

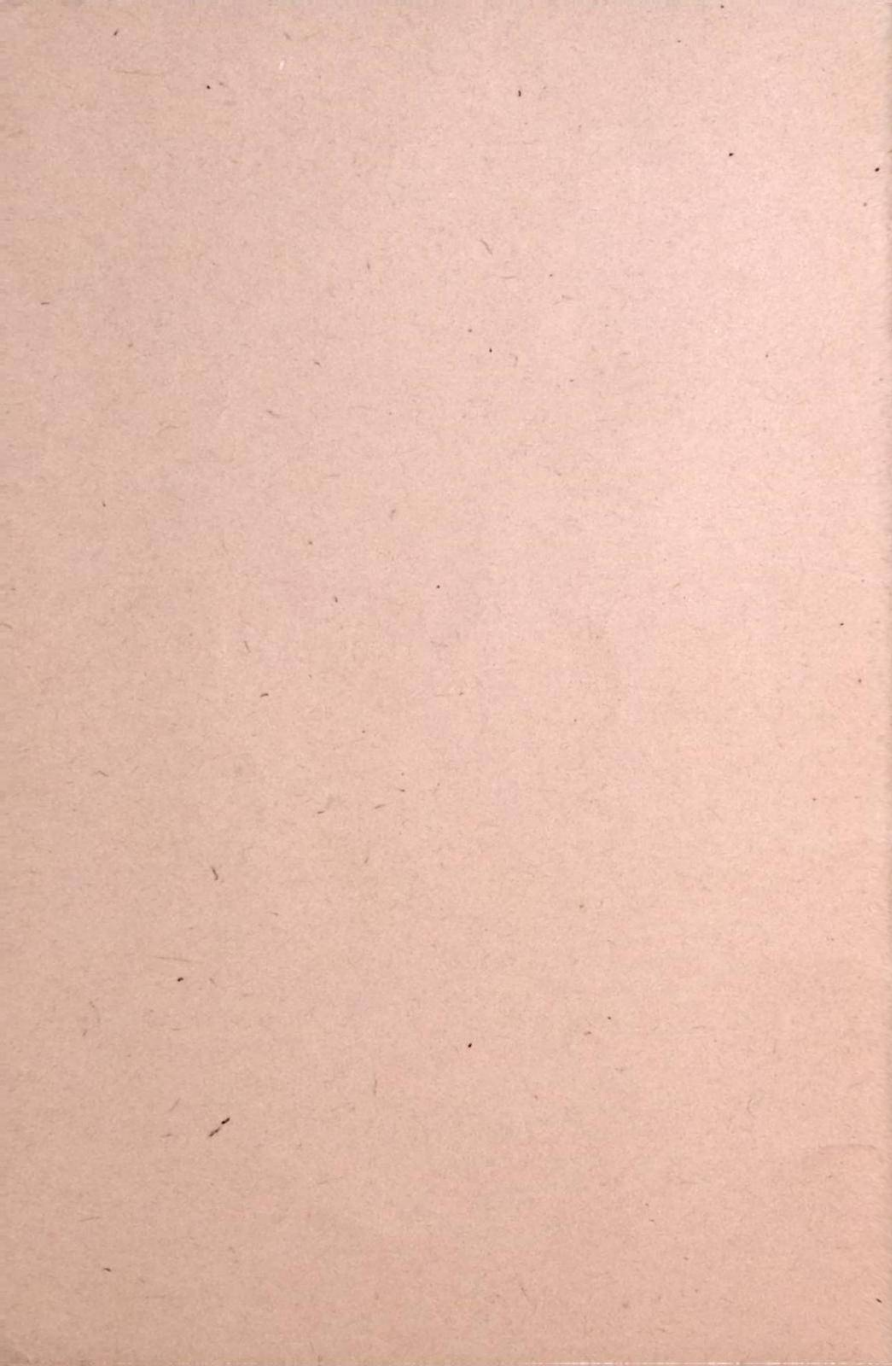
Mr. Weir

ROYAL ORDNANCE FACTORIES
WOOLWICH

SAFETY HANDBOOK

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ROYAL ORDNANCE FACTORIES

WOOLWICH

SAFETY HANDBOOK

ROYAL EXCHANGE BUILDINGS

WOLWICH

STREET HANDBOOK

FOREWORD

This book is being given to you to let you know what the Factory Management is doing and what you must do yourself to prevent accidents.

