 - Frequency with which the load is lifted
 - Position in which the load must be lifted.

The maximum lifting capability of each person is stated in his or her job description. Never attempt to lift more than you can carry comfortably. Get help when there is any question as to whether the object can be safely lifted by one person. Whenever possible, use the following steps to assure a proper lifting stance:

- Secure good footing with feet parted, one alongside, one behind the object.
- Bend your knees and not your back if the object is on the floor.
- Take a firm grip with both hands.
- Tuck elbows and arms in
- Keep back straight – nearly vertical
- Tuck chin in so neck and head keep a straight line
- Keep body weight directly over feet.

Lift with your leg muscles – slowly, smoothly and without jerking. When setting down a load follow the seven steps in the opposite order, remembering to use your leg muscles rather than those of the back. Avoid twisting while lifting, handling, or carrying a load. When carrying a load, turn yourself by pointing the forward foot in the direction of the eventual movement. When raising an object to or above shoulder height, bend knees and shift hand position so that the object can be boosted above shoulder level.