

# UV Digital Print On 3mm Foam Sheet

Size - 24 X 18 Inch - 2 No.



## RESPIRATORY PROTECTION (SCBA & CARTRIDGE MASK)

| DOS                                                                                                      | DONT'S                                                                                                                            |
|----------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| 1. IDENTIFY THE AREAS WHICH NEED RESPIRATORS                                                             | 1. DON'T STORE RESPIRATORS IN TOOL BOX AND COMMON AREAS.                                                                          |
| 2. STORE RESPIRATORS IN DESIGNATED LOCATION IN SPECIALLY DESIGNED STORAGE CABINETS.                      | 2. DON'T USE THE CARTRIDGE MASK EXPOSED TO TOXIC GAS.                                                                             |
| 3. KEEP CARTRIDGES AND MASK IN POLY BAGS WHEN NOT IN USE.                                                | 3. DON'T USE CARTRIDGE MASK AFTER SHELF LIFE (5 YEARS WITHOUT USE), IN CASE OF DIFFICULTY IN BREATHING, FOUL ODOR AND IRRITATION. |
| 4. DETERMINE TYPE OF RESPIRATOR BASED ON EXPOSURE (CHEMICAL TYPE, CONCENTRATION, ROUTINE-EMERGENCY USE). | 4. DON'T USE CARTRIDGE MASK IN AN OXYGEN DEFICIENT ATMOSPHERE.                                                                    |
| 5. PROVIDE PROPER RESPIRATORY PROTECTION FOR JOBS INVOLVING RISK OF TOXIC EXPOSURE.                      | 5. DON'T USE SCBA IF YOU ARE NOT EXPERIENCED AND TRAINED PRACTICALLY FOR USING IT.                                                |
| 6. TRAIN THE PEOPLE REGARDING USAGE OF SCBA BEFORE STARTING JOB.                                         | 6. DON'T STAY IN THE AREA IN CASE OF LOW PRESSURE WARNING WHISTLE (WHEN THE PRESSURE DROPS TO 55±5 BARS) IN SCBA.                 |
| 7. ENSURE SCBA CYLINDER PRESSURE IS ADEQUATE FOR JOB TIME                                                |                                                                                                                                   |
| 8. ENSURE INTEGRITY OF MASK, AIR HOSE, BACK PACK, CYLINDER AND THE FACE PIECE SEAL                       |                                                                                                                                   |

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## CHEMICAL WASTE

| DOS                                                                                                                                    | DONT'S                                                                                                                                    |
|----------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| 1. DO DETERMINE IF YOUR WASTE IS HAZARDOUS: IS IT AN IGNITABLE CORROSIVE, REACTIVE OR TOXIC ?                                          | 1. DO NOT POUR CHEMICALS OR SOLVENTS DOWN THE DRAIN                                                                                       |
| 2. DO SELECT A CHEMICAL WASTE ACCUMULATION AREA THAT IS OUT OF THE WAY OF NORMAL ACTIVITIES EASILY IDENTIFIABLE AND SAFELY ACCESSIBLE. | 2. DO NOT EVAPORATE CHEMICAL WASTES IN A FUME HOOD                                                                                        |
| 3. DO LABEL EACH WASTE CONTAINER WITH "HAZARDOUS WASTE" AND THE SPECIFIC NAMES OF THE WASTE.                                           | 3. DO NOT ABANDON WASTE CHEMICAL IN NON-DESIGNATED AREA.                                                                                  |
| 4. DO STORE WASTE INCOMPATIBLE CONTAINERS WITH AN UNBROKEN SCREW-TOP LID.                                                              | 4. DO NOT MIX VARIOUS WASTE CHEMICALS INDISCRIMINATELY                                                                                    |
| 5. DO KEEP CONTAINERS OF WASTE CLOSED EXCEPT WHEN WASTE IS BEING ADDED TO THEM.                                                        | 5. DO NOT THROW CHEMICALS INTO TRASH CONTAINERS UNTIL YOU DETERMINE IF WASTE IS NON-HAZARDOUS.                                            |
| 6. DO SEGREGATE HAZARDOUS WASTE AND NON-HAZARDOUS WASTE.                                                                               | 6. DO NOT ACCUMULATE CHEMICAL WASTES FOR ANY EXTENDED PERIOD OF TIME                                                                      |
| 7. DO KEEP CONTAINER EXTERIORS FREE FROM CONTAMINATION. WIPE DOWN CONTAINER IF NECESSARY.                                              | 7. DON'T OVERFILL WASTE CONTAINERS/DRUMS. CONTAINERS/ DRUMS WITH WASTES SHOULD NOT BE MORE THAN 85% FILL FOR EASE IN STORAGE AND HANDLING |

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## MOBILE PLATFORMS & MAN-BASKETS

| DOS                                                                              | DONT'S                                                                                                |
|----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| 1. ENSURE INSPECTION AND TESTING BY COMPETENT PERSONS                            | 1. DON'T LET TOTAL LOAD EXCEED 50% OF CRANE SWL.                                                      |
| 2. DISPLAY SWL (SAFE WORK LOAD), MAX. NUMBER OF PERSONS, DATES, ETC ON EQUIPMENT | 2. NEVER OVERLOAD OR OVERREACH.                                                                       |
| 3. ENCLOSE MAN-BASKET FROM ALL SIDES BY RAILINGS AND TOE-GUARD                   | 3. MAINTAIN MINIMUM CLEARANCE OF 3 M FROM OVERHEAD POWER LINES.                                       |
| 4. USE METALLIC RING TO CONNECT LANYARDS TO CRANE HOOK                           | 4. DON'T RAISE IF LOWER AT MORE THAN 30M/MIN.                                                         |
| 5. RESTRICT MOVEMENT OF PLATFORMS                                                | 5. DON'T USE MAN-BASKETS IN WINDS EXCEEDING 25 KM/HR                                                  |
| 6. SUSPEND MAN-BASKET BY NO LESS THAN 2 WIRE ROPES                               | 6. CRANE OPERATOR SHOULD NOT LEAVE SITE. IN CASE OF EMERGENCY, LOWER PERSONNEL PRIOR TO LEAVING CRANE |