In general most accidents have simple causes and they can be avoided if a few elementary precautions are taken. Here is a list of things which you can do, not only to help to prevent accidents happening to *you*, but to all your workmates as well.

1. Always stack your work tidily and neatly.
2. Lift things carefully and with a firm and safe grip.
3. Make sure that any load is properly balanced before it is lifted.
4. Put any load down carefully.
5. Stand correctly when you lift anything.
6. Use the right size and type of hand tool and always make sure it is in good order before you start work with it.
7. If for any reason guards have to be removed, you must always replace them before starting work.
8. Be careful when you are working on any machine.
9. Always be on the alert when you are walking, cycling or riding in the Factory.

It has been found that accidents happen more often to young workers than to adults because young workers are more inclined to take risks, but even if you are an adult worker you are as likely to have an accident if you are careless.

Finally, whether you are a junior or an adult, a new entrant or an "old stager," in the last resort your safety depends on yourself. The Safety Rules and Regulations laid down by the Factory Management are all designed for one purpose—to safeguard *you*. It is up to you to make sure that you carry them out—not merely when you think of them but *all the time*.

T. E. HARRIS,
*Chief Superintendent,
Royal Ordnance Factories, Woolwich.*

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CHAPTER 1

GENERAL SAFETY

Traffic and Overhead Risks

1. If you are walking along a road in the Factory where there is no pavement or side-walk, it is always safer to walk facing oncoming traffic. Obviously where there are pavements the safe thing to do is to use them.

2. Cyclists should remember that it is very easy to be thrown off a cycle if the wheels catch in a railway line. There might be a lorry close behind. Always try to cross railway tracks as nearly at right angles as possible.

3. You must always give way to rail traffic.

4. You must never try to climb over or crawl under railway wagons, trucks, or vans, not even when they are stationary. Never walk between railway wagons—they may start to move and trap you between them.

5. Always be on the alert when you are walking especially at a corner if you see a red flag or when you are passing railway wagons, lorries, or power operated trucks.

6. Watch out for railway points and avoid them whenever possible.

7. You must never ride on Trucks, Dillies, or any other Factory vehicles unless you have been given instructions to do so.

8. It is good safety sense to keep clear of any lifting operations—apart from the fact that it is forbidden to walk under suspended loads.

9. No one except the crane driver is allowed to ride on a crane.

10. Make sure that you keep all railway tracks clear of obstructions.

11. Make yourself familiar with local street notices. That short cut you think about using might be a short cut to hospital.

12. The speed limit inside the Factory is 20 miles per hour but in certain manufacturing areas it is less. Watch out for any speed limit signs—and observe them.

Factories Acts

On your shop notice boards you will see various extracts from the Factories Acts, which are connected with the work which is carried on in your shop. They may be written in legal language but read them and make an effort to understand them. They concern you vitally.

You may not find these extracts in all shops as they only affect certain types of work—but there is one which concerns you and everyone else.

This says that it is an offence to tamper with, damage, or misuse any item of equipment which has been provided for your health, welfare, or safety and includes such things as machine guards, dust extractors, and wash places. It is also an offence if you wilfully do anything to endanger yourself or your workmates.

If you ignore these orders you not only stand the chance of injuring yourself or others but *you are also liable to be dismissed at once and perhaps be prosecuted as well.*

CHAPTER 2

SPECIAL ORDNANCE FACTORY RULES AND REGULATIONS

1. Industrial Handbook 1947

You already have a copy of this and you will find it very helpful if you are not sure of your responsibilities. Paragraph 39 is well worth reading.

2. Fire Regulations for the Royal Arsenal

If you are a Fireman, a Storeholder, or a Foreman you will have a copy of these regulations, if not, you should read O.F. Circular No. 560 which you will find on your

shop notice board. If it is not there find out why. Read it carefully so that you will know what *you* should do to prevent fires.

3. Standing Orders for the Royal Arsenal Railways

If you are a Foreman, a Storeholder, or a member of the R.A.R. staff you will already have a copy of these orders. Read them, make sure that you understand them, and always carry them out.

4. Road Transport Rules and Regulations

Foremen, Storeholders, and Engineering Department Transport Section staff already have copies of these. If you are in one of these grades you are expected to know all about the rules. If you are a driver you will also have a copy of the Highway Code which you must always obey when you are driving.

