

3b. Identify practices for keeping the work area clean and safe with at least 80% accuracy.

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- Overview

- Purpose

- General guidelines for office, shop, and hangar

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- Purpose

- Identify safety practices that are used in the work areas to ensure Cleanliness
- AFOSHSTD 91-501
- General guidelines on housekeeping for the office, shop, and hangar

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- Office safety

- Hazards and Human factors

- Falls
 - Tripping/Slipping
 - Inattention
 - Hurrying
 - Not using proper equipment
 - Not reporting unsafe conditions

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- Office Safety - Requirements

- Supervision and “Common sense” are the keys to:
 - Ensure adherence to standards
 - Corrects potential mishap ASAP
- Take corrective action
- If outside your ability, report it

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- Office Safety - Requirements

- Basic office safety:

- No horseplay
 - Keep floors clean, dry, free of trash, aisles, exits, doorways clear at all times
 - Clean up spills promptly
 - Proper placement of telephone, electric cords, use cover
 - Use step stools or ladders when retrieving above shoulder level

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- Shop Safety

- Walking and working surfaces are sources of injury
- Tripping / slipping

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- Shop Safety - Requirements
 - Keep walkways free of potential hazards
 - Clean up spills, post warning signs
 - Use metal or noncombustible containers for soiled rags, combustible wastes and other flammables
 - Aisles:
 - Marked with 2-3 inch wide yellow lines
 - At least 36 inches wide

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- Shop Safety - Requirements
 - Use drip or oil pans
 - Never clean floors with flammable liquids
 - Toxic cleaning agents used:
 - Must have adequate ventilation
 - Must have Respiratory PPE
 - Aisles and work areas well lit

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- Hangar Safety

- Sufficient space between aircraft, and between aircraft and hangar walls
- Tripping / slipping
- Personnel not trained in emergency evacuation procedures
- Improper lifting techniques

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- Hangar Safety - Requirements
 - Openings have ramps, curbs or drains
 - Powered hangar doors
 - Automatic alarm
 - Reflective directional arrow
 - Operated by qualified personnel
 - Opened at least 10 feet

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- Hangar Safety - Requirements

- Egress aisles clearly marked

- Free of all obstacles

- Warning cone posted next to electrical cord

- Open-sided platform 4 feet or higher, shall have guard rails

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- Hangar Safety - Requirements
 - Proper lifting procedures
 - PPE:
 - Steel-toed shoes
 - Gloves
 - Aisles and work areas well lit

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- Summary

- Purpose

- General guidelines for office, shop, and hangar

Complete exercise 3b.

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