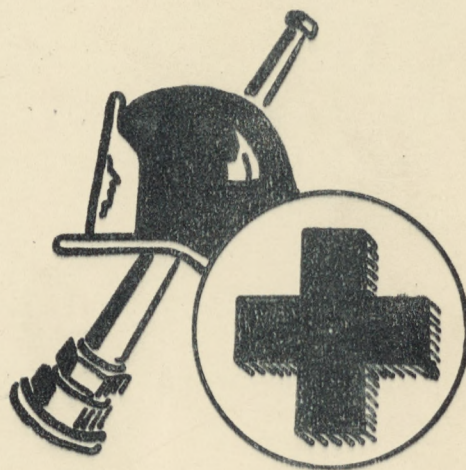


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SAFETY
Manual



WAR RELOCATION AUTHORITY
TOPAZ , UTAH

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
Topaz, Utah

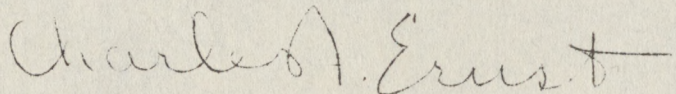
March 15, 1943

To: All Division Chiefs, Section Heads and other Supervisory
Personnel:

The attached Safety Manual has been prepared in the hope that
it would furnish a guide for the safe conduct of your operations.

Having all the pertinent information under one cover will be a
distinct advantage, since it will enable you, in minimum time,
to learn the proper course to follow in accident prevention and
in handling and reporting accidents after they occur. It is
hoped that you will familiarize yourself with the contents of
the manual as soon as possible and thereafter keep it accessible
for ready reference.

Close adherence to the Safety Program at all times is the best
insurance against avoidable accidents to our personnel and
equipment. I enlist you, singly and collectively for the
accomplishment of this purpose.



Charles F. Ernst
Project Director

INDEX

A

	Page
Accident, Automotive	2
Accident, Equipment	16
Accident, Personal Injury	3
Accident, Property Damage	3, 5, 6, 7
Acids, Segregation of	35
Administration Office	36
Automotive Equipment Inspection	36

B

Barrels, Empty Oil & Gasoline	35
Blacksmith Shop	32
Tools and Equipment	32, 33
Boots, Rubber, Sterilization of	16
Building Inspections (Fire & Safety)	32
Building Materials	13

C

CA Forms, Submission of	9
Combustible Material	36
Compensation Commission	3
Forms for	39
Compensation Regulations	4

D

Dining Halls	33
Driver's Permit	22

E

Electric Tools, Stationary and Portable	38
Electrical Wiring	38
Employees, Training of	16
Excavation	16, 17, 18
Extinguishers, Fire	29, 30, 33

F

Federal Fire Council Report	13, 14, 15
Field Inspections	37, 38
Fire Equipment	29, 30, 31
Forms, General	39
Fuses	32

INDEX

Page

G

Garage	33, 34
Gasoline, Handling, Storing, Dispensing	18, 35, 37
Gasoline Pump	35
Goggles	19, 20, 32
Grounding, Electrical	20

H

Heating Plant	32
Helmet, Welding	19
Hospital	34, 35

I

Inflammables, Storing of	35
Injury, Back	10, 11, 12
Injury Forms, Use of	10

K

Kits, First Aid	20
Kits, Snake Bite	20

L

Lamps, Extension	34
Lanterns, Gasoline	21
Living Quarters, Staff	32

M

Machinery, Handling of	37
------------------------	----

O

Oil House	35
Oil, Used	34

P

Paint Shop	36
Paint Storage	34
Posters, Safety	22, 35

R

Respirators	22
Rock Handling	22

INDEX

S

Page

Safety Committee	1, 2
Safety Drawings, List of	39
Safety Engineer	1
Safety Organization	1
Sanitary Provisions	24
Shower and Toilet Rooms	36
Signs, "No Smoking"	24, 34, 35
Speed Limits	24
Stove and Stove Pipe	33, 34, 35
Switch Boxes, Metallic Circuits	38

T

Tools	20, 21, 25, 29, 30, 31, 32, 33, 34, 36, 37
Transportation of Men	21
Transportation Rules	26, 27, 28, 29
Transportation Units, Miscellaneous Equipment on	26
Trenches	16, 17, 18

W

Warehouses	34, 36
Water, Drinking	29
Welding Equipment	19, 33, 34

SAFETY ORGANIZATION

A. SAFETY ENGINEER

A Safety Engineer shall be appointed who shall be responsible for the general administration of the safety program, except the reporting, which shall be done at the direction of the Chief of the Administrative Division.

He shall be responsible for safety and fire inspections on the buildings of the center and will direct the activities of such Safety Inspectors as shall be deemed necessary. He shall personally supervise the investigations of accidents causing serious personal injuries and all serious automotive and property damage accidents.

B. SAFETY COMMITTEE

1. Composition of Safety Committee

The Director of the Center shall appoint a Safety Committee composed of the following personnel:

Assistant Project Director, Chief Engineer, Administrative Assistant, and such other members and advisory members as may be deemed necessary to accomplish the objects of the organization.

The above may select a temporary qualified substitute when official matters prohibit their attendance with the committee. The Safety Engineer will be official secretary of this committee. It is suggested that a qualified employee be designated to prepare or direct that all necessary compensation forms are prepared.

2. Meetings

This Committee will meet each month, on a specified day, to consider matters pertaining to safety. Special meetings may be called by the Chairman if critical matters should arise necessitating action by the Committee.

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Accidents, major and minor, property damage cases, field conditions and near accidents should be discussed. Accident statistics should be kept, showing the Frequency and Severity rates, by months, and broken down into departments. Accident statistics and other safety information received should be studied and pertinent information cleared to supervisors.

This Committee should discuss with the Safety Engineer and interested division chiefs any new contemplated procedure before it is placed into effect.

3. Minutes of Meetings

An accurate record shall be kept of proceedings of all meetings of the Committee and a copy shall be furnished the files of the Safety Engineer.