5. Regulations of the Filling Factories

All Filling Factory employees must obey these regulations in addition to the normal Safety Rules. It is very important that you read and understand these additional rules because ignorance will never be accepted as an excuse for either disobeying or not observing them. It is not worth while taking a chance when the result can only be instant dismissal.

6. Instructions to Slingers

All Slingers will have been given a copy of the Rules and Regulations covering their work and these contain a number of useful hints.

If you are a Slinger make sure you know all these rules, and if you are in doubt speak to your Foreman who also has a copy. In addition you should also read O.F. Circular No. 559.

CHAPTER 3

MACHINERY

This and the following chapters will deal individually with groups of plant and equipment with which you will

come in contact during your work in the Factory. The Safety Rules and Regulations covering all these items have been issued to your Foremen and Assistant Foremen in the form of O.F. Circulars. You should ask one of them to let you read the particular O.F. Circular covering the machine or operation for which you are responsible *before* you start work.

At the end of each chapter will be a list of the Circulars which you should read.

Machinery and Shafting in motion

1. If you have to carry out maintenance work on any machinery or shafting make sure that it cannot be started before you remove any of the guarding or safety devices. This rule also applies if you have to do any oiling or belt mending, or carry out any building work near such equipment.

Remember that it is illegal for you to go near to any unguarded machinery or shafting while it is in motion. Only qualified Machinery Attendants are allowed to do this and then only in special cases.

2. If you remove or replace belts on main shafting without instructions from your Foreman you will be liable to instant dismissal. When you have to carry out a job such as this, always use the pole provided for belt adjustments. If you cannot do the job with the pole, stop the shafting, tie the belt to the pulley and move it into place by means of the motor. Make sure that there is no one nearby when you do this.

3. Never leave any belts resting or riding on revolving shafting.

4. If you have to erect a ladder make sure that it is placed well clear of any revolving shafting. If this is unavoidable you must make sure that the shafting is stopped and is not likely to start again.

5. Always see that all guards and safety appliances are in position before you start up any machine, shaft, or transmission machinery.

6. You are responsible for the cleanliness of your machine, but that does not mean that you may clean it while it is working. Wait until it has stopped.

7. If you are under 18 years of age you must not work a dangerous machine (e.g., a Horizontal Milling Machine) unless you have had instruction in its use and are under proper supervision.

8. There are certain machines which may only be set or adjusted or given a trial run by a qualified Tool Setter. Make sure that your machine is not one of these before you attempt to do any tool setting, etc.

Power Presses

1. Before you start up a Power Press it is your responsibility to see that there is a white Notice on it certifying that the guarding is complete and correctly adjusted. This notice will be signed by your Foreman or Assistant Foreman. But even if the notice is there, it is only common sense to check the guarding yourself.

2. If you see a Red Notice on a Press it means :
"Keep away."

3. If guards have to be removed make sure that the Press is put out of action either by locking the control switches or asking an electrician to remove the fuses.

NOTE. In certain shops these rules apply to other machines in addition to Presses. Find out from your Foreman if your shop is concerned.

Stock Bars of Lathes

1. If you have to work a lathe on which the stock bar projects beyond the headstock of the machine, make sure that the stock bar is guarded before starting up.

Electrical Emergency Stops

1. If you are responsible for stopping and starting line shaft motors, you must test the emergency stops at least twice a week.

2. If you are a machine operator, make sure that you test all safety devices on your machine *every day*. A few minutes spent on this may save months in hospital.

3. If you notice anything wrong report it to your Foreman at once.

Portable Electrical Equipment

1. Always make sure that any portable electrical equipment you have to use is in good order. You may get a nasty shock in more ways than one if you forget to do this.

2. If you see any broken or damaged wires, report the matter to your Foreman. He will see that the equipment is withdrawn and sent for repair.

3. If you are a Foreman, make sure that any new item of electrical equipment has been tested and inspected by the Engineering Department Electrical Section before it is used.

Self Acting Machines

1. If you are working any type of self acting machine (e.g., planers, shapers, certain types of grinders and saws), there must be a space of not less than 18 in. between the traversing part and any fixed piece of equipment (e.g., building columns, radiators, etc.) when the moving part is at the limit of its stroke. Your Foreman will normally make sure that this is so, but it won't do any harm to check this yourself.

2. If the material carried on your machine overhangs and reduces this space, you will be breaking the law.

If you have to work on any of the machines mentioned in this chapter, you should also read the following circulars :—

O.F. Circular

No. 332. Cleanliness of Machines.

