

Do's and Don'ts Maintenance M/NM

Chutes, Bins, and Crushers

Do's

- Remove or prevent all material from falling if repairs are required in chutes or hoppers.
- Disconnect and lock out the circuits controlling the feed before entering.

Don'ts

- Never work under material feeding into bins, hoppers, chutes, and surge tunnels.
- Never work on machinery unless it is properly locked out, de-energized, and tagged out.

Confined Energy Released

Do's

- Establish a schedule and follow it for rebuilding and replacing equipment such as pumps.
- Make sure in-line pressure relief devices are installed on all pressurized waste systems.
- Install flow sensing to shut down a pump if flow stops for a critical period of time.
- Locate pump start/stop switches remotely and require pumps be shut down prior to bleeding off pressurized waste fuel systems.

Don'ts

- Never place heat sources capable of producing combustion around combustible material.

- Never let water accumulate where it can come into contact with hot materials.
- Never use devices with open flames in confined spaces where oxygen could become depleted.

Equipment

Do's

- Conduct brake tests in a non-hazardous environment where there is no potential of hitting other persons or equipment.
- Brakes must be capable of holding and stopping the equipment on the steepest grade it travels.
- Make sure you remove equipment from service if it does not operate correctly.
- Make complete repairs to equipment before placing it back into service.
- Always wear your seatbelt when operating equipment, even when you are trouble shooting.

Don'ts

- Never make any modifications to the original equipment manufacturers design.
- Never position yourself into pinch-points around equipment, including steering linkages, wheel wells, etc.
- Never work on equipment without first preventing all moveable points from moving.

Handtools

Do's

- Use the right tool for the job or task.

- Inspect your tools prior to using them; look for worn parts, cracks, or broken pieces. If these conditions occur, replace the tool.
- Wear safety goggles or glasses when using handtools. Metal debris can fly into your eyes.
- Use ratchet devices to drive in hard-to-move screws or use a powered screw driver.

Don'ts

- Never use worn out or broken tools. Replace them with new ones.
- Don't use objects or other tools other than a hammer for pounding.
- Don't use handtools with greasy or oily hands which can cause slippage.
- Don't use a hammer with a chipped or mushroomed face.

Hydraulic Hose Safety

Do's

- Inspect hoses for fraying or damages which could cause the hose to rupture.
- Relieve pressure from hoses prior to replacing them.
- Use properly sized fittings and staple locks on your hydraulic system.
- Have a qualified person make sure pressures and relief valves are operating to their proper settings.

Don'ts

- Never attempt to replace hoses or fittings while the hydraulic system is pressurized.
- Never pressurize the hydraulic without making sure persons are "in the clear."

Incorrect or Inadequate Installation

Do's

- Follow manufacturer's specifications and operating procedures.
- Inspect mechanical prior to use and promptly correct all defects.
- Use fuses or breakers of the correct type and capacity to protect circuits against excessive overloads.
- Always conduct pre-operational checks and address and identified needs for maintenance.

Don'ts

- Never run equipment without first examining for safety defects prior to being placed into service.
- Do not work under suspended loads.

Struck by Machinery

Do's

- De-energize and lock out machinery before conducting repairs.
- Make sure you have blocked equipment / machinery from motion to prevent movement.
- Examine areas for any hazards before re-energizing equipment.
- Keep persons in the clear prior to re-energizing equipment.
- Communicate your intentions to your co-workers. Make sure they understand your intentions and you understand theirs.

Don'ts

- Do not attempt to repair machinery that is energized or running.
- Do not position yourself in an area where a sudden release of energy could contact you.

Welding & Compressed Gas

Do's

- Wear proper personal protective equipment in accordance with the job being performed. For example, appropriate eye protection, gloves, respirators, insulated mats used...etc.
- Establish procedures that require welders to cover metal with approved insulated mats or dry wood when lying to weld in confined areas.
- Handle compressed gas bottles with care. Be aware that compressed oxygen is flammable and there is a high ignition potential if you are oily or grease covered.

Don'ts

- Avoid whenever possible welding in a confined space.
- Do not weld while you are wet or standing in water.

Hoisting Rigging and Towing

Do's

- Inspect chains, clevises and slings for signs of abrasion and damage.
- Know the capacity of your hoisting system.
- Pre-determine safe zones and potential hazard areas. Keep in the clear when hoisting or towing materials.

Don'ts

- Never put yourself in the "line of fire" when hoisting or towing an object.
- Do not lift heavy objects which exceed the capacity of the equipment you are using.