4. Inspections

This Committee shall, each month, make an inspection of such sections of the Center as is suggested by the Safety Engineer or as, in the judgment of the Committee, should be inspected. Such actions can be determined from a study of accident reports and informal reports or observations.

R E P O R T S

A. ACCIDENTS, AUTOMOTIVE

1. Involving Private Vehicle and WRA Vehicle

A complete report of each such accident shall be submitted on Form AD-250, a copy of which shall be placed in every automotive unit together with a copy of "Instructions for Investigation of Property Damage Accidents and Preparation of Reports" (see Page 5). Reports must be submitted in triplicate. Such additional reports and statements as are required in the above instructions shall be submitted in triplicate.

2. Involving WRA Vehicle only

An AD-250 report shall be made by the driver. If the accident is serious in value of damage incurred (over \$10.00), or there is serious injury involved, an investigation shall be made under the direction of the Safety Engineer.

B. PROPERTY DAMAGE ACCIDENTS

Accidents causing monetary loss to other property, such as tractors, other equipment, excepting fire, shall be investigated and a narrative report rendered in duplicate.

C. PERSONAL INJURY ACCIDENTS

1. Serious and fatal

An immediate report must be made, by teletype to the Compensation Commission, 285 Madison Ave., New York City, N. Y.

"A serious accident is one which has resulted in permanent injury or loss of life to any personnel." Under this definition serious personal injuries would be; "Loss or loss of use of both hands, legs, feet, eyes or any two thereof suffered in any one accident. Fractured vertebrae, fractured pelvis, skull fractures, multiple major fractures and compound comminuted fractures (skin broken and bones shattered) belong in this class."

Telegraphic reports should give this following information: "Name of injured person, title, date injured, time, location of accident, a brief description of circumstances surrounding the accident and the injuries incurred." (See Administrative Instruction #79 on same subject dealing with Evacuees.)

2. Narrative Report

A complete narrative report of the accident (one copy) shall be made for the files.

3. Compensation Commission:

(a) Confidential Nature of Records. All reports, records and correspondence relating to injury or death cases are the property of the U. S. Employees' Compensation Commission and are to be considered as strictly confidential. No information is to be given from them to any individual or to any court except upon prior approval of the Compensation Commission. Employees charged with the keeping of these records are not to divulge information concerning them, and in no wise to release the information except that it be used for official purposes by any department, agency or other establishment of the Government when the official superior assumes the responsibility of seeing that such information will be used exclusively for official purposes.

(b) Leave Benefits in Compensation Cases. (For regular C. S. employees. -- See Adm. Inst. #79 for Evacuees) An injured employee may elect to take sick and/or annual leave in lieu of compensation, with the approval of the department head, until such leave is exhausted; in which case compensation will start on the fourth day after leave

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is exhausted.

(c) Minor injuries.

Minor injuries must be immediately reported and receive first aid or medical treatment. An official record shall be made at the time of treatment in order that if complications arise, there will be no difficulty in establishing proof of injury and securing compensation. A 5 x 8 mimeographed card, Form #692 has been prepared for this purpose and should be in every First Aid kit.

4. WRA Compensation Regulations.

(See Administrative Instruction #79)

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D. INSTRUCTIONS FOR INVESTIGATIONS OF PROPERTY DAMAGE ACCIDENTS
AND PREPARATIONS OF REPORTS.

INVESTIGATION -- The following points are to be noted at the scene of the accident:

1. Date and time of accident.
2. Location (Highway number, miles from nearest city, town, village, camp, etc. - on straightaway, right or left-hand curve - radius of curve, top of hill, etc.)
3. Weather - (raining, snowing, freezing, clear.)
4. Roadway -
 - a. Surface - (concrete, black top, gravel, dirt)
 - b. Condition - (wet or dry, light or dark, icy)
 - c. Dimensions -
 - (1) Width between shoulders
 - (2) Width of pavement (if any)
 - (3) Center line or lanes marked.
5. Wheelmarks
 - a. Government vehicle and any private vehicles involved.
 - (1) Measure distance from center line or shoulder line to center of rear and front tires of both vehicles -
 - (a) Before collision
 - (b) After collision
 - (2) Make photographs, if at all possible. (Emphasize tire marks on pavement, if dim, by laying out roller bandage. Indicate center line same way, lay out levelling or stadia rod or scale so distance will be recorded.)
 - b. Prepare sketch showing:
 - (1) Position of both vehicles on road before accident
 - (2) After accident
 - (3) Location from which pictures are taken.

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6. Estimated speed of vehicles before and at time of collision.
7. Any stationary objects bearing on collision.
8. Condition of each vehicle as to: (a) Brakes, (b) Lights, (c) Steering assembly, (d) Tires, etc.
Check for prior condition (Inspection stickers, etc.)
9. Control of vehicles: (a) Signals given, (b) Brakes applied? (c) Attempts made to avoid collision, etc.
10. In an animal is involved, distance it appeared in front of vehicle.
11. Whether or not private individual carries insurance for full or partial coverage.
12. Whether or not Government driver is protected by insurance.
(a) Type of coverage and policy number?

R E P O R T S

1. At scene of accident -
 - a. Standard Form AD-250 (answer all questions). (Indicate under heading, "Damage to Government Vehicle" an estimate of damages.) Complete at scene of accident by Government driver and give to superior or investigating officer.
 - b. Obtain a written statement from the private driver if possible and witness it.
 - c. Note any verbal statements of the private driver and endeavor to have a witness hear them.
 - d. Secure statements from any and all witnesses.
2. Following the accident -
 - a. Standard Form AD-250 (answer all questions). Indicate equipment (1) before accident in black ink, and (2) after in red ink, on diagram; (3) Under "Official Duty" (b) driver's permit number; (4) Indicate under Government driver, line 3, his title and station.
 - b. Standard Form #28 - To be given to private individual only after a specific request for it. Under no circumstances are Government employees to encourage

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a private party involved in an accident to present a claim against the Government.

c. Copy of Peace Officer's report.

d. Narrative report of Investigating Officer should embody the following points:

- (1) Time and date of arrival at scene of accident.
- (2) Evidence of tire marks at scene of accident
- (3) Description of:
 - (a) Government vehicle (make, model, year, license and service number). Full description of damage.
 - (b) Private vehicle (make, model, year, license number). Full description of damage.
- (4) Give full names and addresses of all persons injured and a full description of injuries of each.
- (5) State what first-aid measures were rendered and where injured parties were taken. Secure doctor's statement of injuries. (In cases of fatal accident, secure a copy of the Coroner's report.)
- (6) In addition to the above, this report should contain a complete story of the circumstances surrounding the accident, both before and at the time of the accident, both before and at accident should be considered and discussed and recommendations made as to driver responsibility.

