



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

Prepared by Safety Advisory Council

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Table of Contents

1	Introduction	1
1.1	Safety leaflets	1
1.2	Comprehension tests.....	1
2	Basic Rules for Safety and Good Housekeeping.....	1
2.1	Safety.....	1
2.2	Good Housekeeping	2
2.3	Subcontractors.....	3
	Appendix 1 – Basic Rules for Safety and Good Housekeeping – Test Questions	4
	Appendix 2 - Basic Rules for Safety and Good Housekeeping – Test Answers	5

Note: this Safety Training Leaflet is taken from Leaflet 1: BASIC RULES FOR SAFETY AND GOOD HOUSEKEEPING in Doc 23/08 Safety Training of Employees. The leaflet has been put into a new format and revised,

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) Rapidly get basic knowledge of the properties and potential hazards of the materials and products you are dealing with.
- 2) Do not start a job unless you have been trained to do it and know the correct procedure. If you have doubts about safety ask before you act.
- 3) Follow Company Safety Procedures: refer to... (insert name of procedures / Manuals, database, etc.... as appropriate).
- 4) Wear personal protective equipment (safety shoes, overalls, gloves, safety glasses (or goggles), hearing protectors and hard hat) where it is required.
- 5) When accessing a site, respect signs, speed limit, authorized parking areas, walk-ways, security access procedures and registration. When leaving make sure that this is recorded.
- 6) Never use or be influenced by alcohol or other drugs at work.
- 7) Learn what actions will be required of you in the event of an emergency, ask if you do not know.
- 8) Identify (your) emergency exits and where the firefighting equipment is located. Identify (your) first aid trained persons.
- 9) Report all injuries to the supervisor immediately and get first aid for even a minor cut or burn to reduce the risk of infection.
- 10) Report immediately accidents or "near misses" (i.e. incidents which could have resulted in injury or equipment damage) to your supervisor.
- 11) Report deficiencies, faulty equipment and unsafe conditions immediately.
- 12) Worn or damaged tools should never be used. Take them to your supervisor who will have them repaired or replaced.
- 13) Learn how to stop machines quickly in the event of an emergency, ask if you do not know.
- 14) Remember to rest and avoid use of drugs and alcohol also during your free time.
- 15) Drive safely.

- 16) Do not smoke, except in defined areas.
- 17) Become skilled in handling safety equipment such as fire extinguishers, self-contained breathing apparatus canisters, safety harness, emergency showers and eye wash devices.
- 18) Do not attempt any unauthorised modifications to plant or equipment. Any changes must be approved by the appropriate level of management.
- 19) Guards, safety valves and other protective devices are provided for your protection. They should not be removed or tampered with.
- 20) All fire and safety equipment must be kept clear of obstructions. It should not be removed or used except in case of actual emergency or authorised practice (drills).
- 21) Learn how to lift loads correctly and always use the correct method. If an object is too heavy, use mechanical means or get help.
- 22) If an electrically driven machine trips, refer to your supervisor before attempting to re-start.
- 23) Leave electrical work or repair to a qualified electrician. Do not open electrical cabinets.
- 24) Do not enter high voltage switch rooms unless authorised.
- 25) Use the checklist or operating procedure provided when starting up or shutting down machines or plant.
- 26) Do not put yourself in front of the discharge port of a relief valve. It might open while you are there.
- 27) Close or open valves gradually. Rapid operation of a valve can lead to local compression and temperature rise. In the case of oxygen or acetylene this could cause an explosion. Also, when changing cylinders, pressure reducer pressure setting valve must be released. Valves must not be forced open or closed using extension devices to increase torque. Do not transport cylinders without valve-protection.
- 28) 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).
- 29) If compressed air is used to clean machines the hose should be fitted with a properly designed nozzle incorporating emergency shut-off.
- 30) Do not use compressed air for blowing dust off clothing.
- 31) If forklift trucks are operating in your working area be especially cautious near corners, doorways, tall stacks of goods. Walk in identified walkways.
- 32) 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.
- 33) Do not store heavy items overhead in shelves.
- 34) 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) A cluttered 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 e.g. calcium carbide. 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) Do not waste paper, water, energy or other utilities and minimise gas losses.
- 7) Waste material must be placed in the correct disposal place.
- 8) Tools and equipment must be taken back to in their correct storage point after use and not left lying around.
- 9) Chemical and lubricant containers should be kept in approved stores.
- 10) Oily rags must be placed in special closed containers.
- 11) Areas where liquid oxygen is handled must be kept particularly clean and free from oil and grease and from particles or dust.
- 12) A job is finished only when everything is clean and in order.

2.3 Subcontractors

Subcontractors 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 at least two of the following sentences as true:
 - 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 at least two items of Personal Protective Equipment that you should always wear while handling cylinders:
 - A. Safety shoes
 - B. Safety glasses
 - C. Hearing protection
 - D. Safety shoes with metatarsal protection
 - E. Safety gloves
 - F. Rubber apron

7. 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.
 - 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. B, D, E
7. A
8. A