385/1. Machinery and Shafting in Motion.

- 430. Operation of Electrical Emergency Stop Devices.
- 447. Guarding of Power Presses.
- 449. Guarding of Stock Bars on Lathes.
- 477. Self-Acting Machines.
- 512. Examination and Testing of Portable Electrical Equipment.
- 535. Operations at Unfenced Machinery Regulations.

O.F. Instructional

Memo. 814. Operation of Horizontal Milling Machines.

CHAPTER 4

CRANES AND ACCESSORIES

Work on Cranes, Gantries, Lifts, etc.

1. Keep clear of all ladders attached to cranes, gantries, lifts, etc., unless you have been specially authorized to use them. If this is so you will see a list of instructions either attached to the equipment or adjacent to it.

Read these ; they are important.

Movement of Mobile Jib Cranes

1. If you are driving a mobile jib crane anywhere in the Factory you must always have a conductor ahead of you, and, at night, he must carry a lighted hand lamp.

2. If you have to drive a steam loco. crane along any railway lines within the Factory, the Transport Officer will arrange for a conductor to travel with you.

3. Whatever type of crane you may be responsible for always test the audible warning devices fitted to all safe load indicators at the start of each shift. Don't take the other fellow's word for it—make a test yourself.

4. No matter whether you are driving or conducting always make sure *yourself* that jib heads, etc. are well clear of any overhead electric cables or equipment—unless of course you enjoy being electrocuted.

Wire Rope Slings

1. Always make sure that any wire rope sling you have to use is labelled with the Safe Working Load and is within its test date. If not, report it to your Foreman who will withdraw it from use and send it for test.

Chains, Ropes and Lifting Tackle

1. If you are a Slinger you will be responsible for storing all lifting tackle properly and for examining it once in every seven days.

2. If you see any ropes or slings which are frayed or damaged or any defective chains or chain slings, you must report the matter at once. Someone's life may depend upon your doing this.

3. Always make sure that the lifting tackle you want to use is labelled with its Safe Working Load. If it is not, report it to your Foreman.

4. All equipment has the date of its last examination painted on it. Check this date and make sure that the test certificate has not expired. If it has, tell your Foreman who will arrange for another test.

Limit Switches on Electric Travelling Cranes

1. If you are a Crane Driver make sure at the commencement of *each shift* that all limit switches on cranes for which you are responsible are in working order. If you find anything wrong, report it to your Foreman.

2. Apart from checking these switches—leave well alone. They are put there for the safety of your work-mates and you. If you tamper with them you may cause a serious accident.

If your work is in any way connected with Cranes or Lifting Tackle, you should read the following O.F. Circulars :—

O.F. Circular

269/3 & 4. Regulations in regard to work on Cranes, Gantries, Lifts, etc.

- 431. Limit Switches on Electric Travelling Cranes.
- 493. Examination and Testing of all types of Cranes.
- 495. Wire Ropes and Wire Rope Slings.
- 511. Movement of Mobile Jib Cranes.

In addition, Slings should pay particular attention to O.F. Circulars Nos. 496, 497, 498, 502, 510, 515 and 516.

CHAPTER 5 TRANSPORT

Cautions as to Railways and Motor Lorries

1. It is very easy to break a leg if you try to jump on or off a moving train. If you want to arrive at your destination safely—wait until the train has stopped.

2. You will find it safer and more comfortable to travel inside a coach than to hang on outside.

3. Only those people who have been instructed to do so are allowed to ride in motor lorries. If you "thumb a lift" you are likely to get the lorry driver into trouble.

Movement of Trains in Buildings

1. If you are an Engine driver remember that you *must* have a lookout on duty before you start moving locomotives or wagons inside a building.

Stationary Railway Trucks in Buildings

1. Make sure that any stationary railway truck inside a building is properly braked or fixed so that it cannot move.

2. Even when you have made sure, do not take any chances. Keep clear unless you are working on it.

Loading Vehicles

1. A lorry is only allowed to carry a certain weight. You must make sure that you do not overload it.

2. It is just as easy to strain the chassis of a lorry by bad loading as it is to strain your back by carrying loads awkwardly. Spread the load evenly.