3. Number of copies of all documents comprising complete report to be sent.

a. If Serious Injury or Death involved:
Original and two copies

b. No serious Injury involved:
Original and one copy

c. Involving Gov't Employees and Property Damage only:
Original and one copy

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E. INSTRUCTIONS FOR REPORTING PERSONAL INJURIES TO COMPENSA-
TION COMMISSION:

Safety and Health Bulletin #11 covering the general usage of Compensation Commission forms is attached as part of this subject. Careful attention must be given to the proper issuance of the "Request for Treatment" (Forms CA-16, CA-17, S Special CA-17). None of the above forms are to be used when the doctor selected is not a doctor designated by the Compensation Commission, is not a U. S. Medical Officer, or a Public Health Officer.

If a private physician is used, the employee authorizing the treatment must submit a letter request to the physician stating that the injured man is an employee of the Government (Department and Service) giving all the information contained on the CA-16 or CA-17 and requesting the doctor to submit an itemized bill. This bill must be certified to by the injured employee as to the services rendered. The physician chosen should be informed that he will be paid reasonable charges based on rates fixed or prevailing in the community. Detailed information will be found in the regulations of the Compensation Commission.

RE: Information Chart on Submission of CA Forms on Injury Cases

TO ALL RANKING FIELD OFFICES

July 25, 1936

The chart and information embodied in this bulletin has been prepared to assist SCS field personnel in the preparation of proper CA forms in the reporting of injury cases to the U.S. Employees' Compensation Commission.

NATURE OF INJURY	FORMS REQUIRED						
Minor injury, first aid, no medical expense or lost time. Issuing office fill	* CA-1 in						
Minor injury, medical expense but no lost time or compensation	CA-16 or CA-17	CA-1	CA-2	S-69			
Injury resulting in loss than 15 days lost time	CA-16 or CA-17	CA-1	CA-2	** CA-3	CA-4	S-69	
Injury resulting in more than 15 days lost time (Not including back injuries or hernia cases)	CA-16 or CA-17	CA-1	CA-2	*** CA-3	CA-4	**** CA-8	S-69
Back Injuries	CA-17	CA-1	CA-2	*** CA-3	CA-4	**** CA-8	S-69
Hornias*****	CA-17	CA-1	CA-2	CA-32	CA-3	CA-4	CA-8 S-69
Deaths	CA-16 or CA-17	CA-1	CA-2	CA-3	S-69		

- * The preparation of this form is required of all WPA security Wage employees. See Sec. 21.2 Rules and Regulations covering Security Wage workers.
- ** Form CA-3 is not required in those cases if the information regarding length of disability is given on Forms CA-2 and CA-4.
- *** To be filled out on termination of disability or death.
- **** To be used for the continuation of disability past the first half month period only. To be submitted each 15 days, covering from the 1st to the 15th, and 16th to the last day of the month, during disability period.
- ***** Operations in hernia cases are not to be authorized until case has been approved by U. S. Employees' Compensation Commission, EXCEPT, that in an emergency due to strangulation or incarceration, where an immediate operation is

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needed to save the life of the patient.

1. Use of Forms CA-16, CA-17; Special Forms CA-16 and CA-17

a. For Administrative or supervisory Personnel

1. Form CA-16 should be used only when it is definitely ascertained that the injured employee was injured while engaged in official duties.
2. Form CA-17 should be used in cases where a doubt exists as to cause of injury. It should be used in all back injury and hernia cases.
3. Forms CA-16 and CA-17 are to be used for all Civil Service employees, other employees being paid from Civil Service classification rates, or those employees in an administrative or supervisory capacity. They are not to be used for Security Wage workers.

b. For Security Wage Workers

4. Special Form CA-16 and Special Form CA-17 are to be used for Security Wage workers only.

CAUTION: The law does not permit allowance for either medical treatment or injury compensation to Security workers for disease, and the Compensation Act further provides that Security Wage workers are only entitled to medical treatment and compensation for traumatic injury by accident.

5. The Compensation Act defines traumatic injuries to mean "only injury by accident causing damage or harm to the physical structure of the body and it shall not include a disease in any form except as it shall naturally result from the injury."

6. Special Form CA-17 should be used in all injury cases of Security Wage workers whenever there is doubt whether the injury sustained was in the performance of duty, whether the injury actually did occur in the manner and at the time and place alleged by the Security Worker, or whether the disability complained of is the natural result of the traumatic injury alleged.

II. Information Required in Reports of Back Injury

It has been observed by the Compensation Commission in back injury cases that a considerable amount of correspondence by the Commission and the various offices reporting injuries has been necessary in many cases. This is especially true in cases in which disability is alleged to have been a result of

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lifting. The following instructions were issued:

"In order to eliminate much of this correspondence and to expedite definite action by this office in these cases, it is requested in all cases involving back strain that the following information be submitted simultaneously with the usual reports:

1. A sworn statement by the claimant should be submitted, incorporating the following information:

- (a) A detailed statement describing the work in which he was engaged and all the facts and circumstances surrounding the alleged injury.
- (b) If the alleged injury was the result of lifting, the approximate weight of the object lifted should be given and a definite description of the man's position and the manner in which the object was lifted.
- (c) A definite statement should be incorporated as to what, if anything, unusual occurred at the time of the accident or whether this one act was being accomplished in the usual and customary manner.
- (d) A complete medical and industrial history covering the past ten years should be included in the affidavit indicating any injuries or disabilities during that period, with special reference to injuries or disabilities involving the back. The names and addresses of any physicians from whom the claimant has received medical attention during that period should be furnished. Likewise, the names and addresses of the claimant's employers for the past ten years and the nature of the work in which he has been engaged should be included in the affidavit.

