



SAFETY TRAINING LEAFLET 02 BASIC RULES FOR SAFETY AND GOOD HOUSEKEEPING

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SAFETY TRAINING LEAFLET 02

BASIC RULES FOR SAFETY AND GOOD HOUSEKEEPING

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1 Introduction

1.1 Safety leaflets

Safety training leaflets summarise the basic operational safety knowledge which needs to be known by employees working in the gas industry.

Refer to EIGA Doc 23 *Safety Training of Employees* for the various combinations of leaflets which define the scope of safety training for a variety of specific jobs.

Each leaflet addresses a specific topic as identified in the title.

1.2 Comprehension tests

There is a comprehension test for each leaflet, included in **Appendix 1**.

Each test comprises a number of questions. To pass the test it is suggested that the employee should score 75% at the first attempt. Incorrect answers should be discussed to confirm understanding.

Appendix 2 includes the list of correct answers.

2 Basic Rules for Safety and Good Housekeeping

2.1 Safety

- 1) Before starting any work acquire sufficient knowledge of the properties and potential hazards of the materials, substances and products you are dealing with.
- 2) Do not start a job unless you have received the necessary training and understand the correct procedure. If you have any safety concerns, ask before acting..
- 3) Wear the required personal protective equipment (e.g. safety shoes, overalls, gloves, safety glasses (or goggles), hearing protectors, hard hat) wherever it is required.
- 4) When accessing a site, respect signs, speed limit, authorized parking areas, walk-ways, security access procedures and registration. Never use alcohol or other drugs at work or allow yourself to be influenced by them. Learn what actions will be required of you in the event of an emergency, ask if you do not know.
- 5) Identify (your) emergency exits and where the firefighting equipment is located. Identify (your) first aid trained persons.
- 6) Report all injuries to the supervisor immediately, and seek first aid for even minor cuts or burns to reduce the risk of infection. Report accidents or 'near misses' (i.e. incidents that could have resulted in injury or equipment damage) to your supervisor immediately. Report deficiencies, faulty equipment and unsafe conditions immediately.
- 7) Never use worn or damaged tools. Take them to your supervisor who will have them repaired or replaced.
- 8) Learn how to stop machines quickly in the event of an emergency, ask if you do not know.
- 9) Drive safely.
- 10) Do not smoke or vape, except in defined areas.
- 11) Become skilled in handling safety equipment such as fire extinguishers, self-contained breathing apparatus canisters, safety harness, emergency showers and eye wash devices.
- 12) Do not attempt any unauthorised modifications to the plant or equipment. Any changes must be approved by the relevant person following the defined process for managing changes.

- 13) Guards, safety valves and other protective devices are provided for your protection. They shall not be removed or tampered with.
- 14) All fire and safety equipment shall be kept clear of obstructions. It shall not be removed or used except in case of actual emergency or authorised practice (drills).
- 15) Learn how to lift loads ergonomically and always use the correct method. If an object is too heavy, use mechanical means or get help.
- 16) If an electrically driven machine trips, refer to your supervisor before attempting to re-start.
- 17) Leave electrical work or repair to a qualified electrician. Do not open electrical cabinets.
- 18) Do not enter high voltage switch rooms unless authorised.
- 19) Use the checklist or operating procedure provided when starting up or shutting down machines or plants.
- 20) Do not put yourself in front of the discharge port of a relief valve. It might open while you are there.
- 21) Close or open valves gradually. Rapid operation of a valve can lead to local compression and temperature rise. In the case of oxygen this could lead to a burnout.
- 22) When changing cylinders, pressure reducer outlet pressure setting must be set to zero.
- 23) Valves must not be forced open or closed using extension devices to increase torque.
- 24) Do not transport cylinders without valve-protection.
- 25) Always use an approved cleaning compound to clean your hands or other parts of your body. Solvents should not be used as they can cause skin disease (dermatitis).
- 26) Do not use oxygen for blowing dust off clothing, powering pneumatic tools, inflating tires, cleaning machines,...
- 27) If forklift trucks are operating in your working area be especially cautious near corners, doorways or tall stacks of goods. Walk in identified walkways.
- 28) Clothing must be free from oil or grease when working with oxygen. Clothes must be made of cotton, wool or special flame resistant or flame-retardant fibres.
- 29) Do not store heavy items overhead in shelves.
- 30) We are all responsible for each other's safety. If you see another person not complying with safety rules - e.g. not wearing personal protective equipment - point it out to him.

You are not supposed to know everything:

IF IN DOUBT, ASK!

Do not take chances

2.2 Good Housekeeping

- 1) An overloaded untidy workplace leads to accidents.
- 2) Work tidily - maintain a high standard of housekeeping.
- 3) Aisles, passageways, doorways, emergency exits and access to safety equipment must be kept clear of obstructions.
- 4) Floors must be kept clear of oil, grease and any spillage of chemicals. Wet floor must be indicated by appropriate signs.

- 5) Platforms above ground level must be kept clear, both to allow safe movement and to prevent tools etc..., from falling on people below.
- 6) Waste material must be sorted correctly and placed in the correct disposal container.
- 7) Tools and equipment must be taken back to their correct storage location after use and not left lying around.
- 8) Chemical and lubricant containers should be kept in designated storage areas.
- 9) Oily rags must be placed in special closed containers.
- 10) Areas where liquid oxygen is handled must be kept particularly clean and free from oil,grease and from particles or dust.
- 11) A job is finished only when everything is clean and in order.

2.3 Contractors

Contractors working at the premises of your Company must respect the Safety, Health and Environment Protection rules and requirements. Report any deviation that you may identify.

Appendix 1 – Basic Rules for Safety and Good Housekeeping – Test Questions

Tick the correct answer (s) or write in the blank spaces as requested.

1. Tick the true statements:
 - A. Smoking is allowed except in working areas
 - B. Report any deficiencies detected
 - C. Don't start a job unless you have been trained to do it
 - D. Report all injuries to the supervisor immediately
 - E. Housekeeping is not my responsibility

2. Which of the following tasks must not be done with oxygen?
 - A. Blowing dust off clothing
 - B. Inflating tires
 - C. Powering pneumatic tools
 - D. Cleaning machines

3. When electrical or pneumatic tools fail, the users must repair them by themselves.
 - A. True
 - B. False

4. Complete the sentence: "You are not supposed to know everything, _____ . _____ Do not take chances.

5. Tick the right sentences.
 - A. Solvents should not be used for cleaning hands
 - B. Waste material must be placed in the correct disposal place
 - C. If necessary, modify your equipment to improve its performance
 - D. Sometimes machine guards must be removed for a safer job

6. Tick the items of Personal Protective Equipment that you should always wear while handling cylinders:
 - A. Safety shoes
 - B. Safety glasses
 - C. Hearing protection
 - D. Impact protection gloves
 - E. Safety gloves
 - F. Metatarsal protection shoes

7. We are all responsible for each other's safety. If you see another person not complying with safety rules – e.g. not wearing required personal protective equipment – point it out to him.
 - A. True
 - B. False

8. Close or open valves gradually. Rapid operation of valve can lead to local compression and temperature rise.
 - A. True
 - B. False

Appendix 2 - Basic Rules for Safety and Good Housekeeping – Test Answers

1. B, C, D
2. A, B, C, D
3. B
4. IF IN DOUBT, ASK!
5. A, B
6. Whatever the company requires
7. A
8. A