3. Make sure that any load is well secured. You might be the one on whom it collapses.

The O.F. Circulars you should read in connection with this chapter are :—

O.F. Circular

313. Cautions as to Railways and Motor Lorries.

403. Movement of Trains in Buildings.

435. Stationary Railway Trucks in Buildings.

415. Instructions for Loading Road Vehicles.

CHAPTER 6

ELECTRICAL EQUIPMENT

Obstructions of Electrical Apparatus

1. Always leave a space of at least 4 feet around any electric switchgear, motor or starter.

2. Keep gangways leading to any electrical equipment free from obstructions.

Disposal of Fluorescent Lamp Tubes

1. The coating in some of these tubes is poisonous. If you want to dispose of any ask your Foreman to arrange it.

2. If you cut your hand on a tube, go to the Surgery at once and tell them exactly how the cut was caused. You *must* report to the Surgery no matter how slight the cut.

Portable Electrical Equipment

1. Privately owned electrical equipment such as electric fires, etc., must not be connected up to any electric points in the Factory. You may quite easily cause a fire or a serious accident by so doing.

For your information, the following Circulars should be read :—

O.F. Circular

- 437. Obstructions of Electrical Apparatus.
- 438. Portable Electrical Equipment.
- 522. Disposal of Fluorescent Lamp Tubes.

CHAPTER 7

BUILDINGS, ETC.

Ladders

1. Make sure that any ladder you intend to use is in good condition. If not, report it to your Foreman or Charge Hand.

2. If a ladder is too short, it may seem quicker to prop it up with a box instead of getting a longer ladder—but it is also the quickest way to hospital. If you have been given a ladder which you think is unsuitable for the job, tell your Foreman about it at once.

3. In exceptional cases you are allowed to lash two ladders together—but for your own and your workmates' safety, make sure they are lashed securely.

4. Never use a contractor's ladder unless your Foreman has given you permission to do so.

5. Make sure that neither you nor your ladder comes in contact with any overhead electric wiring. You might get a shock, in all senses of the word, if it does.

Unauthorized Use of Services

1. Gas, electric, water, steam, air, and hydraulic supplies are laid on to help you in your job—not for you to interfere with. Apart from the fact that you might cause an accident if you tamper with them, you will also be liable to instant dismissal.

2. If you notice anything wrong with any of these services, report it at once.

Asbestos Roofs

1. Make sure you know all the risks involved before you start work on an asbestos roof—and in any case do not start work before getting your Foreman's permission.

Poles Supporting Overhead Services

1. Leave a clear space of at least 4 feet around the base of any such pole whether metal or wood.

Building Regulations

1. If you are not sure of any of the rules covering the use of Safety Belts, Scaffolding, Lifting Tackle or any other building equipment, ask your Foreman's advice.

Excavations

1. If you have orders to dig any holes, you will be responsible for seeing that they are properly fenced.

2. If you are working near such a hole, do not stack anything near the edge. It may fall on the chap down below.

3. If you see any faulty fencing around a pit inside a shop, report the matter at once.

Scaffolding

1. Make sure that scaffolding not in use is stored properly.

2. Only authorized scaffolders are allowed to erect scaffolding. Don't try your hand at it. You yourself may have to use it!

If you have to use any of the equipment mentioned in this chapter, remember to read the following O.F. Circulars :—

O.F. Circular

404/1. Ladders.

513 & 514. Examination and Testing of Ladders.

468. Wooden Poles supporting overhead services.

499. The Building Regulations 1948.
 521. Excavations.
 527. Scaffolding.
 552. Examination and Testing of Roof Runs,
 etc.

CHAPTER 8

MISCELLANEOUS

Safety of Women employed in Factories

1. Jewellery, bangles, combs, etc., look very smart but they are out of place in a workshop and besides they may be the cause of an accident. Leave them at home.

2. Remember to cover up that permanent wave with the cap which has been given to you—otherwise you might see your hair disappearing into a machine.

3. It is a good thing to wear an overall at work. It will keep your clothes clean and if you make sure that it is a good fit, especially at the wrists, with no frills or loose ends, the danger of it catching in a machine will be considerably reduced.

4. High heeled shoes are out of place in a workshop. You will find it far more comfortable and much safer to wear strong, low heeled shoes.

Protection of Eyes

1. You must wear goggles if you are doing any of the following jobs :—

- (a) Dry grinding of metals when the article to be ground is held in your hand.
- (b) Turning (outside or inside) of non-ferrous metals or of cast iron if the work is done dry or by means of hand tools.
- (c) Welding or cutting by electrical, oxy-acetylene, or similar methods.