2. Statements, preferably under oath, from all witnesses and fellow workers who know anything about the alleged injury should be submitted indicating all of the facts and circumstances of which the witness has knowledge and showing from whom and in what manner the information was obtained.

3. The claimant's immediate superior should furnish a definite statement indicating when the incident was reported to him, the nature of the work in which the claimant was engaged, whether or not he was performing duties to which he had been definitely and officially assigned, and the immediate superior's knowledge as to any previous disability or

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disability complaints of the claimant particularly as to a back disability.

4. A definite statement from the attending physician should accompany the original reports in the case showing the claimant's condition at the time of his first examination and stating definitely whether the symptoms which he found were objective or subjective. A prognosis should be made in as definite a manner as possible and an opinion expressed as to whether or not permanent disability should be anticipated. In cases where a complaint of serious injury is made, it is considered advisable to have x-rays made and a report of such x-ray findings submitted promptly, and also a complete examination for arthritis, lumbago, or tubercular condition at the time of the physician's first examination."

Compliance with the above, especially in all cases in which disability is claimed to have been the result of lifting, will greatly expedite the proper handling of cases of this type by the Commission.

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F. Federal Fire Council Report

1. Identify building by name, Bureau or Office having jurisdiction, street number, city and state. Indicate the room, floor, or part of the building in which fire started and where applicable, the equipment in which fire originated.
4. The following materials are suggestive of common types used in building construction. For small fires controlled in their early stages details of building construction and finish need be given only if they contributed to the origin and assisted or retarded the spread of the fire.
 - (a) Framing: Reinforced concrete; structural steel protected; structural steel unprotected; heavy timber; wood frame, etc.
 - (b) Exterior walls: Brick, solid concrete; stone with brick or hollow tile backing; brick veneer on wood frame and sheathing; corrugated iron or sheet metal on steel or wood framing; stucco on wood or metal lath on wood sheathing; wood shingles or boards on wood framing; etc.
 - (c) Floor construction: Solid reinforced concrete of beam and girder type or flat slab; concrete joist with metal pans or hollow tile; steel joist, heavy timber; wood joist, etc.
 - (d) Floor surface: Granolithic; terrazzo; ceramic tile; cork tile, rubber tile; mastic wood block; wood; etc.
 - (e) Roof construction: Reinforced concrete of beam and girder type or flat slab; same on protected steel beams and girders; same on unprotected beams and girders; wood on timber trusses; wood on unprotected steel trusses; wood sheathing on wood joist; etc.
 - (f) Roof covering: Tar and gravel; slate; tile; cement-asbestos; asphalt roll roofing or shingles; wood shingles, etc.
 - (g) Partitions: Hollow tile; gypsum block; wood stud, metal stud, steel and glass; wood and glass, etc.
 - (h) Interior finish: Plaster on masonry; on wood lath, on metal lath, plasterboard, wood, wood pulp board, etc.

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5. Give general nature of occupancy of building such as office, laboratory, storage, mess hall, machine shop, etc. and specific occupancy where fire probably started.
6. Under (a) for (1) and (2) give estimated cost of damage to building and inventoried contents as the cost of reproduction less depreciation, the latter being taken as the ratio of age to total useful life, multiplied by the cost of reproduction. Item (3) applies to correspondence, accounts, tracings, etc. Describe briefly and give best possible estimate. (b) Itemize those damaged or destroyed and give estimate of value if possible. (c) and (4) State no. of persons; whether men, women or children and whether disabled.

FEDERAL FIRE COUNCIL
REPORT OF FIRE
ON
GOVERNMENT PROPERTY

Report in full or in part, depending on extent of information available, should be made of all fires, large or small, and estimate of the property damage to be included in all cases. They should be transmitted promptly to the officer in general administrative charge of the property.

The Federal Fire Council maintains a record of the fire loss on Government property. It is used to determine the general causes of fires, the ratio of fire losses to value of Government property, and its trend. The individual or departmental loss figures are not made public.

DEPARTMENT, ESTABLISHMENT, BUREAU, OFFICE -----

Report of fires is to be sent in duplicate to -----

----- not later than -----
after their occurrence.

1. LOCATION OF FIRE -----
2. TIME (Date and hour) -----
3. BUILDING, Length and Width ----- Height
(Stories) -----
4. TYPE OF CONSTRUCTION:
 - (a) Framing -----

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- (b) Exterior walls -----
- (c) Floor construction -----
- (d) Floor surface -----
- (e) Roof construction -----
- (f) Roof covering -----
- (g) Partitions -----
- (h) Interior finish -----
5. OCCUPANCY -----
6. EXTENT OF DAMAGE -----
- (a) Amount of property damage in dollars :
- (1) Building \$ -----
- (2) Inventories contents \$ -----
- (3) Records and other
uninventoried contents \$ -----
- (b) Highly valuable documents, works of art,
or other irreplaceable contents -----
- (c) Loss of life -----
- (d) Injury to persons -----
7. CAUSE OF FIRE -----
8. HOW WAS FIRE EXTINGUISHED -----
9. WHAT FIRE ALARM AND/OR FIRE EXTINGUISHING EQUIPMENT IS PRO-
VIDED IN THE BUILDING -----
10. WAS THERE ANY DEFECT OR INADEQUACY IN FIRE APPARATUS OR ANY
OTHER DEFICIENCY? (Explain fully if any) -----
11. SUGGESTIONS AS TO PREVENTING SIMILAR FIRE IN FUTURE -----
-
12. STORY OF THE FIRE -----
-

~~XXXX~~S T A N D A R D S1. Equipment Accidents

All automotive units will be provided with a Form AD-250 and a copy of "Instructions for the Investigation of Property Damage Accidents and Preparation of Reports." Drivers shall be instructed that Form AD-250 is to be filled out at the scene of the accident and given to his superior officer on completion of the trip.