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## OVERHEAD CRANES AND HOIST

| DOS                                                                                       | DONT'S                                                                                          |
|-------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| 1. USE CERTIFIED TOOLS, TACKLES AND EQUIPMENT                                             | 1. DON'T OPERATE IF LIMIT SWITCH, ROPES, CHAINS AND OTHER SAFETY DEVICES ARE WORN OR DAMAGED.   |
| 2. ENSURE SAFE WORKING LOAD (SWL) IS MARKED AND VISIBLE TO EVERYONE.                      | 2. DON'T OVERLOAD THE CRANE, HOIST, OTHER LIFTING COMPONENTS MORE THAN SWL.                     |
| 3. ENSURE THAT PERSONNEL INVOLVED ARE TRAINED AND EXPERIENCED                             | 3. NEVER LEAVE THE CONTROLS UNATTENDED WHILE A LOAD IS SUSPENDED                                |
| 4. RESTRICT UNAUTHORIZED ENTRY. USE OF EQUIPMENT.                                         | 4. NO MAINTENANCE WORK WITHOUT ELECTRICAL ISOLATION, AUTHORIZATION, LOCK OUT AND TAG OUT(LOTO). |
| 5. INSPECT THE EQUIPMENT, TOOLS AND TACKLES DAILY PRIOR TO USE.                           | 5. DON'T USE EQUIPMENT IN CASE OF ANY ABNORMALITY.                                              |
| 6. ENSURE THAT CONTROL BUTTONS ARE LABELED AND FUNCTIONAL PROPERLY.                       | 6. DON'T OPERATE EQUIPMENT IF YOU OBSERVE DAMAGE IN ANY BLOCK AND STRUCTURE.                    |
| 7. KNOW THE LOCATION OF POWER DIS CONNECT SWITCH.                                         | 7. NEVER PULL A HOIST BY THE PENDANT CABLE.                                                     |
| 8. ENSURE POWER DISCONNECT SWITCH IS ACCESSIBLE AND NOT BLOCKED.                          |                                                                                                 |
| 9. WARN(ALARM) PRIOR TO LIFT OR MOVE AND REMAIN CLEAR FROM LIFTED LOAD ALWAYS             |                                                                                                 |
| 10. MOVE SMOOTHLY AVOID RAPID MOVEMENTS IN ANY DIRECTION.                                 |                                                                                                 |
| 11. TEST THE HOIST BRAKES BY RAISING LOAD FEW INCHES OFF THE FLOOR                        |                                                                                                 |
| 12. PLACE CONTROLS IN OFF POSITION IN CASE OF POWER FAILURE TO AVOID UNEXPECTED START UP. |                                                                                                 |
| 13. ALLOW THE HOOK BLOCK TO REST IN UPWARD AND DESIGNATED AREA.                           |                                                                                                 |
| 14. FOLLOW PROPER SLINGING/RIGGING PRACTICES.                                             |                                                                                                 |
| 15. ENSURE WORKING CONDITION OF SAFETY LATCH IN THE HOOK.                                 |                                                                                                 |

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## SAFETY DURING DISMANTLING SCAFFOLDING

| DOS                                                                                            | DONT'S                                                      |
|------------------------------------------------------------------------------------------------|-------------------------------------------------------------|
| 1. RED TAG THE SCAFFOLD "DO NOT USE" AND BARRICADE AREA BEFORE DISMANTLING.                    | 1. DON'T USE MAN CHAIN OR THROWING TO LOWER MEMBERS.        |
| 2. COMPETENT/EXPERIENCED SUPERVISOR TO BE PRESENT                                              | 2. DON'T REMOVE SCAFFOLDING FROM BOTTOM TO TOP.             |
| 3. REMOVE BRACING BEFORE HORIZONTAL MEMBERS.                                                   | 3. DON'T REMOVE LADDER TILL REACHING THE SECOND LAST PLANE. |
| 4. FOR THE SECOND TO LAST HORIZONTAL PIPE REMOVAL, THE LAST SHOULD BE GIVEN TEMPORARY BRACING. | 4. DON'T USE LOOSE TOOLS. TIE WITH STRINGS/ CORD.           |
| 5. KNOT BOTH ENDS OF PIPES WITH CLAMPS WHILE LOWERING TO ENSURE NO SLIPPAGE.                   | 5. DON'T KEEP THE DISMANTLED MEMBERS LOOSE OR SCATTERED.    |