- (d) The following operations when you have to use hand or other portable tools :—
- (i) Fettling metal castings where you have to remove metal.
 - (ii) Cutting out or cutting off cold rivets or bolts from boilers, etc.
 - (iii) Chipping and scaling boilers, plates, etc.
 - (iv) Breaking or dressing stone, concrete, or slag.

2. Experience has shown that there are certain other operations which are a source of eye injuries unless proper precautions are taken. You will be well advised to wear goggles if you have to do any of them. Here is a list :—

- (a) Turning Nickel, Nickel Chrome, and Chrome steels.
- (b) Turning special shell steels, carbon tool steel, and high speed steel.
- (c) Turning cartridge brass—wet.
- (d) Planing all metals.
- (e) Handling acids and caustics.
- (f) Driving vehicles without windscreens.
- (g) When using Blowers or Compressed Air. In these cases you must also use nose or mouth shields, respirators or filters, which you can get from your Shop Store.

3. Whether or not your particular job is listed here, if you think you run the risk of an eye injury you will certainly take precautions and ask for goggles from your Foreman.

Fire Extinguishers

1. The liquid in a fire extinguisher is for putting out fires—not for cleaning clothes.
2. You should always switch off any electric supply before using an extinguisher.

3. Only use a hand operated Pyrene extinguisher if no other type is available. If you do use one keep away from the area in which it has been used until you get the all clear.

4. If you have to use a foam extinguisher keep the jet away from burning liquids, otherwise you may help the fire to spread.

5. If you have to work on a Service vehicle on which there is either a Carbon Dioxide or Methyl Bromide extinguisher, make sure before starting work that you have read and understand O.F. Circular 489. In any case you must remove the extinguisher and give it to your Foreman for safe keeping.

Soda Ash

1. Soda Ash is no beauty preparation—so do not wash with it.

2. For the sake of your health, the Principal Medical Officer has said which oils may be used to clean dirt off your skin. Take his advice—he knows best.

Tetra-Ethyl Lead

1. This is the chemical which is added to present-day petrol to stop "pinking," but while it may be good for motor engines it is definitely poisonous as far as you are concerned.

2. Take great care when handling any containers which may have held any of this chemical. In any case the Principal Medical Officer or the Safety Officer should be asked about precautions to be taken.

Periodical Medical Examinations

1. Because of the type of work you are doing, some of you may have to be medically examined periodically. You may think it rather a nuisance but it is for your own good—and besides it is free. Accept it as part of the day's work.

Smoking

1. You may smoke anywhere in the factory *except where there are notices forbidding it*. Keep a sharp look-out for these. They are only put up where smoking might cause an explosion, or a fire, or set off poisonous gases.

Shot Blasting

1. If you have to work on Shot Blasting, you should read carefully O.F. Circular 548 and see that you carry out those instructions which concern you. In other words, always make use of the protective helmets, gauntlets and overalls which are provided.

2. Don't forget to report to your Foreman if you think that something is wrong with any of the equipment you may have to use. It may save your life later on.

Rendering of First Aid

1. All of you, whether you are First Aiders or not, should read O.F. Circular 563. It gives some useful information about first aid which may help you to save someone's life if ever the occasion arises.

The Circulars which cover these miscellaneous items are as follows :—

O.F. Circular

272/1. Safety of Women employed in factories.

409/1, Protection of Eyes Regulations, 1938.

2 & 3.

489. Fire Extinguishers.

558. Tetra-Ethyl Lead.

548. }

549. }

Shot Blasting.

563. Rendering of First Aid.

466. Periodical Medical Examinations.

492. Smoking.

O.F. Instructional

- Memo. 567. Coke Fires in Shops.
 568. Care of First Aid Equipment.
 608. Soda Ash.

Home Office

- Memo. 1926 Tanks containing Inflammable Liquid.

CHAPTER 9

SAFETY OF PLANT AND EQUIPMENT

Below is given a list of O.F. Circulars on this subject which have been issued to your Foreman. Although he is more concerned with them than you are, it will be good policy for you to read those which concern your job ; and in any case, as this booklet is trying to show you, safety is the concern of everyone, and the management looks to you to help in every way. So ask your Foreman to let you read these Circulars.