2. Rubber Boots - Sterilization of

Rubber boots which are passed from one employee to another must be sterilized between issue. This may be done as follows: "Construct or use a tight box which will permit of one of several pairs of boots to stand upright. This box should be gas tight. The insides of boots should be freely accessible to gas. Place therein, in a shallow pan, a pint of Formalin (40% aqueous solution of Formaldehyde). Close and lock box. Throw some tight cloth over the top to help keep in the fumes.

Leave boots in the box for a period of twelve hours, then remove and expose boots in the open air, in the sun, for 24 hours. Do not fail to give ample time for the Formaldehyde to dissipate. This box should be placed in the open well away from any buildings or operations.

3. EMPLOYEES, TRAINING OF

A. A foreman shall first ascertain from a new employee his past experience and shall use this information as a basis for instruction and work assignment.

B. If the new man is assigned to the use of any tool, or tools, he shall be instructed (by demonstration method) in the use of this tool, or tools.

C. New employees, where possible, shall be assigned to work with reliable old employees.

4. Trenches and Excavations

A. Hard Compact Material. The sides of all trenches in hard, compact material which are five feet or more in depth and over eight feet in length shall be held by shoring and bracing. If the unit tunnel method is used, the length of earth left in place between the separate unit trenches shall be not less than one-half the depth of the trench and shall be considered as taking the place of bracing and shoring.

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However, when the unit tunnel method is used and there is apparent danger of slips, slides or cave-ins, such trenches or tunnels shall be shored, braced or otherwise retained to prevent accidents.

All trenches over eight (8) feet in length and five (5) feet or more in depth in hard compact material shall be braced at intervals not exceeding eight (8) feet with 2 x 6" planks, or heavier material, placed vertically in the trench, opposite each other and against the walls. These braces shall, if possible, extend to the bottom of the trench and be supported by horizontal cross braces or struts, the size of which shall conform to the following specifications:

<u>Width of Trench</u>	<u>Size of Cross Braces or Struts</u>
1 foot to 3 feet	4 x 4 inches
3 feet to 6 feet	4 x 4 inches
6 feet to 8 feet	6 x 6 inches

Undercutting shall not exceed six (6) inches on either side of the trench.

- B. Unstable or Soft Material. Trenches in partly saturated, filled or unstable soils, or where running material is encountered, such as quicksand, loose gravel, shale, or completely saturated material, must be properly shored and braced. The sides of trenches four (4) feet or more in depth shall be secured by the use of continuous vertical sheet piling or shoring and suitable braces. In trenches over four (4) feet in depth, wooden sheet piling or shoring shall be not less than two (2) inches in thickness. The size of cross braces or struts shall conform to the specifications given above for trenches in hard compact material.

The Sheet piling or shoring shall be held in place by longitudinal beams at vertical intervals of 4 feet. The longitudinal beams shall in turn be supported by cross braces or struts, spaced a maximum of 4 feet. In no case shall the longitudinal beams be less in strength than that of a 4 x 4 beam.

When the longitudinal distance between cross braces or struts exceeds 4 feet and is less than 6 feet, the longitudinal beam shall be not less in strength than a 4 x 6 beam. Where the distance exceeds 6 feet, the size of such beams and cross braces shall be in accordance with recognized engineering practices as regards size and working stresses of materials used.

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Vertical braces and longitudinal beams in trenches shall be supported by horizontal cross braces or struts, screw jacks or timbers placed at right angles to both braces, cleated and rigidly screwed or wedged. One 6" horizontal cross brace or strut (square) shall be required for each 4 feet of trench depth or major fraction thereof.

In case it is desired to increase the vertical spacing between longitudinal beams or cross struts, the longitudinal beams, cross struts and vertical piling, or shoring, shall be increased in size in such a manner that the allowable working unit stress shall conform in design to recognized engineering practices as regards size and working stresses of material to be used.

- C. Ladders. All trenches 5 feet or more in depth shall be supplied with ladders for the use of workmen. Makeshift ladders are not acceptable.
- D. Vibrations. When excavations or trenches are made in locations subject to vibrations from railroad or highway traffic, the operation of machinery or any other source of ground shaking disturbance, additional precautions should be taken, by way of shoring or bracing, to guard against slides or cave-ins.
- E. Roll-Backs. A space at least 2 feet wide shall be left along the edge of a trench and the material thrown out of a trench, to prevent any material rolling off and dropping onto workmen in the trench.
- F. Public Liability. Excavations in locations where there is considerable foot traffic or stock wandering should be protected with railings or barricades. Protect at night by red lights or flares.
- G. Life-Lines. In very dangerous ground, even if protected with shoring, fasten a life-line around any workmen employed therein.
- H. Lone Workers. Lone workers are not permitted in trenches unless there is one worker on the surface and close by.

5. Storing and Dispensing Gasoline

- A. Gasoline shall be transferred from storage to car, tractor, truck or gasoline engine by means of a pump and hose (measuring pump or airway pump). The only intermediate means permissible is to pump into a 5-gallon Protectoseal can provided with a flexible metal spout and a flash-back arrestor. A measuring stick may be used when pumping from a barrel. No other means may be used.

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- B. Gasoline or other inflammables (kerosene, solvent, turpentine and linseed oil) shall not be stored in any Government building or any building occupied by the Government which is not specifically designed for such storage.
 - C. Gasoline stoves shall not be used in any building owned or occupied by the Government.
 - D. Gasoline and lubricating oil shall not be stored in the same building and such storage in the open (in drums) shall be separated at least 50 feet.
6. Goggles
- A. Welding Goggles shall be used as follows:
 - (1) Shade #5 welding goggle for cutting and light welding.
 - (2) Shade #6 welding goggle for heavy gas welding.
 - B. Electric Arc Welding requires the use of a welding helmet equipped with a colored plate; Shade #10 for machines 75 to 250 ampere capacity; and Shade #12 for machines of over 250 ampere capacity.
 - C. Chipping Goggles shall be used on the following operations:
 - (1) Grinding on power grinders or hand grinders, which are not protected with a glass shield
 - (2) Using buffing or valve refacing wheels
 - (3) When turning metal on a lathe. (Cast iron, brass or coarsely crystalline metal)
 - (4) When pouring hot metal into molds or other containers.
 - (5) When stapling wire fencing
 - (6) On any operation where there is hazard to the eyes.
 - D. Spectacle Type Goggles, with side shields shall be used without fail on the following operations:
 - (1) When working under automotive equipment
 - (2) When forging hot metal (both the blacksmith and the helper shall wear goggles at these times).
 - E. Transparent face shields may be substituted for goggles on the following operations:
 - (1) Grinding on emery wheels
 - (2) On forging operations
 - (3) When working under automotive equipment.