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## USE OF COMPRESSED AIR

| DOS                                                                                                                    | DONT'S                                                                                                                                                                                 |
|------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. USE THE COMPRESSED AIR FROM THE HEADER PROVIDED FOR THE PURPOSE (INSTRUMENT PLANT/ BREATHING, ETC).                 | 1. DON'T PLAY PRACTICAL JOKES WITH COMPRESSED AIR, IT CAN BE FATAL.                                                                                                                    |
| 2. PROVIDE APPROPRIATE COLOR CODING OVER THE PIPE LINE SUPPLYING THE AIR AND MARK IT.                                  | 2. DON'T USE COMPRESSED AIR TO CLEAN CLOTHING, HAIR OR BODY OR TO CLEAN UP YOUR WORK AREA.                                                                                             |
| 3. DRAIN THE AIR LINE BEFORE USING IT, FOR ENSURING REMOVAL OF CORROSION DUST AND OTHER IMPURITIES FROM THE PIPE LINE. | 3. DON'T POINT THE HOSE AT ANYONE AND ALWAYS SEE THAT NEARBY WORKERS ARE OUT OF LINE OF AIRFLOW.                                                                                       |
| 4. CLOSE THE VALVE TO STOP AIR SUPPLY INSTEAD OF BENDING THE HOSE.                                                     | 4. DO NOT TRY TO CATCH A WHIRLING HOSE.                                                                                                                                                |
| 5. ISOLATE AND BLEED ALL COMPRESSED AIR EQUIPMENT BEFORE DISMANTLING                                                   | 5. DON'T USE DEFECTIVE/DAMAGED HOSE FOR AIRLINE.                                                                                                                                       |
| 6. USE ONLY GOOD, STRONG HOSE WITH SECURED COUPLINGS AND CONNECTIONS.                                                  | 6. DON'T USE COMPRESSED AIR FOR VENTILATION DURING CONFINED SPACE ENTRY.                                                                                                               |
| 7. ALWAYS CLOSE SUPPLY VALVE OF AIRLINE FIRST                                                                          | 7. DON'T LEAVE THE AIR 'ON' WITHOUT PURPOSE.                                                                                                                                           |
| 8. DO BLIND ALL THE END POINTS AFTER USE.                                                                              | 8. DON'T LEAVE ANY TEMPORARY HOSES ON PATHWAY AFTER USE.                                                                                                                               |
| 9. WEAR GOGGLES OR FACE SHIELD WHEN USING COMPRESSED AIR AS THERE IS A RISK OF FLYING PARTICLES                        | 9. NEVER USE COMPRESSED AIR TO PRESSURIZE A VESSEL (UNLESS THE VESSEL IS SPECIFICALLY DESIGNED FOR THAT PURPOSE). FOR EXAMPLE, DO NOT USE COMPRESSED AIR TO EMPTY OIL FROM GEAR BOXES. |

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## USE OF PORTABLE POWER TOOLS



**DOS**

1. USE ONLY INSPECTED AND APPROVED TOOLS.
2. SELECT APPROPRIATE TOOL FOR EACH JOB.
3. WHEN NOT IN USE SWITCH OFF THE SUPPLY.
4. STORE TOOLS AT DESIGNATED PLACE.
5. CARRY OUT PERIODICAL PREVENTIVE MAINTENANCE.
6. USE ELECTRICAL HAND GLOVES OF SUITED RATING & PROPER PPES.
7. WHILE WORKING AT HEIGHT SECURE THE TOOL WITH ROPE/ CORD.
8. ENSURE PROPER EARTHING OF ALL ELECTRICALLY OPERATED TOOLS.
9. ENSURE AIR HOSE CONNECTED TO PNEUMATIC TOOL IS SECURED.
10. ENSURE POWER SUPPLY SWITCH BOARD WITH ELCB
11. ENSURE PROPER AND FIT ELECTRICAL CONNECTIONS AT BOTH ENDS.
12. ENSURE PROPER GUARD AT THE POINT OF OPERATION.
13. HOLD GRINDERS WITH OPEN END OF GUARD AWAY FROM BODY.
14. FOR GROUNDED TOOLS (3-PIN PLUGS), USE GROUNDED OUTLETS

**DONT'S**

1. DON'T OVERLOAD THE TOOL. DON'T FORCE THE TOOL.
2. DON'T LEAVE TOOLS UNSECURED AT HEIGHT/ UNSAFE PLACE.
3. DON'T WEAR LOOSE CLOTHING WHILE USING POWER TOOL.
4. DON'T EXTEND THE LENGTH OF CABLE OF POWER TOOL.
5. DON'T INSERT BARE WIRES TO DRAW POWER SUPPLY
6. DON'T MODIFY THE PLUG CONNECTIONS IN ANY WAY.
7. DON'T ALLOW UNTRAINED PERSON TO OPERATE POWER TOOL
8. DON'T ALLOW DAMAGED PLUGS/ EXPOSED TERMINALS.
9. DON'T USE PORTABLE POWER TOOL IN AN AREA WITH LEL > 0%.
10. DON'T USE/ LEAVE POWER TOOLS IN RAIN/ WET CONDITIONS.
11. DON'T ABUSE THE CORD BY PULLING IT LIFTING TOOL BY CORD.
12. DON'T TOUCH GROUNDED SURFACES WHILE USING POWER TOOLS.

THERE IS A HIGHER RISK OF ELECTRIC SHOCK.

13. DON'T MODIFY THE TOOLS AGAINST DESIGN/ WITH NON- STANDARD PARTS. USE PROPERLY RATED PARTS, VIZ. WHEELS

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## LIFTING



**DOS**

1. STAY IN GOOD PHYSICAL SHAPE, ESPECIALLY IF LIFTING AND CARRYING HEAVY MATERIALS ARE DAILY ACTIVITIES.
2. KEEP MATERIALS WITHIN EASY REACH.
3. ENSURE YOU HAVE A SOLID GRIP BEFORE TING.
4. TEST THE WEIGHT OF THE OBJECT BEFORE LIFTING TO AVOID STRAINS.
5. KEEP YOUR BODY CLOSE TO THE OBJECT AND STAND IN A STABLE POSITION.
6. ALWAYS LIFT WITH YOUR LEGS, RELIEVING THE STRESS ON YOUR BACK.

**DONT'S**

1. TWIST YOUR BACK OR BEND TO THE SIDE.
2. LOWER THE ITEM IF YOU ARE NOT IN A STABLE POSITION.
3. LIFT AN ITEM THAT IS TOO HEAVY, OR POSSIBLY TOO HEAVY.
4. LIFT ABOVE YOUR SHOULDERS OR BELOW YOUR KNEES.