<i>Title of Circular</i>	<i>Circular No.</i>	<i>Date of Issue</i>
O.F. Procedure in Connection with the Examination and Testing of All Types of Cranes	493	27. 9.48
O.F. Procedure in Connection with the Examination and Testing of Wire Ropes forming part of Cranes, Lifts, Hoists, Winches, Blocks and other Lifting Machines	494	27. 9.48
O.F. Procedure in connection with the Examination and Testing of Fibre Ropes and Fibre Rope Slings	496	28. 9.48
O.F. Procedure in connection with the Examination and Testing of Wrought Iron Chains, Chain Slings and Adjuncts	497	28. 9.48
O.F. Procedure in connection with the Examination and Testing of Hand-Operated Lifting Blocks.	498	28. 9.48

<i>Title of Circular</i>	<i>Circular No.</i>	<i>Date of Issue</i>
O.F. Procedure in connection with the Examination and Testing of Wire Rope Slings	502	28.10.48
O.F. Procedure in connection with the Examination and Testing of Fixed Structures carrying Power and Hand-Operated Lifting Blocks	503	29.10.48
O.F. Procedure in connection with the Examination and Testing of Gin Wheels, Shear Legs, Masts and Poles	504	29.11.48
O.F. Procedure in connection with the Examination and Testing of Gantries and Lines of Rails used exclusively by Cranes and Transporters and Structures Supporting Telfers	505	8. 3.49
Procedure in connection with the Examination and Testing of Hoists and Lifts	509	6. 1.49
Procedure in connection with the Examination and Testing of Power Operated Lifting Blocks.	510	5. 1.49
O.F. Procedure governing the Examination and Testing of Portable Electrical Equipment	512	8. 3.49
O.F. Procedure governing the Examination of Steel Ladders	513	8. 3.49
O.F. Procedure governing the Examination and Testing of Wooden Ladders.	514	8. 3.49
O.F. Procedure in connection with the Examination and Testing of Shipping Boards	515	8. 3.49
O.F. Procedure governing the Examination and Testing of Special Lifting Tackle	516	9. 3.49

<i>Title of Circular</i>	<i>Circular No.</i>	<i>Date of Issue</i>
O.F. Procedure in connection with the Examination and Testing of Dust and Fume Extraction Systems	518	11. 3.49
O.F. Procedure in connection with the Examination and Testing of Shot Blast Plant	549	2. 8.50
O.F. Procedure in connection with the Examination and Testing of Grinding Wheels.	520	28 3.49
O.F. Procedure governing the periodic Examination and Testing of Breathing Apparatus	524	3. 5.49
The Building (Safety, Health and Welfare) Regulations, 1948	499	10. 9.48
The Building (Safety, Health and Welfare) Regulations, 1948—Excavations	521	15. 3.49
The Building (Safety, Health and Welfare) Regulations, 1948—Scaffolds and Means of Access	527	18. 5.49
O.F. Procedure in connection with the Examination and Testing of Roof Runs, etc., and Ladders giving access to roofs	552	9.10.50

If you are detailed to use any of this plant or equipment make sure, before starting work, that the test certificate is still valid. The date of the last examination or test is stamped or painted on all such plant and equipment so it will be a simple matter to make a check.

You should be particularly careful when using rope, rope slings, chains and chain slings, etc., as these can be damaged very quickly in use. Make sure that they are in good condition each time you go to use them.

CHAPTER 10

ADDITIONAL SAFETY INSTRUCTIONS

Never touch any switch or press any push button switch unless you know it is the right one.

Keep the tool rests on grinders within $\frac{1}{8}$ in. of the wheel ; always stop the wheel before adjusting the rest.

Only authorized persons are allowed to mount grinding wheels. Speeds must be checked before a new wheel is allowed to work.

Remember rubber soles and heels are dangerous on grease, oil or wet wood floors.

If you need the crane tell the slinger.

Keep cyanide and acid well apart—together they form an extremely poisonous gas.

Keep oil and grease away from oxygen supply points.

Never oil oxygen valves and do not handle them with greasy hands.

Keep compressed air nozzles away from the body—fatal accidents have resulted from fooling with compressed air.

Foundrymen pouring metal must wear leggings and stout boots or clogs.

Goggles must be worn by fettlers and snagging grinders.

Stack materials carefully and safely—many foot injuries are the result of bad stacking.

Do not interfere with or attempt to repair electrical circuits or lamps.

Wear overalls that completely cover all loose ends of clothes. Short sleeves are preferable.

Never use a short ladder—use a longer one and tie it at the top before commencing work.

