

MAINTENANCE
SAFETY TIPS

- **LOCKOUT** those energy sources
- Machine guards in place to protect against point of operation hazards
- **PPE** worn when working with chemicals, batteries, power tools, etc.
- **Housekeeping** performed daily to keep floors and walkways clear
- **Flammable liquids** stored in approved containers away from heat source
- **Emergency numbers** posted
- **Lifting aids** used whenever possible to move heavy items
- **Training** required prior to operating forklifts and motorized carts
- **Right ladder** is used for the height of work, no over reaching, never on top

Maintenance

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Shop Safety Talk

Maintenance employees are often the most at risk for workplace injuries. Here are some shop safety tips to remember:

General Safety

- Is there adequate lighting/illumination provided in shops and work areas, (what about remote work areas, utility closets, under sinks, etc.)
- Never wear loose or ragged clothing when working around machines or rotating equipment
- "Horseplay" strictly prohibited
- MSDS sheets on hand for all chemicals on site

Housekeeping

- Are floors clear and free of tripping hazards
- Walkways clear of low level obstructions, cords, hoses

Electrical

- Power cords inspected before

use, (no exposed wiring, fraying, etc.)

- Lockout/Tagout procedures adhered to always

Fire

- Fire extinguishers available and inspected annually
- Hot work permit procedure in place
- Use of portable heaters prohibited or never within 3 feet of combustible materials
- Approved safety cans used for oily rags
- Flammable liquids, total amount of 10 gallons or more, stored in approved cabinet or room

First Aid

- Emergency numbers posted
- All shops equipped with first aid kits
- All shops and battery charging areas equipped with safety eye-

wash/emergency shower station

- CPR and first aid training offered annually

Compressed Gas

- Cylinders secured to prevent being knocked over
- Oxygen cylinders stored at least 20 feet from fuel gas cylinders or separated by fire rated wall
- Never stored near heat sources or other combustible materials

Ladders

- Inspected before use
- Stored in designated area, off floors

Machines

- Point of operation guarded, (saw blades, reciprocating shafts, moving parts, belts, gears, etc.)

Battery Charging

- In designated area with PPE provided, (goggles, apron, gloves)

Mold & Fungus

Quick and aggressive response to water leaks and intrusion is critical to preventing mold and fungus hazards. Ensure a comprehensive maintenance, inspection and response program is in place to minimize property damage and health hazards:

- ▶ At make ready and every unit

filter change, maintenance should check for visible mold, (windows frames, ceilings, under sinks, HVAC vents, mechanical closets, etc.)

- ▶ Ventilation systems checked routinely for good circulation
- ▶ Visible mold or fungus growth in occupied areas is abated as

soon as possible

- ▶ With water leaks and intrusion, damp areas should be dried completely (at least 48 hours)
- ▶ Document all water intrusion events, complaints, response actions, and follow-ups. Retain records for at least 5 years