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## ELECTRICAL SAFETY



**DOS**

1. FOLLOW ELECTRICAL ISOLATION PROCEDURE FOR HANDLING ANY ELECTRICAL EQUIPMEN.
2. CHECK FOR LOTO (LOCK OUT-TAG OUT) IN EVERY ISOLATION.
3. ENSURE PHYSICAL EVIDENCE/ PROOF OF ISOLATION.
4. USE RUBBER MATS FOR HIGH-VOLTAGE GEAR OPERATIONS.
5. LEAVE WORK AND REPAIRS TO THE AUTHORIZED PERSONNEL.
6. INSPECT EQUIPMENT THOROUGHLY PRIOR TO NORMALIZATION.
7. INSULATE ALL JUNCTION JOINTS AND ENSURE THERE IS NO BREAK.
8. USE PROPER CONNECTION PINS FOR THE RELEVANT EQUIPMENTS.
9. KNOW HOW TO USE ELECTRICITY SAFELY.
10. READ THE EQUIPMENT MANUAL PRIOR TO ITS USE.
11. ENSURE THERE ARE NO CUTS/ JOINTS ON THE CABLES.
12. ENSURE EVERY GROUP WORKING ON EQUIPMENT HAS ITS LOTO.
13. WEAR ELECTRICALLY-RESISTENT GLOVES AND GEAR.
14. ENSURE ELCB AND ACCESSORIES OF RIGHT RATINGS ARE USED.
15. LAYOUT THE ELECTRICAL CABLES PROPERLY TO AVOID TRIPS & FALLS.

**DONT'S**

1. DON'T ASSUME THAT THE POWER IS DISCONNECTED.
2. DON'T OVERLOAD ELECTRICAL OUTLETS/ ACCESSORIES (CABLES).
3. DON'T USE NON-STANDARD APPLIANCES.
4. DON'T PLUG IN A TWO-PIN ADEPTOR SET TO A THREE-PIN SOCKET.
5. DON'T PIGGYBACK (CONNECT MULTIPLE EXTENSIONS TOGETHER).
6. DON'T USE A TWO-WIRED CABLE WITH A THREE-PIN PLUG.
7. DON'T USE A EARTHING CONNECTION AS A NEUTRAL ONE.
8. DON'T USE UNDER-RATED OR OVER-RATED FUSES.
9. DON'T OPERATE RANDOM SWITCHES WITHOUT FAMILIARITY.
10. DON'T REMOVE GROUND CONNECTIONS BEFORE CIRCUIT IS DEAD.
11. DON'T INSERT BARE WIRES INTO ELECTRICAL OUTLETS FOR POWER.
12. DON'T ENERGIZE WITHOUT CLEARANCE FROM ALL PARTIES.
13. DON'T CONNECT SWITCHES TO OUTLETS WITHOUT ELCB, TRIP.
14. DON'T WORK WITHIN THE MINIMUM CLEARANCE DISTANCE FROM OVERHEAD POWER LINES.
15. DON'T IGNORE ANY SIGNS & WARNINGS PASTED.

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## MANUAL HANDLING



**DOS**

1. AVOID SUCH ACTIVITIES WHEREVER POSSIBLE.
2. REDUCE MOVING DISTANCES WHEREVER POSSIBLE.
3. THINK ABOUT THE ACTIVITY BEFORE COMPLETING IT CONSIDERING WHETHER ANY HANDING AIDS CAN BE USED AND WHERE THE LOAD TO BE PLACED.
4. SHARING IF EQUALLY BETWEEN EMPLOYEES.
5. HAVE REASONABLE REST PERIODS BETWEEN MANUAL HANDLING TASKS.
6. UNDERGO TRAINING TO ENSURE KNOWLEDGE OF SAFE MANUAL HANDLING.

**DONT'S**

1. LIFT LOADS THAT YOU STRUGGLE TO MANAGE.
2. MOVE LOADS UP OR DOWN STAIRS.
3. MOVE LOADS LONG DISTANCES.
4. HANDLE OBJECTS IN A SMALL WORKING SPACE, WHICH MAY CAUSE YOU TO TWIST OR STOOP.

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## CHEMICAL HANDLING



**DOS**

1. LABEL ALL CHEMICALS AND CLOSE THE CONTAINERS TIGHTLY.
2. KNOW THE CHEMICAL HAZARDS USING MSDS BEFORE USE.
3. DISPLAY & KEEP MSDS WHERE CHEMICALS ARE HANDLED
4. SELECT GLASSWARE MATERIAL DEPENDING ON TYPE OF WORK
5. APPARATUS AND REAGENTS SHOULD HAVE FIXED PLACES.
6. DISPOSE BROKEN GLASSWARE IN A SEPARATE RECEPTACLE.
7. STORE POISONOUS CHEMICALS IN A LABELED CUPBOARD.
8. KEEP ADEQUATE VENTILATION IN FUME HOOD.
9. PROMPTLY CLEAR ANY SPILLAGE OF CHEMICALS.
10. USE FUME HOOD FOR HIGHLY TOXIC/ FLAMMABLE MATERIALS
11. USE FLAME FUME HOOD FOR ALL OPERATION WITH TOXIC FLAMMABLE MATERIAL
12. STORE AND DISPOSE WASTE SOLVENT SEPARATELY.
13. ON CONTACT, USE SAFETY SHOWER/ EYE WASH FOR 15 MIN.
14. WHILE DISPOSING OFF CHEMICALS IN THE SINK, DILUTE THEM.
15. USE THE APPROPRIATE PPES FOR THE CHEMICALS HANDLED

**DONT'S**

1. DON'T USE CRACKED, CHIPPED GLASSWARE
2. DON'T STORE INCOMPATIBLE CHEMICALS TOGETHER.
3. DON'T HEAR GLASSWARE ON NAKED FIRE. USE WIRE-MESH
4. DON'T START WORK WITHOUT PROPER CLAMPING APPARATUS.
5. DON'T STORE CORROSIVE LIQUIDS ABOVE EYE LEVEL
6. DON'T LEAN OVER TEST TUBE OR OTHER REACTION VESSEL
7. DON'T APPLY MOUTH SUCTION FOR PIPETING
8. DON'T HANDLE VOLATILE SOLVENT NEAR AN OPEN FLAME OR ELECTRICAL HOT PLATE.
9. DON'T LEAVE HEATING OPERATION UNATTENDED
10. DON'T LEAVE ELECTRICITY AND SERVICE LINES ON AFTER JOB
11. DON'T KEEP FUME HOOD DOOR PERMANENTLY OPEN
12. DON'T POUR WATER OVER IMMISCIBLE FLAMMABLE FLUIDS

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## WORKING AT HEIGHTS



**DOS**

1. DO as much work as you can while you are on the ground.
2. DO make sure that the employees can safely move to and from the area where they are working at height.
3. DO ensure that the equipment that you're using for the job is strong, stable and suitable enough to get the job done. Inspect and maintain them regularly.
4. DO be careful when you are working near to a fragile surface.
5. DO ensure that you are protected from falling objects.
6. DO make preparations for emergency evacuations and rescues.