Only after a certain procedure are authorized personnel allowed to mount a crane access ladder or descend into

any pit or sump or work on any lift. Full details are posted at or near the ladder or lift.

Remove all material, boards, tools, nuts and bolts, etc., immediately an overhead job is finished.

Punches, chisels, drifts, stamps, etc. which have begun to " mushroom " must be renewed at the tool stores.

Special precautions are necessary before work is commenced in any tank, vat or sump which has contained tar, benzole, petrol, oil, etc.

Avoid passing hands between drills on multi-spindle machines; keep gauges, drills, etc., in front of spindles.

Work should be held in a jig or fixture, never by hand.

Stop the machine to adjust the coolant pipe on Milling Machines and always have the cutter guard in place.

Keep shop floors clear of material and free from grease ; stumbling near revolving machinery is dangerous.

Always use a brush to remove chips from a machine—never use a brush with a loop attached to the handle; plain handles are essential.

Report to your Foreman if the stop button or stopping lever is out of reach from the working position.

Keep all machine guards securely in place ; tell your chargehand if you consider automatic guards are not set correctly.

Remember that the law requires that you use the guards and other safety devices provided on machines and other items of plant.

Never bring a welding or cutting torch near a drum or small storage tank if you think it may have contained petrol, benzole, oil, paraffin or any spirit. Such containers must be steamed out for at least twenty minutes before such operations are commenced.

You must not enter any place which has contained gas, such as a gas main, gas governor or gas holder or any tank where dangerous fumes are liable to be present

until duly authorized after tests have been carried out, unless for the purpose of rescue and only then if wearing an oxygen or pipe line mask.

Oxygen and acetylene cylinders are not to be hoisted by crane or power hoist.

Crane Drivers should test the limit switches at the commencement of each shift without load and on the slowest hoisting speed. Never try to pass the limit. Lower the load for the slinger to shorten the slings if you cannot safely pass an obstruction.

Wire rope slings and chains must be protected against sharp corners ; use soft wood—sacking is not sufficient.

It is illegal under the Dock Regulations to tie knots in chains used for lifting.

The breaking strength of a sling is not your concern ; work to the safe load always. Always remember that the safe working load decreases as the angle of the sling legs increases.

Loco drivers, shunters and stokers must keep a look out for persons and obstructions on the line while the vehicle is in motion. Stokers must walk ahead of locos and wagons at specified points or where more than one truck is being pushed.

You are liable to instant dismissal if found riding on a coupling pole.

Do not lift excessive weights manually.

Only authorized slingers are allowed to sling work.

Use only certified lifting tackle.

Do not make any lifting tackle without authority.

Be sure of any weight to be lifted and that the lifting tackle is suitable.

Keep all approaches to fire appliances, doorways, emergency exits, telephones, First Aid Equipment and Electrical gear free from obstruction.

Keep a sharp look-out when carrying long bars of material, etc. and make certain that you stack them carefully.

Look out for rough or jagged edges when handling materials and use gloves where these are authorized.

Keep gangways clear.

Stop your machine before removing or measuring work.

Always stop your machine before leaving it.

Do not use a file without a handle.

Do not use any worn or ill-fitting spanners.

Know the best way to stop quickly any machine, motor or other item of plant in your charge.

Do not spit.

CHAPTER 11

REPORTING ACCIDENTS

1. If you have an accident, no matter how slight, report it at once to your Foreman or any other supervisor and see that the report is entered in the Accident Book.

2. You must do the same if you think you have any industrial disease (e.g., dermatitis).

3. Unless you *do* report accidents, you may find that you are not entitled to Injury Benefit. In this connection you should read Paragraph 92 in your Industrial Handbook.

You should also read the following O.F. Circulars :—

O.F. Circular 428 Notification of Dangerous Occurrences.

O.F. Instructional
Memo. 730 } Reporting of accidents by
843 } employees.

CONCLUSION

By the time you have read this book through you should have some idea of what the management has done and is doing for your safety, and also of the things *you* must do to prevent accidents happening. Now read the book again and pay careful attention to those sections which concern your particular job, and carry on reading them until it becomes second nature to you to do the right thing. Remember that safety is not just a question of not doing the wrong thing, but also of always doing the right thing. All the rules in the world will not prevent accidents happening unless you put them into practice—not only when the Foreman is around but *all the time*.

If you do this and use your common sense, there is no reason why this Factory should not be the safest in the country.

It's up to you to co-operate.



