

# SAFETY RULES, POLICIES, AND PROCEDURES

## Earn A Bike Co-op



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Earn A Bike Co-op.  
SAFETY RULES, POLICIES, AND PROCEDURES

The safety rules contained on these pages have been prepared to protect you while working, volunteering or participating at the Earn A Bike Co-op. Employees and volunteers are to follow these rules carefully, review them often and use good common sense in carrying out assigned duties.

EVERYONE

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## EVERYONE

### General Safety Rules

1. Do not block or obstruct stairwells, exits or accesses to safety and emergency equipment such as fire extinguishers or fire alarms.
2. Straighten or remove rugs and mats that do not lie flat on the floor.
3. Use a ladder or step stool to retrieve or store items that are located above your head.
4. Use the handle when closing doors, drawers and files.
5. Obey all posted safety and danger signs.
6. Use caution signs/cones to barricade slippery areas such as freshly mopped floors.
7. Do not run on stairs or take more than one step at a time.
8. Do not block your view by carrying large or bulky items; use a dolly or hand truck or get assistance from a fellow volunteer.
9. Do not tilt the chair you are sitting in on its back two legs.
10. Use handrails when ascending or descending stairs or ramps.
11. Do not stand in front of closed doors.
12. Walk around wet, icy, slick or oily areas if possible.
13. If required to cross a slippery surface, walk slow and flat-footed. Hold onto a handrail or solid object, if present, to maintain balance.
14. Use provided aisles, walkways or sidewalks. Do not take shortcuts.
15. Clean shoes of sand, water, mud, grease or other substances that could cause a slip or fall.
16. Use a flashlight, turn on lights or take time for eyes to adjust when entering a dark room or dim surroundings.
17. Do not move faster than conditions allow on slippery surfaces or in congested areas.
18. Open one file cabinet drawer at a time.
19. Use a cord cover or tape the cord down when running electrical or other cords across aisles, between desks or across entrances/exits.
20. Do not ride bicycle inside the shop
21. Wear a helmet while on a bike
22. No running, chewing gum or eating while at the shop
23. Hot liquids need to be maintained in containers with secure lids
24. Closed toe shoes only. No open toe shoes at any time while at the shop
25. When closing the shop at night, invite another person to stay with you until the building is locked

### Electrical Safety

26. Do not use appliances and extension or power cords that have the ground prong removed or broken off.
27. Do not connect multiple electrical devices into a single outlet.
28. Do not overload electrical circuits with multiple outlets.
29. Turn off electrical appliances and equipment when not in use.
30. Turn off and unplug office machines before adjusting, lubricating or cleaning them.

### Office Safety

31. Close drawers and doors immediately after use.
32. Do not kick objects out of your pathway; pick them up or push them out of the way.

33. Put heavy files in the bottom drawers of file cabinets.
34. Store sharp objects, such as pens, pencils, letter openers or scissors in drawers or with the points down in a container.
35. Keep floors clear of items such as paper clips, pencils, tacks or staples.
36. Carry pencils, scissors and other sharp objects with the points down.
37. Do not use extension or power cords that have the ground prong removed or broken off.
38. Point the ejector slot away from yourself and bystanders when refilling staplers.
39. Do not connect multiple electrical devices into a single outlet.
40. Do not throw matches, cigarettes or other smoking materials into trash baskets.
41. Keep doors in hallways fully open or fully closed.
42. Use a staple remover, not your fingers, for removing staples.
43. Turn off and unplug office machines before adjusting, lubricating or cleaning them.
44. Do not use fans that have excessive vibration, frayed cords or missing guards.
45. Do not place floor type fans in walkways, aisles or doorways.
46. Do not use frayed, cut or cracked electrical cords.
47. Do not store or leave items on stairways or walkways.
48. Clean up spills or leaks immediately by using a paper towel, rag or a mop and bucket.

### Lifting Procedures

49. Plan the move before lifting; remove obstructions from your chosen pathway.
50. Test the weight of the load before lifting by pushing the load along its resting surface.
51. If the load is too heavy or bulky, use lifting and carrying aids such as hand trucks, dollies, pallet jacks and carts or get assistance from a co-worker.
52. If assistance is required to perform a lift, coordinate and communicate your movements with those of your co-worker.
53. Position your feet 6 to 12 inches apart with one foot slightly in front of the other.
54. Face the load.
55. Bend at the knees, not at the back.
56. Keep your back straight.
57. Get a firm grip on the object with your hands and fingers. Use handles when present.
58. Never lift anything if your hands are greasy or wet.
59. Wear protective gloves when lifting objects with sharp corners or jagged edges.
60. Hold objects as close to your body as possible.
61. Perform lifting movements smoothly and gradually; do not jerk the load.
62. If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. Do not twist at the waist.
63. Set down objects in the same manner as you picked them up, except in reverse.
64. Do not lift an object from the floor to a level above your waist in one motion. Set the load down on a table or bench and then adjust your grip before lifting it higher.
65. Slide materials to the end of the tailgate before attempting to lift them off of a pick-up truck.
66. Do not lift over the walls or tailgate of the truck bed.
67. When practical, push objects into position for lifting, do not pull.

### Shop Safety

68. Follow these steps when handling parts:
69. Pick up the part using gloves, heat resistant pads (if hot) or dry rags.
70. Place hot parts on metal containers only
71. Wear safety glasses when working in the shop area

72. Open window or ensure ventilation when using cleaning or painting solvents.
73. Remove dust and shavings from drum lathes with a dust pan and broom or vacuum cleaner on a daily or job by job basis. Do not use your bare hands.
74. Dump gasoline and other liquid chemical waste into containers labeled "Flammable Waste" from containers labeled "Flammable".
75. Wear safety goggles when using compressed air to clean.

When lifting heavy objects, use the following procedures:

76. Gain solid footing
77. Grasp the object by lifting with both hands.
78. Keep the object close to body, with elbows close to body.
79. Turn body using feet, not twisting at waist
80. Move the object to work bench and lower onto bench. Use arms to lower and do not bend at waist.
81. When examining under work benches or lower shelves, use inspection mirrors. Do not twist your body or maintain an awkward posture when trying to look under a shelf of workbench.
82. When opening containers with solvents, drape a shop rag over before removing the cap from the container.
83. Direct hand tools away from rotating tires and chains
84. Before "working on bike" place the bike on the bike stand and secure the clasp. Ask for help if needed.