**DONT'S**

1. DON'T overload the ladders that they are working on, with equipment or materials.
2. DON'T try to reach too far when you're on a ladder or stepladder.
3. DON'T use ladders or stepladders to do work that entail heavy or strenuous tasks. Only use them to do work that's quick and light.
4. DON'T allow incompetent workers do any work at height.
5. DON'T lean or place the ladder on or fragile upper surfaces.
6. DON'T stay quiet when you feel someone is compromising their own safety or the safety of others

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## WELDING AND CUTTING

| DOS                                                                                               | DONT'S                                                                                              |
|---------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
| 1. WEAR REQUIRED PERSONAL PROTECTIVE EQUIPMENT (PPE)                                              | 1. CUT OR WELD IN AN AREA WITH OILY RAGS, DUST OR OTHER COMBUSTIBLE MATERIAL NEARBY.                |
| 2. PROTECT OTHER WORKERS FROM FLASHES.                                                            | 2. WELD IN AN AREA INLESS OTHER WORKERS HAVE A WELDING SCREEN TO PROTECT THEM FROM THE WELDING ARC. |
| 3. HAVE AN ADEQUATE FIRE EXTINGUISHER READILY AVAILABLE                                           | 3. TRANSPORT BOTTLES WITH GAUGES INSTALLED.                                                         |
| 4. PROVIDE FIRE WATCH IF NEEDED.                                                                  | 4. USE WORN CABLE.                                                                                  |
| 5. REMOVE COMBUSTIBLE MATERIALS FROM THE VICINITY OF CUTTING AND WELDING OPERATIONS.              | 5. USE WORN HOSES.                                                                                  |
| 6. SECURE ALL CONNECTIONS, COUPLINGS AND FITTINGS ON YOUR RIG.                                    | 6. WEAR CLOTHES OF SYNTHETIC FABRICS.                                                               |
| 7. INSPECT EQUIPMENT BEFORE USE.                                                                  | 7. ASSIST ANYONE CUTTING OR WELDING UNLESS YOU ARE WEARING EYE PROTECTION.                          |
| 8. CONTAIN SPARKS AND SLAG CREATED BY WEIDING OR BURNING OPERATIONS.                              | 8. LEAVE YOUR AREA OF WORK WITHOUT NOTIFYING OTHERS OF THE BURN HAZARD.                             |
| 9. PROTECT WELDING LEADS AND BURNING HOSES BY COVERING OR SUSPENDING                              | 9. WORK IN AN AREA THAT IS NOT GROUNDED.                                                            |
| 10. STORE GAS CYLINDERS UPRIGHT WITH THE VALVE END UP.                                            | 10. WELD OR CUT HOT TANKS OR PIPE WITHOUT PROPER PRECAUTIONS.                                       |
| 11. SEPARATE OXYGEN AND ACETYLENE IN STORAGE BY 20 FEET OR A FIVE-FOOT HALF-HOUR RATED FIRE WALL. | 11. RUN WELDING LEADS AND BURNING HOSES THROUGH DOORWAYS.                                           |
| 12. CLEAR DEBRIS FROM WORK AREA AFTER WORK IS COMPLETED.                                          | 12. ATTEMPT TO TRANSFER COMPRESSED GAS FROM ONE CYLINDER TO ANOTHER.                                |
|                                                                                                   | 13. USE VALVE PROTECTION CAPS TO LIFT CYLINDERS.                                                    |

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## SAFETY WHILE GRINDING

| DOS                                                             | DONT'S                                                                                                          |
|-----------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| 1. INSPECT WHEELS FOR ANY VISIBLE FLAWS LIKE CRACKS, ETC.       | 1. NEVER CLEAN/MAKE ADJUSTMENTS ON A GRINDER IN MOTION.                                                         |
| 2. ENSURE USE OF ELECTRICALLY CERTIFIED GRINDING MACHINE.       | 2. DON'T ADJUST JOB WHILE THE WHEEL IS IN MOTION.                                                               |
| 3. ENSURE ROTATION OF WHEEL IS DOWNWARDS AGAINST JOB.           | 3. DON'T FORCE WORK AGAINST A COLD WHEEL APPLY IT GRADUALLY.                                                    |
| 4. ENSURE THAT JOB IS SECURED IN PLACE AFTER ANY ADJUSTMENTS.   | 4. DON'T USE A WORN OUT WHEEL.                                                                                  |
| 5. ISOLATE THE GRINDING MACHINE ELECTRICALLY FOR FITTING WHEEL. | 5. DON'T USE A MACHINE WITH DAMAGED WIRING CORD AND PLUG                                                        |
| 6. DISCARD ABRASIVE WHEEL AFTER SHELF LIFE IS OVER.             | 6. DON'T GRIND MATERIAL FOR WHICH THE WHEEL IS NOT DESIGNED.                                                    |
| 7. RUN A WET WHEEL WITHOUT LOAD TO DRY BEFORE TURNING IT OFF.   | 7. CHIPPING OR HACKING ON THE WHEELS IS PROHIBITED.                                                             |
| 8. ENSURE THE WHEEL GUARD IS SECURED IN POSITION.               | 8. DON'T CHANGE WHEEL TO HIGHER DIA/SPEED (PERIPHERAL SPEED > RATED SPEED) WEAR FACE SHIELD WHEN USING GRINDER. |
| 9. ENSURE THE WHEEL GUARD OPENING IS OPPOSITE TO THE BODY.      | 9. DON'T HOLD THE MACHINE SO THAT PROJECTILES CAN HIT YOU.                                                      |
| 10. USE SUITABLE GOGGLES, FACE SHIELDS OR OTHER EYE PROTECTION. | 10. DON'T WEAR LOOSE CLOTHING, ETC WHILE GRINDING.                                                              |
| 11. ALLOW WHEEL TO REACH FULL SPEED BEFORE GRINDING.            | 11. DON'T WORK ON SMALL MATERIALS THAT CANNOT BE SECURED.                                                       |
| 12. ENSURE THAT THE DUST COLLECTING SYSTEM IS OPERATING.        | 12. DON'T BRING HAND NEAR ROTATING PARTS TO AVOID KICK-BACK.                                                    |
| 13. TURN OFF THE GRINDER AFTER YOU HAVE FINISHED THE WORK.      |                                                                                                                 |
| 14. USE EAR PLUGS/MUFFS DEPENDING ON THE SOUND INTENSITY.       |                                                                                                                 |

