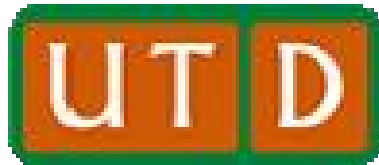


The University of Texas at Dallas Safety Checklist for Facilities Management Operations



SAFETY CHECKLIST FOR FACILITIES MANAGEMENT OPERATIONS

I. PURPOSE

This checklist is designed as a guide for Facilities Management personnel.

II. CHECKLIST

A. Personal Protective Safety Equipment

1. Wear eye protection when exposed to flying debris.
2. Wear a safety belt when working above the ground. Body belts and safety straps should be inspected before each use.
3. Wear head protection if there is any work being done above you.
4. Wear safety shoes with steel toes to protect your feet from falling materials.
5. Be sure clothing is not torn or ragged and that trouser cuffs are not turned up.
6. (Electrical) Keep all high voltage protective devices stored flat and in a location free of oils and chemicals.
7. (Electrical) Inspect and test high voltage gloves annually. Air-test "rubber" gloves before each use.
8. (Electrical) Do not put rubber gloves or other rubber protective equipment in the same container with other tools.

B. Using Ladders Safely (see Ladder Safety Manual)

1. Be sure ladder is in good condition before climbing on it.
2. The ladder should be placed on a base at a distance from the wall equal to one-fourth of the ladder length and set firmly so the ladder will not tip or slip.
3. The top of ladder should extend at least 3 feet above the platform and should rest firmly there or should be tied to a support.
2. Use both hands for climbing. If you must carry tools, put them in a bag slung over your shoulder.
3. Do not use metal ladders when working near electrical lines.
4. Do not try to over-reach; move the ladder.
5. Do not hang tools from ladders.
6. Be aware of what is below you.

C. Housekeeping

1. Keep the work area clear of debris and pile it for removal.
2. Remove or bend down nails.
3. Keep work area clear of mud, ice, snow, grease, and other slippery

materials.

4. Remove daily from all areas any debris which could create hazards.

D. Lifting Safely

1. Inspect the object to be lifted to decide the best way to grasp it.
2. Place your feet close to the object.
3. Get a good grip on the load.
4. Bend your knees—keep your back straight.
5. Keep the load close to your body.
6. Be sure you can see past the load.
7. Get help for large or heavy objects.
8. In team lifting, cooperate with your partner.

E. Handling Materials

1. Stack materials so they will not fall over or slide.
2. Wear gloves when handling sharp or rough objects.
3. To avoid back injuries, use power lifting equipment instead of manpower whenever possible.
4. Do not drop materials if there is a chance they might hit someone.

F. Electrical Hazards

1. Construction wiring is temporary. Avoid contact with all open wires.
2. Wiring should be kept off the ground and be high enough to avoid contact with equipment.
3. Call an electrician and have the electricity turned off before working close to wiring.
4. Be sure to ground de-energized lines before performing work.
5. Before energizing a line, make sure that everything and everyone is clear.

G. Hand Tools

1. Use the proper tool for the job.
2. Make sure tools are in good condition. Repair or replace if necessary.
3. Redress mushroomed heads.
4. Keep cutting edges sharp.
5. Direct cutting tools away from the body.
6. Keep tools in the tool box when you are not using them.
7. Do not leave tools where someone may trip over them or contact sharp edges.
8. Do not use makeshift tools.
9. Tool belts should be kept in good repair for your own protection as well as people working under you.
10. Make sure that handles of all tools are not cracked or otherwise damaged.
11. Do not use extensions of tool handles to get more leverage, use the correct size tool.

H. Power Tools

1. Check to see if the tool is properly grounded.
2. Be sure the guard is functioning properly prior to starting.
3. Take a firm grip on the tool.
4. Turn on full power before starting to cut or drill.
5. If you feel an electrical shock, turn in the tool for another.

I. Walking Safely

1. Walk around trenches or other excavations.
2. Where hoisting or overhead work is being done, keep away from unprotected areas.
3. Be aware of your surroundings when walking.
4. In wet weather, be extra sure of your footing where walkways or platforms may be slippery.
5. Barricades must be placed around all below elevation openings and must be lighted if left up at night.

J. Fire Safety

1. Gasoline should be kept in UL listed safety containers.
2. Be sure that fires are out when pots and torches are not in use.
3. Closed containers should be provided for greasy rags.
4. Temporary wiring should not be strung over makeshift supports and should be maintained.
5. All circuits should be fused properly.
6. Abide by the rules for each hazardous location.
7. Know the proper fire extinguisher to use, particularly on electrical fires.

K. Personal Safety

1. Know how to administer artificial respiration.
2. Horseplay can result in death.

Learn to depend on your fellow workers and be sure that they can depend on you.