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- F. All Goggles Shall be Sterilized at least twice a month and before issuing to the field, or to another person. This shall be done as follows: Wash in a warm soap solution, using strong soap, then soak for ten minutes in a solution made of one part of 40% Formalin (Formaldehyde in solution) to nine parts of water. Rinse thoroughly, repair if necessary, and store in separate containers or paper bags.

7. Grounding, Electrical

All portable electrical tools shall be electrically grounded. Where the conduit system is not wired with three wires, with one wire grounded, this can be accomplished by attaching a battery type clip to the exposed third wire to the tool and this clip attached to a ground wire. All permanently installed electrical apparatus must be grounded.

8. Tool Handles - Defective

- A. Rough tool handles shall be smoothed out.
- B. Rough ends on tool handles shall be smoothed out.
- C. Splintered handles shall be immediately replaced or the tools withdrawn from use.
- D. Tools, particularly hammers and axes, shall be mounted true (hammer heads at a true right angle with the line of the handle), and a line through the large diameter of the hammer handle shall be parallel to the sides of the hammer.
- E. Handles shall be snugly fitted to tapered eye picks and mattocks and the handles left in these tools or replaced in the same tool when removed to sharpen the tools.
- F. Handles which have seasoned so as to be curved or twisted or deformed, shall be withdrawn from use.

9. Kits, First Aid

A first-aid kit shall accompany and be with a work crew at all times. The 10-unit kit may be used for crews of ten men or smaller; the 16-unit kit for larger crews. An ample supply of refills must be kept on hand at all times.

10. Kits, Snake Bite

Shall accompany every work crew, no matter how small, and be with them at all times when in the field. Sufficient kits shall be on hand that if a crew is split, a kit shall accompany each section of the crew. Single employees making a field trip should carry a snake bite kit with them.

~~XXI~~11. Gasoline Lanterns

Gasoline lanterns must be cleaned, repaired and filled, outside, in daylight by one person competent to do this work. They shall be stored in daytime on an outside locked storage with gasoline in approved type cans. Only straight (containing no tetra-ethyl lead) gasoline shall be used.

12. Transporting Men

A. Trucks, Stake

All trucks transporting men shall be provided with:

- (1) Seats securely anchored to bed of truck
- (2) Side and Tail Gates, locked in place
- (3) Ladder for mounting and dismounting
- (4) Tool Boxes or provision for carrying tools. Tools shall not be carried loose in bed of truck with men.

B. Trucks, Dump

If necessary to use trucks to transport men, the dump body shall be chained to the frame and be equipped with side rails and portable seats. No loose tools shall be carried.

C. Trucks, Pickup

Shall be equipped with side rails and portable seats when transporting men.

D. Number of Riders

Up to three persons, including the driver, may ride on the front seat of a vehicle designed by the maker to carry that number provided road conditions, clothing and size of persons do not interfere with the driver. Only two may occupy the front seat of a vehicle when transporting men in the body of the truck.

E. Tools

Shall not be transported loose in body of truck with men.

F. Water Kegs

Shall not be transported loose in body of truck with men.

~~13~~13. Driver Permit

No Civil Service employee or Evacuee may operate a government owned vehicle unless he has been issued and has in his possession a WRA drivers permit, properly signed. A driver permit will be issued only after an applicant has demonstrated to a qualified examiner his ability to operate a motor vehicle and he has been so certified, in writing. He must also demonstrate a knowledge of driving laws and safe practices. The possession of a current state driver permit will be accepted in lieu of a practical examination.

14. Safety Posters - Display of

Display only one large poster or two small posters at a time and change weekly. Use approved glass enclosed case and do not place written orders therein.

15. Respirators

Respirators must be worn on all jobs where there is any danger that dust conditions will affect the health. The standard type of face piece respirator shall be used for individual laborers working on foot.

The special type respirator, with mouth breathing device, shall be used by those operating tractors. It is advised that a pledget of cotton be used to stop the nostrils in place of the spring clamp.

The mouthpiece and breathing tube of the special respirator shall be sterilized by washing in warm soapsuds at weekly intervals, or when transferred to another person, and then by soaking for ten minutes in 2% strength "Lysol" solution, following which it shall be thoroughly rinsed in water. Following sterilizing, each respirator shall be individually placed in a separate container or wrapped in paper, for re-issuance.

The same procedure for cleaning and sterilizing may be used for the regular type respirator after the removal of felt gaskets and filtering element.

16. Rock Handling Operations

When it is required to quarry more than 25 yards of rock, it is deemed justifiable to construct proper ramps, or excavate pits in order that trucks may be loaded with the minimum amount of lifting on the part of personnel engaged in the loading of these trucks.

Trucks should be loaded from only one side and all employees engaged in this work shall remain on one side.

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The physical fitness and temperament of employees chosen for this work should receive special attention from the foreman. Insofar as possible, only sturdy employees, quiet and of steady temperament, should be selected and assigned to this work.

It is not permissible for employees to hammer tools not specifically made for such purpose, such as pinch bars, crow bars, etc. All tools used in rock quarrying must be maintained in a safe condition. Under no circumstances are face hardened hammers to be used on highly tempered steel tools.

All employees working within fifty feet of rock hammering operations and splitting work must wear chipping goggles.

Each employee should have sufficient working space so as not to injure himself or fellow workers, due to cramped quarters.

Truck loading should cease whenever an employee is ordered to arrange the load on the truck.

It is not advisable for two or more employees to lift a rock that is too heavy for one man to handle. If the rock must be kept to size, it should be rolled onto a rock stretcher and handled by two or more men. If the rock may be broken; then it should be broken to a size that one man can easily lift.

