

# Safety Manual

The following precautions need to be taken when using any hand tools in the RPI Centrifuge Lab in order to promote a safe work environment and keep accidents as small and as infrequent as possible. In general, only use a tool for what it was originally designed to do. Also, be careful to inspect the tool before using it, as older and worn out tools become much more dangerous than a tool in good condition. It is also important to wear the proper safety protective equipment such as gloves or safety glasses whenever using any hand tools. Always remember to keep yourself and the other people working around you in mind when working with tools in the lab. It is important to be aware of your surroundings; not being aware of the position of coworkers is no excuse for an accident occurring in the lab.

## Screwdriver:

- Never use a screwdriver as a chisel, as it might shatter and become a hazard.
- Always make sure the handle and shaft do not have any cracks and are in good condition before using a screwdriver.
- Never use a screwdriver as some sort of pry bar.
- Always take the time to find the right sized and right type screwdriver for the job, as this will make your work go by much quicker and also ensure the job gets done the safest way possible.

## Hammer:

- Never use a hammer which has a loose or cracked handle, as the head may fly off and become a hazard.
- Ensure that the hammer is both the proper type and size for the job you are performing, as this will make your work go by much quicker and also ensure the job gets done the safest way possible.
- Never use a hammer with a chipped, cracked, or broken claw.
- When using a hammer, keep your motions short and compact, and try to avoid longer swings of the hammer. This will not only cause you to be more accurate with what you strike with the hammer, this will decrease the chance of you hitting something or somebody by accident at the top of the hammer stroke.

## Saw:

- Ensure that the saw's teeth are sufficiently sharp, as a dull tool is much more dangerous than a sharp tool.
- Always be careful to cut in a direction that puts yourself and others out of harm whenever possible.
- Always use a vise or other means to secure your work, as this will make it both easier and safer to make a cut with a saw.

# Office Safety Manual Sample

**Tao Wei**



## **Office Safety Manual Sample:**

Workplace Safety Manual v1.5 Dean Isaacson, 2012-11-25 A safety manual and accident prevention program are the foundation of a safety program but they do not complete it A complete safety program includes the policies herein in addition to training classes safety committees and meetings medical examinations organized employment and injury reports safety bulletin boards management communications environmental policies proper maintenance of equipment observation of processes and procedures for on site and remote sites operations safety inspections and such other practices The most important component however is for the employer and employee to share an attitude of safety **Marine Safety Manual** United States. Coast Guard, 1993 **Concise Guide to Workplace Safety and Health** Gary Chambers, 2011-01-05 Every organization must comply with occupational health and safety regulations Yet it is frequently unclear which actually apply in a given real life situation plus the field is loaded with technical terminology and complicated regulations Many managers trainers even safety and health professionals therefore find it hard to know how to comply with exactly what Written to make this important discipline more understandable Concise Guide to Workplace Safety and Health What You Need to Know When You Need It systematically addresses for each of the 34 topics covered core issues such as relevant regulations required program elements and definitions of key terms Organized for quick access to information this handy reference book demystifies required documentation training elements medical requirements recordkeeping and more Conveniently the author uses the same 20 part format for every topic For example if you want to know only about the documentation required you can immediately turn to a topic s Section 9 Written Documentation Required If training requirements are the issue simply go to a chapter s Section 12 Training Requirements Also provided for each topic are links to quality background and training information with sample forms and programs where available The guide covers safety and health topics of interest to a wide cross section of industries and businesses The author s relaxed yet focused approach and consistent format allow efficient access to a broad range of occupational health and safety information The topics covered include not only those that are currently regulated but also emerging issues such as injury and illness prevention programs and the rapidly growing field of nanotechnology **Manuals Combined: U.S. Coast Guard Marine Safety Manual Volumes I, II and III** , Over 2 300 total pages Titles included Marine Safety Manual Volume I Administration And Management Marine Safety Manual Volume II Materiel Inspection Marine Safety Manual Volume III Marine Industry Personnel **Implementing Quality in Laboratory Policies and Processes** Donnell R. Christian Jr., Stephanie Drilling, 2009-11-24 In order to gain accreditation every laboratory must have a superior quality assurance program The keys to a successful program are the operational and technical manuals and associated documents which define the program and its various components Written by experts with global experience in setting up laboratories Implementing Quality in Laboratory Policies and Processes Using Templates Project Management and Six Sigma provides templates for the various policies procedures and forms that should be

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