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## LADDER USE

| DOS                                                                                                                                                             | DONT'S                                                                                                                                                                                                        |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. PROPERLY SET-UP AND USE THE LADDER IN ACCORDANCE WITH SAFETY INSTRUCTIONS AND WARNINGS. WEAR SUITABLE FOOTWEAR WITH NON-SLIP SOLES.                          | 1. DON'T STAND ON THE TOP 3 STEPS (INCLUDING STEPLADDER TOP) OF A SWING BACK STEPLADDER OR THE TOP 3 RUNGS OF AN EXTENSION LADDER.                                                                            |
| 2. CENTER BODY ON THE LADDER AND KEEP BELT BUCKLE BETWEEN THE RAILS WHILE MAINTAINING A FIRM GRIP                                                               | 2. DON'T DIMB A CLOSED STEPLADDER. DON'T CLIMB ON THE BACK OF A STEPLADDER. DON'T STAND OR SIT ON A STEPLADDER TOP OR TOOL TRAY 3 DON'T CLIMB A LADDER IF YOU ARE NOT PHYSICALLY AND MENTALLY UP TO THE TASK. |
| 3. HAUL MATERIALS WITH A LINE RATHER THAN CARRY THEM UP AN EXTENSION LADDER. USE EXTRA CAUTION WHEN CARRYING ANYTHING ON A LADDER.                              | 4. DON'T CLIMB A CLOSED LADDER, IT MAY SLIP OUT FROM UNDER YOU. DON'T PLACE THE BASE OF AN EXTENSION LADDER TOO CLOSE TO OR TOO FAR AWAY FROM THE BUILDING.                                                   |
| 4. CLIMB FACING THE LADDER, MOVE ONE STEP AT A TIME AND FIRMLY SET ONE FOOT BEFORE MOVING THE OTHER. MAINTAIN 3 POINTS OF CONTACT WHILST WORKING FROM A LADDER. | 5. DON'T OVERREACH, LEAN TO ONE SIDE OR TRY TO MOVE A LADDER WHILE ON IT. CLIMB DOWN AND THEN REPOSITION THE LADDER CLOSER TO YOUR WORK.                                                                      |
| 5. HAVE ANOTHER PERSON HELP WITH A HEAVY LADDER. HAVE ANOTHER PERSON HOLD THE LADDER WHILE YOU ARE WORKING ON IT.                                               | 6. DON'T EXCEED THE MAXIMUM LOAD CAPACITY OR DUTY RATING OF A LADDER. DON'T PERMIT MORE THAN ONE PERSON ON A STEPLADDER OR AN EXTENSION LADDER.                                                               |
| 6. MOVE MATERIALS WITH EXTREME CAUTION. BE CAREFUL PUSHING OR PULLING ANYTHING WHILE ON A LADDER. YOU MAY LOSE YOUR BALANCE OR TIP THE LADDER.                  |                                                                                                                                                                                                               |

FORMICA LAMINATES (INDIA) PVT. LTD.

Size - 24 X 18 Inch - 2 No.



## USE OF HAND TOOLS

| DOS                                                                  | DONT'S                                                             |
|----------------------------------------------------------------------|--------------------------------------------------------------------|
| 1. SELECT THE RIGHT TOOLS FOR EVERY JOB.                             | 1. DON'T MISUSE HAND TOOLS. USE THEM FOR THE PURPOSE DESIGNED.     |
| 2. INSPECT TOOLS PERIODICALLY AND WEED OUT DEFECTIVE TOOL.           | 2. NEVER USE A TOOL WITHOUT A GOOD HANDLE.                         |
| 3. STORE TOOLS AT ITS DESIGNATED PLACE. USE TOOL BOXES.              | 3. DON'T PLACE YOUR HAND NEAR SHARP-END OF TOOL TO AVOID CUTS.     |
| 4. INSULATE ALL HAND TOOLS USED FOR ELECTRICAL WORK.                 | 4. WRENCHES WITH SPRUNG OR CRACKED JAWS SHOULD NEVER BE USED.      |
| 5. ALWAYS POINT TOOLS WITH SHARP-END AWAY FROM BODY.                 | 5. DON'T USE A PIECE OF PIPE OR A WRENCH FOR ADDED LEVERAGE.       |
| 6. MUSHROOM-HEADED TOOLS SHOULD BE DRESSED BEFORE USE.               | 6. DON'T USE A TESTER FOR TESTING HIGH VOLTAGE LINES/EQUIPMENT.    |
| 7. HOLD THE NAILS TO BE HAMMERED NEAR THE HEAD OF NAIL.              | 7. DON'T HOLD THE JOB IN HAND WHILE APPLYING SCREWDRIVER.          |
| 8. PROCURE HAND TOOLS CONFORMING TO STANDARD.                        | 8. NEVER APPLY HAMMER ON THE HANDLE OF THE SCREW DRIVER.           |
| 9. USE NON-SPARKING TOOLS IN HYDROCARBON HANDLING AREA.              | 9. DON'T USE A TOOL WHICH IS ONLY OR GREASY.                       |
| 10. USE RELEVANT PPE WHILE HANDLING TOOLS.                           | 10. DON'T USE HACKSAW BLADE WITH TWISTED TEETH.                    |
| 11. PLACE THE HAMMER PARALLEL TO THE SURFACE BEING STRUCK.           | 11. DON'T FORGO WEARING OF PPE. DON'T TAKE-OFF GLOVES FOR COMFORT. |
| 12. WITH A HARDENED BUSHING OR SIMILAR OBJECT USE ONLY SOFT HAMMERS. |                                                                    |
| 13. PULLING ON A WRENCH/ SPANNER IS SAFER THAN PUSHING.              |                                                                    |