Close supervision must be exercised when crews are dislodging rocks from hillsides. The crew should work in a line and on the same level on the hill. They should preserve this formation at all points on the hillside. No other operations should be undertaken at any point below this crew.

Horseplay, of any nature, will not be permitted during quarrying operations.

Employees should make sure of their footing before lifting and carrying any rock, and the rock should be carefully noted for firmness before lifting.

Train employees to keep their backs in a vertical line, as nearly as possible, when lifting objects.

Caution all employees to submit themselves for first-aid treatment of even the slightest injuries immediately following an injury.

~~15x~~17. Sanitary Provisions (Field)

- A. Toilets shall be protected against flies which means that all openings shall be screened, the door shall fit snugly, and seat covers shall drop automatically and fit smoothly to the seat frame.
- B. A supply of crude oil, or preferably chloride of lime, shall be available and shall be used freely in the pit.
- C. A narrow trench may be used. This should be about 12 inches wide, 6 feet long and screened against observation and weather. A shovel should be handy for filling in after each use.

18. "No Smoking" Signs

"No Smoking" signs shall be placed as follows:

- A. Around all tanks where fuel oil is stored.
- B. At the Paint Shop and places of storage of paint.
- C. At all places where gasoline and oil or other inflammables are stored or used.
- D. At the garage. This rule shall be strictly enforced.
- E. In all warehouses, except that smoking is permitted in the office section of a warehouse. This applies also to the warehouses attached to the hospital.
- F. In all public assembly buildings when meetings are being held.
- G. In the Woodworking Shop.

19. Speed Limits

- 1. Twenty (20) miles per hour inside the Project boundaries except in school zones.
- 2. Fifteen (15) miles per hour in school zones.
- 3. Thirty-five (35) miles per hour is the maximum speed permissible for trucks carrying loads.
- 4. Thirty-five (35) miles per hour is the maximum speed permitted passenger equipment during the war emergency.
- 5. All State and Local speed laws shall be observed.
- 6. Speed limits must be decreased at night and during severe dust or rain storms or whenever visibility and the road surfaces are not normal.

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20. Tools

A. Burred Tools

Tools with burred heads shall not be issued to the field and any in the field shall immediately be collected and sent in for reconditioning. The preferable way is to grind off the burred head, leaving a finished head slightly rounded and the edge rounded. If power grinders are not available to do this, dress them in the forge and finish the head, as described, on a hand wheel. Do not quench the head in water when hot; allow to air cool.

B. Defective Tools

Defective tools, that is to say, tools with defective handles, poorly wedged, with chipped or burred heads, shall be withdrawn from use immediately and sent to the shop for repair. Defective tools must not be replaced in the toolroom until repaired. If they are returned to the toolroom, they shall be kept separate and shall not be reissued to the field until repaired.

C. Transportation and Use of

- (1) Tools being struck by a hammer in the hands of another employee, except on hand drilling operations, shall be held by a tool holder. (See drawing #N-1786).

- (2) Saws

When being transported to the field, or when not in use, saw teeth shall be protected from accidental contact by a scabbard.

- (3) Axes

When being transported to the field, an axe shall have the blade protected by a scabbard. Where several axes are being transported, they may be carried in a box into which the axe heads are locked.

When being used to chop down a tree, the axe must first be used with a chopping stroke to clear away any limbs or twigs that might possibly catch the axe when it is swung. Following this, secure a good firm footing, the feet at about right angles with the handle of the axe as it strikes the tree. In this position an axe which glances will be less likely to strike a leg or foot. Remember that a sharp axe is less likely to glance off than a dull axe.

When trimming a tree, always keep the trunk between yourself and the axe. If the axe glances, it will fly away from you.

~~117x~~

(4) Tempered

One tempered tool shall not be struck with another tempered tool. (Claw hammers, hand axes, adze heads, striking hammers, etc.)

(5) Adzes

When being transported to the field and when not in use, the blade of an adze must be protected by a scabbard.

21. Transportation Units, Miscellaneous Equipment on

- A. Three red flags and three flares (on trucks)
- B. First aid kits (on trucks, pickups and passenger cars, and with field crews)
- C. Snake bite kits (with field crews, work trucks and single parties going into the field.).

22. Transportation Rules

- (1) Drivers of WRA vehicles will be selected with care and only after their ability has been tested by competent authority. They must be conversant of the traffic laws in the State or States in which they are to operate and WRA regulations.
- (2) Every truck driver shall wear fingered gloves and not mittens when such wearing apparel is needed.
- (3) Vehicles transporting persons shall not exceed a safe speed as determined by visibility and road conditions and under no circumstances to exceed 35 miles per hour.
- (4) All motor vehicle drivers, and especially those transporting persons, must strictly observe all State and local traffic regulations, including the coming to a full stop at all stop signs.
- (5) All motor vehicles transporting employees must be brought to a full stop before crossing railroad tracks whether required by local regulations or not, and shall then proceed only if the way is clear. Where two or more employees are being transported, one shall proceed ahead and flag the vehicle safely across. A foreman or other designated rider shall signal following cars to prevent rear-end collisions.
- (6) Operation of motor vehicles shall be discouraged in fog or dust conditions when effective visibility is reduced to 100 feet or less. When travel is necessary under conditions

~~index~~

of poor visibility, speed shall be reduced to a minimum. Employees shall not be stationed in an atmosphere so heavily laden with dust that they cannot see an approaching vehicle; and where practical, methods of suppressing dust shall be used.

- (7) Trucks must be inspected daily as to physical defects, such as faulty brakes, bad light, etc.
- (8) All trucks shall be provided with ladders for loading and unloading persons. When it is necessary to load or unload passengers on the main roads or highways, the truck or trucks shall be carefully parked outside of the main traffic lanes. A responsible person shall supervise the loading or unloading operation so there will be no danger of the passengers darting out in front of oncoming traffic.
- (9) All vehicles transporting employees during cold or inclement weather must be provided with tarpaulins and bows.
- (10) Each truck used in transporting passengers shall be equipped with a first-aid kit.

