



Anodizing Industries Employee Safety Guide



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1. Safety Concerns and Recommendations

All Employees are encouraged to bring forward their safety concerns or recommendations.

This may be done by:

- **Speaking directly to your supervisor**
- **Speaking to the office personnel who will forward your concerns or recommendations**
- **Speaking to any member of management**

1.1 Personal Protective Equipment

Always wear the appropriate PPE- Personal Protective equipment required to safely perform your work.

1. Safety glasses are required for all employees at all times while working.
2. Respirators are required whenever chemicals are used such as while painting, adding or transferring chemicals, solutions, powders and hazardous waste.
3. Dust Mask must be used whenever blasting with glass bead, aluminum oxide or shot peen.
4. Aprons should be used when operating chemical tanks such as while anodizing, adding or transferring chemicals, solutions, powders and hazardous waste.
5. Chemical resistant gloves should be used while adding or transferring chemicals, solutions, powders, solvents and hazardous waste.

PPE- Personal Protective Equipment is available in the office. Always ask for required PPE when needed. Always take care and make good decisions regarding your personal health and safety while working.

1.2 Safety Working with Chemicals

- Never mix chemicals unless specifically instructed to do so
- Assume all unidentified or any chemical you are not familiar with, to be a hazardous. Chemicals may be reactive or may be a health hazard.
- Never ingest any chemical. Always use good hygienic practice. Avoid transferring chemicals from your fingers to your mouth, eyes or nose.
- Report any chemical injuries or illness immediately to your supervisor.
- Notify your supervisor of any chemical spills and have them immediately cleaned up.

Clean up instructions may be found on the chemical SDS (safety data sheet)

Note where safety showers and eye wash equipment is located in your work area. Use them as necessary to remove contamination. Flush eyes for 5 minutes with water or eye wash solution. Seek medical attention immediately after contamination. When working with chemicals, never add water to a chemical, always add the chemical to the water. Never turn on air agitation to a tank when someone is in the area.

1.3 Emergency Safety

- In the event of an earthquake, seek cover.
- In the event of fire or other emergency, evacuate to a safe location outside the building. Stay in place with others so that everybody may be accounted for. Cordon off the area and establish security measures.
- Always seek help such as calling 911 for emergency assistance when necessary and notify your supervisor.
- Do not attempt to clean up a chemical spill unless you have been trained and authorized. Notify your supervisor if you find a chemical spill.
- Protect yourself-Identify where emergency exits are located and quickly get out of harm's way.
- Do not attempt to take a closer look if conditions are not safe. Reenter the area only after it is safe and use appropriate PPE.
- When safe, perform site stabilization, clean up and waste disposal in accordance with Federal, State and Local regulations. Refer to chemical Safety Data Sheets.

1.4 SDS Safety Data Sheets – The Right to Know Law

Hazardous substances may enter the body in 3 ways:

Inhalation - breathing gases, vapors, mists, dust & fumes

Absorption - contact with skin or eyes

Ingestion - eating or smoking before washing hands

MSDS (material safety data sheet) or **SDS** (safety data sheet) - are data sheets supplied from the chemical manufacturer which outlines the physical, health and environmental hazards of the ingredients used in the products you are exposed to.

Included information; acute and chronic health risks associated with usage, handling, use, storage, emergency response, PPE (personal protective equipment) needed, proper disposal methods and transport requirements. Everyone has the "Right to Know" all these SDS details and have complete access to them for review. They will be located in the work areas or on the computer in the office. You may request to review any or all SDS's at any time by asking your supervisor. A copy of the SDS may be helpful to your doctor if you have been exposed in the course of an injury.

1.5 Safety Labels

Every container in the facility must be labeled and should include the contents of the material and its hazardous status.

- Do not use unlabeled materials
- Notify your supervisor if you see an unlabeled container

Prop 65 is a list of hazardous chemicals known to the state of California which may cause cancer or birth defects. You may access the list from office computer at any time.

1.6 Respiratory Safety

- Use and maintain respirators
- Change filters as necessary and record to verify on the log Particle filter- replace about each 2 days
- Filter cartridge- replace about each 2 weeks
- Mask- replace each one to two months as required- perform a fit test to verify there are no leaks

Store mask in storage bags. Don't leave out in the open area.*

***OSHA required**

Paint Booth Safety - all painter are required to use a respirator while painting or cleaning the paint booths. When in use, clean the booth and filters 2 times daily. Use vacuum as necessary. Maintain air flow across the booth filters. Replace the filters as necessary. Record the air flow gage meter reading at least weekly. Maintain air flow so gage reads less than 0.25 inch/ water.

An annual physical exam (3M), fit test and respirator training video review is required for all painters.

Chemical Use Safety - Respirators are required whenever chemicals are used such as while painting, adding or transferring chemicals, solutions, powders and hazardous waste.

1.7 Fork Lift Safety

No one may operate a forklift without 1st receiving training and passing a forklift driving exam. A driving license certificate will be issued after receiving proper training and passing the test. The training is provided by an outside authorized source. A "Powered Industrial Truck Operators License" is required to operate a forklift. The license is to be renewed annually.

1.8 Electrical Safety – Lock Out/Tag Out

- When maintaining or repairing equipment or machinery which uses electricity or can store electricity, it must be turned off and drained of power prior to work being done.
- Before work begins, the equipment power supply must be locked in the off position and a tag placed on the lock so that no one can unlock it except the person that applied the lock.
- Electrical repairs and maintenance should only be done by a qualified and experienced electrician or maintenance engineer.
- Seek help in repairing or maintaining electrical equipment. Do not attempt to any work on your own.

1.9 Training

General Safety Training

General safety training will be provided annually. Periodic training on selected safety subjects will also be provided on occasion as deemed necessary

Special Training

Special training is required for some operations. No one may perform the following unless they have been specifically trained and authorized:

- *Fork Lift Use training*
- *Hazardous Waste Manifest training*
- *Hazardous Waste Operations and Emergency training*
- *Hazardous Waste Generator training*
- *Chemical Spill Containment training*
- *Tank Clean Out training*

Video Training

Each facility has access to numerous videos on a multitude of topics. These videos are available at any time for viewing. Request access from your supervisor at any time.