FORMICA LAMINATES (INDIA) PVT. LTD.

Size - 24 X 18 Inch - 1 No.



## GAS CYLINDERS

| DOS                                                                                                                 | DONT'S                                                                   |
|---------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|
| 1. YOU MUST ALWAYS KEEP CYLINDERS IN A SECURE AND UPRIGHT POSITION.                                                 | 1. DON'T PERMIT SPARKS, FLAMES, OR MOLTEN METAL TO CONTACT THE CYLINDER. |
| 2. KEEP THE PROTECTIVE VALVE CAP IN PLACE WHEN A CYLINDER IS NOT IN USE.                                            | 2. NEVER MIX THE VALVES OF ACETYLENE AND OXYGEN                          |
| 3. MARK THE CYLINDER 'EMPTY' OR 'MT WHEN THE GAS HAS BEEN USED.                                                     | 3. NEVER USE GREASE OR OIL ON VALVES.                                    |
| 4. KEEP OIL AND GREASE AWAY FROM OXYGEN CYLINDERS (OIL AND OXYGEN CAN IGNITE SPONTANEOUSLY).                        | 4. DON'T LIFT CYLINDERS WITHOUT SAFETY CAPS IN PLACE.                    |
| 5. OPEN VALVES SLOWLY, USING THE VALVE WHEEL OR T-HANDLE WRENCH PROVIDED BY THE SUPPLIER.                           | 5. NEVER USE OXYGEN TO BLOW OR DUST OFF YOUR WORK CLOTHES.               |
| 6. STORE OXYGEN AND FUEL GAS CYLINDERS AT LEAST 20 FEET APART OR SEPARATED BY A 5 FOOT HIGH NONCOMBUSTIBLE BARRIER. | 6. DON'T ROLL CYLINDERS HORIZONTALLY ON THE GROUND.                      |
| 7. IF THE CYLINDER IS TOO HEAVY TO HANDLE USE A HAND. TRUCK TO MOVE IT, OR ASK A CO-WORKER FOR HELP.                | 7. NEVER DROP CYLINDERS ON THE GROUND OR OTHER WORK SURFACES.            |
|                                                                                                                     | 8. DON'T STORE OXYGEN CYLINDERS WITH OTHER FUEL GAS CYLINDERS.           |
|                                                                                                                     | 9. NEVER USE A LEAKING GAS CYLINDER. TAKE IT OUT OF SERVICE IMMEDIATELY. |

FORMICA LAMINATES (INDIA) PVT. LTD.

Size - 24 X 18 Inch - 2 No.



## WORK IN CONFINED SPACE

| DOS                                                                                                    | DONT'S                                                                         |
|--------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| 1. A COMPETENT PERSON MUST CONFIRM SAFETY FOR FIRST ENTRY.                                             | 1. DON'T ENTER CONFINED SPACE WITH OUT ENTRY PERMIT (CSEP)                     |
| 2. DRAIN, WASH, DRY AND PURGE FOR ENOUGH TIME TO ENSURE SAFE ATMOSPHERE INSIDE.                        | 2. DON'T WORK WITHOUT SUPERVISION IN A CONFINED SPACE.                         |
| 3. POSITIVELY ISOLATE BY BLINDING OR DISCONNECTION OF PIPELINE.                                        | 3. DON'T WORK IF YOU ARE MEDICALLY UNFIT.                                      |
| 4. PURGE CONFINED SPACE AND ENSURE CONTINUOUS VENTILATION.                                             | 4. DON'T ENTER CONFINED SPACE WITH 02% 19.5:OR>225                             |
| 5. KEEP ALL MANHOLES OPEN AND THE LOWEST DRAIN POINT OPEN.                                             | 5. DON'T RELY ON CLOSED VALVES WITHOUT BLIND FOR ISOLATION.                    |
| 6. CHECK & MONITOR LEL%, O <sub>2</sub> , TOXIC, ASPHYXIATING GAS LEVELS                               | 6. DON'T USE SUPPLY OF VOLTAGE MORE THAN 24 V FOR LIGHTING.                    |
| 7. KEEP A STAND-BY PERSONNEL OUTSIDE EACH OPEN MANHOLE.                                                | 7. DON'T TAKE CHEMICALS MORE THAN NEEDED INTO TANK.                            |
| 8. ENSURE COMMUNICATION WITH STAND BY PERSON ALWAYS.                                                   | 8. DON'T TAKE GAS CYLINDERS INSIDE CONFINED SPACE.                             |
| 9. WHEN ENTERING A TANK USE A SAFETY BELT AND LIFELINE, WITH THE FREE END HELD BY THE STAND-BY PERSON. | 9. DON'T LEAVE MAN-HOLES (NOT USED) OPEN WITHOUT BARRICADE AND CAUTION BOARDS. |
| 10. KEEP RECORD OF PERSONS ENTERING AND LEAVING CONFINED SPACE.                                        |                                                                                |
| 11. PUT UP A DANGER TAG AS "CONFINED SPACE".                                                           |                                                                                |
| 12. USE SCBA, IF OXYGEN CONCENTRATION IS LESS THAN 19.5%                                               |                                                                                |

FORMICA LAMINATES (INDIA) PVT. LTD.

