



*"Protecting human resources through safety prevention."*

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## HELPFUL LINKS

[www.merma.org](http://www.merma.org)  
[www.dir.ca.gov/dosh/](http://www.dir.ca.gov/dosh/)  
[Schedule Safety Site Inspection](#)

## Maintenance Edition



## Shop Housekeeping

Effective housekeeping can help control or eliminate workplace hazards. Poor housekeeping practices frequently contribute to injuries and accidents. If the sight of paper, debris, clutter, and spills is accepted as normal, then other more serious hazards may be taken for granted. To some extent, safety begins with good housekeeping.

Housekeeping is not just cleanliness. It includes keeping work areas neat and orderly, maintaining halls and floors free of slip and trip hazards, and removing of waste materials and other fire hazards from work areas. It also requires paying attention to important details such as the layout of the whole workplace, aisle marking, the adequacy of storage facilities, and maintenance. Some elements to good housekeeping include:

- Maintaining regular sweeping and cleaning schedules
- Designated proper storage locations for tools and equipment
- Placing tools and equipment back in their proper storage locations after use
- Cleaning spills immediately when identified
- Keeping aisle ways clean and clear, maintaining egress
- Ensure lighting is adequate and bulbs are replaced when they go out

Effective housekeeping is an ongoing operation; it is not a one-time or hit-and-miss cleanup done occasionally. Good housekeeping promotes safety and workers generally perform better clean, organized work environments.

## The MERMA Monthly



## Power Tools

Hand and power tools are a common part of our everyday lives and are present in nearly every industry. However, these simple tools can be hazardous and have the potential for causing severe injuries when used or maintained improperly. The employer is responsible for the safe condition of tools and equipment used by employees, but the employees have the responsibility for properly using and maintaining tools.

### General Requirements:

- Use the right tool for the job. Match the tool to the task.
- Examine all tools for damage before each use. Inspect power cords. If damage is found, take the tool out of service, and report the condition to your supervisor.
- Read the tool's instruction manual and follow use and maintenance guidelines.
- Make sure all safety guards and devices are in place.
- Always wear the appropriate personal protective equipment. Safety glasses, gloves, and ear protection should be worn while operating most power tools.
- Avoid using power tools in wet or damp environments. Utilize a GFCI when necessary.
- Do not wear loose clothing, dangling objects, or jewelry. Long hair must be restrained.
- Unplug tools before installing, adjusting, and changing any accessory or attachment.
- Maintain solid footing and good balance when using tools. Hold or brace the tool securely. Be aware of your surrounding environment.

## Eye & Face protection

Selecting the most suitable eye and face protection should take into consideration the following elements:

- Ability to protect against specific workplace hazards
- Should fit properly and be reasonably comfortable to wear
- Should provide unrestricted vision and movement
- Should be durable and you should be able to clean it after use

Protective eye and face wear must comply with the American National Standards Institute (ANSI) standard Z87.1-1989 or later.

What Types of Eye and Face Protection Are Available? Some of the most common types of eye and face protection include:

**Safety Glasses:** Safety glasses have safety frames constructed of metal or plastic and impact-resistant lenses. Side protection is required. Must comply with ANSI standard Z87.1

**Chemical Splash Goggles:** Tight fitting eye protection that completely covers the eyes, eye sockets and facial area surrounding the eyes. Provides protection from impact, dust, and splashes. Must comply with ANSI standard Z87.1

**Welding Shields:** Constructed of vulcanized fiber or fiberglass and fitted with a filtered lens, welding shields protect eyes from burns caused by infrared or intense radiant light; they also protect both the eyes and the face from flying sparks, metal splatter and slag chips produced during welding, brazing, soldering and cutting operations.



## Schedule a Site Safety Inspection

Periodic safety inspections are a requirement of CalOSHA and your IIPP. Safety inspections help identify and eliminate hazards before they lead to injuries and accidents. Safety inspections are a proactive measure to demonstrate your commitment to safety and reinforce the culture of safety. MERMA can assist with your site safety inspection and will be your partner to identify and address hazards in the workplace. This is a free service for our members.

Email us to schedule your safety inspection: [dbolton@merma.org](mailto:dbolton@merma.org)

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### June Safety Calendar

June	National Safety Month	National Safety Council	<a href="http://nsc.org/nsm">nsc.org/nsm</a>
June 5-11	National Trailer Safety Week	National Association of Trailer Manufacturers	<a href="http://trailersafetyweek.com">trailersafetyweek.com</a>
June 20	National Ride to Work Day	National Highway Traffic Safety Administration	<a href="http://ridetowork.org">ridetowork.org</a>

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