# UV Digital Print On 3mm Foam Sheet

Size - 24 X 18 Inch - 2 No.



## OFFICE WORKPLACE



### DOS

1. Do arrive early, always be punctual
2. Do network with people outside of your cubicle.
3. Do be willing to engage a coworker who asks for your help. Do jump at the chance to complete a new task
4. Do follow the correct sitting procedure to prevent ergonomics.
5. Do be flexible and open-minded in both your work and in your communications
6. Do always wear a smile and greetings early in the morning
7. Always practice before leaving in the office must shut down all computers and close all door and windows
8. Always practice good housekeeping and S5.
9. Be always pro-active and vigilant
10. Be respectful and kind

### DONT'S

1. Don't have a personal conversation at your desk.
2. Don't bring your emotions into the office.
3. Don't be afraid to ask questions, despite how silly you think they seem.
4. Don't gossip about your coworkers...or your boss.
5. Do not insert emoticons or multiple exclamation points (if any) into work emails.
6. Do not wear weekend attire to the office.
7. Don't talk back to your boss, even if there isn't much of an age difference between you two,
8. Don't forget that at work socials, you're still at work.
9. Don't be nervous, but also don't overstep your boundaries.
10. Don't make harrassments, horseplay or bullying to your officemates, clients, visitors and costumers.

FORMICA LAMINATES (INDIA) PVT. LTD.

Size - 12 X 6 Inch - 1 No.

**CHEMICALS  
ETP & STP**

Size - 12 X 6 Inch - 2 No.

**CHEMICALS  
CT**

Size - 12 X 6 Inch - 1 No.

**GAS CYLINDER  
STORAGE AREA**

Size - 12 X 6 Inch - 2 No.

**OBSOLETE/EXPIRED  
CHEMICALS**

Size - 6 X 6 Inch - Each 2 No.

**FULL**

**EMPTY**

Size - 12 X 6 Inch - 1 No.

**SCAFFOLDING  
STORAGE**

Size - 12 X 6 Inch - 4 No.

**NOT IN USE  
MATERIAL**

Size - 12 X 6 Inch - 1 No.

**FIRE MATERIAL  
STORE**

Size - 12 X 9 Inch - 2 Nos.



**WARNING**

**Bump Cap  
Required when  
Entering This Area.**

Size - 24 X 18 Inch - 2 No.

## IN CASE OF A SPILL OR A LEAK

### 1 BE SAFE

- What is it? Determine if safe to act
- Use correct PPE
- Use your spill response training

### 2 STOP THE SOURCE

- Turn off the machine, upright the container, plug any leaks

### 3 CONTAIN IT

- Stop the spill from spreading
- Use isolation valves if you have them
- Protect drains and watercourses

### 4 REPORT IT

- To your site manager
- Site manager to escalate as per site procedures

### 5 CLEAN UP

- Use available materials eg spill kits, absorbent material
- Dispose of contaminated material appropriately

### 6 RADAR, RESTOCK, REVIEW

- Log incident in RADAR
- Replace materials and equipment used
- Review and implement actions to prevent recurrence

Size - 24 X 18 Inch - 2 No.

## HAND TROLLEY

**DO NOT use this equipment unless you have been instructed in its safe use and operation and given prior permission.**

**PERSONAL PROTECTIVE EQUIPMENT**

|  |                                |   |
|--|--------------------------------|---|
|  | WEAR YOUR SAFETY HELMET        | ✓ |
|  | WEAR YOUR SAFETY GLASSES       | ✓ |
|  | WEAR YOUR SAFETY SHOES         | ✓ |
|  | NO OPEN FLAMES OR HOT SURFACES | ✓ |
|  | NO MOBILE PHONES               | ✓ |
|  | NO RUNNING                     | ✓ |
|  | DO NOT CARRY LOADS             | ✓ |
|  | DO NOT LEAN AGAINST EQUIPMENT  | ✓ |
|  | NO SMOKING                     | ✓ |
|  | NO DRINKING                    | ✓ |
|  | NO EATING                      | ✓ |

### PRE-OPERATIONAL SAFETY CHECKS

- ✓ Plan your move. Consider how you will equilibrate floors, corners and changes in level. Manage trolley casters to reduce the number of times the trolley will be transported in and out of storage.
- ✓ Take care as heavy objects are difficult to control and require considerable force to overcome inertia.
- ✓ Turn sideways with your feet rather than twist your spine.
- ✓ When using deck chairs, turn off and disconnect from power before moving. Be aware there may be a residual shock transmitted on contact with trolley.
- ✓ Ensure all IT devices and their cables/cords are securely held in position doors are shut before moving the trolley.
- ✓ Assess the route you will take the trolley over. Identify and manage any hazards.
- ✓ Identify and manage any pinch points or moving parts on the trolley that may cause crush injuries.
- ✓ Faulty equipment must NOT be used. IMMEDIATELY report suspect equipment

### OPERATIONAL SAFETY CHECKS

- ✓ Consider the weight of the items being moved. Ensure you have sufficient staff allocated to move it safely.
- ✓ Ensure the path is clear and smooth where possible. Use two people if you need to guide the trolley over lips, steps or joints in flooring.
- ✓ Where possible, push the trolley forward (rather than pull it backwards) using the handles of the legs and avoid body movement to initiate the path or pull of a load.
- ✓ Avoid using wheelies on loose or rough surfaces.
- ✓ Do not overload your trolley and make sure the load is stable.
- ✓ Do not stack additional laptops on the top of the trolley. Use designated storage spaces only.
- ✓ Avoid twisting and sudden movements especially when overcoming static friction forces.
- ✓ Avoid making sudden tug/pulling motions to move heavy items.
- ✓ Engage castor brakes when stationary.