All first aid kits following an inspection and re-filling, must be sealed with gummed paper. First aid kits should contain a card showing - date of injury, man's name, how accident occurred and rate of injury. Each time the seal is broken and the contents used the name of the person treated must be entered on the card.
- (11) No person shall be permitted to ride on trucks or vehicles without specific instructions or authorization.
- (12) Personnel riding on trucks must not be permitted to hang their legs or arms over side or rear of the truck.
- (13) Riding at any time on fenders, bumpers, cab tops, drawbars, or running boards of all moving vehicles is prohibited.
- (14) No person shall be permitted to ride on a vehicle except in the cab, while hauling a constantly shifting and bulky load, such as treetops, boulders, poles, lumber, hoist, or other substance which, because of its bulk or irregular surface, will not stay in place on the vehicle; instead, it shall be chained and/or "boomed."
- (15) No one must be allowed to jump on or off any vehicle while it is in motion.
- (16) Trucks in convoy shall not be allowed to pass another truck in the same formation, and shall keep these minimum distances apart:

Traveling at a speed of ---				Feet
20	miles	per	hour	100
25	"	"	"	120
30	"	"	"	175
35	"	"	"	250

- (17) No person other than the truck driver and one additional man shall be permitted to ride on a truck in which flammable, combustible or explosive materials are being transported.

Such trucks must be equipped with a one (1) quart carbon tetrachloride extinguisher. No smoking will be permitted on trucks transporting inflammables, combustibles or explosives.

- (18) Motor fuel or other flammable liquids shall be transported only in approved containers. In loading and unloading gasoline, special precaution must be observed to prevent ignition by sparks caused by striking container with metal objects. Drums and gasoline pumps as previously required are approved.

- (19) Gasoline and flammable liquid containers shall be filled in camp and while containers are on the ground. In pumping from containers in the field the nozzle of the hose shall contact the container on the ground. If plain hose is used for siphoning, the truck shall be grounded to the container being filled by a wire and battery type clips.

Empty gasoline containers must be removed from an area where gasoline is stored by a minimum distance of 50 feet and must be protected by a "No Smoking" sign.

- (22) On all dump trucks, trip handles shall be equipped with a rope or lever, so that the body of the truck may be easily dumped by the driver instead of standing on the running board.

- (23) In order to eliminate exhaust gas from truck cabs, no defective flooring in cabs shall be permitted. Any defective flooring of the beds of trucks shall be reported by drivers and immediately repaired.

- (24) Reflectors and/or electric flares shall be used as warning signals for disabled trucks on highways. Red flags shall also be carried for protection of disabled trucks in the daytime. They shall be placed front and rear at an approximate distance of 300 feet.

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- (25) Headlights shall be adjusted periodically.
- (26) No stickers of any sort shall be pasted on windshield except those which are official and these must be placed in the lower right-hand corner of the windshield.
- (27) Tires shall be checked daily for pressure, cuts, bruises, etc.

23. Drinking Water

Safe drinking water must be furnished to employees by:

- (1) Boiling
- (2) Treatment with Chlorine or its compounds.
- (3) Water shall be dispensed in the field in a sanitary manner.

I N S P E C T I O N S

1. Fire & Tool Equipment

A. Fire Extinguishers

(1) Soda Acid Type

- 1. Check water and acid level - Marked on bottle and inside of extinguisher.
- 2. Check screen over inlet of discharge hose.
- 3. Check nozzle by blowing back through hose. This also checks screen cleanliness. Wash nozzle off before blowing. Protect against temperatures below 33°F.

(2) Foam Type.

Once properly charged, these extinguishers need no care. Check to see that nozzle is clear, by blowing through it with the cap off. This extinguisher must be protected against freezing.

(3) Carbon Tetrachloride Type (non-freezing)

- 1. Quart and pint size. Must be kept full to prevent corrosion. Check. Check action of pump by making a partial stroke with pump or pumping entire contents into a clean, dry container and recharge.

~~21x~~

2. Gallon size. Check level of fluid (in peep hole).
Check pressure on gauge. Must stand at 100 lbs.
Check valve handles or wheels to see they are not
"frozen". Contents freeze at about 40°F. below zero.

(4) Carbon Dioxide Gas Type. (Non-Freezing).

Check to see that operating valve is closed and
that seal is unruptured.

(5) Water & Carbon Dioxide Cartridge Type

Check Carbon Dioxide cylinder to see that seal
is unruptured.
Check water level. Water must be protected
against freezing. (4 lbs. of Calcium Chlor-
ide per gallon of water will protect to -32°F.)

B. Tools (Being struck)

(Single and double jack drills, hand chisels,
moils, gads, fence tools, blacksmith tools, timber
and rock wedges, etc.)

Inspect for burred heads. Inspect for hardness of
head. (If too hard will chip. Heads must never be
tempered.) (Heads should have a slightly curved sur-
face and edges rounded off on about a 3/16" radius.)

C. Striking Hammers (4 - 12 lb.)

(1) Blacksmith Hammers and Hand Drilling Hammers.

Check for temper. (Too soft will burr, if too hard
will spall (chip.) (Hammers tempered in water are
no good for this class of work.)

Check for proper wedging. (Must be tightly wedged.)

(2) Field and Rock Hammers.

Check for temper. (Too soft will burr, if too
hard will chip.)

Check for proper wedging. (Must be tightly wedged.)

Check handles for defects (cracks, splinters,
straightness)

D. Bars

Check pinch bars particularly to see that head is
not being pounded with a hammer. Check chisel and
pointed-end bars for flaws and hardness.

~~22x~~

E. Picks

Check temper. If too hard will fracture and fly.

Check fit of handles on Contractors picks.

Check wedging on handles of Drift type picks.
(Must be tightly wedged.)

Check all pick handles for defects (cracks, splinters, straightness.)

F. Axes

(Single and Double Bit)

Check alignment and hang of axe head with handle, head at right angles with handle.

Check wedging of handle. (Must be tightly wedged.)

Check shape of blade. (Blade should have a slight curve and rounded slightly at each end.)

Check handles for defects (cracks, splinters, straightness, smoothness.)

Check Method of transporting. (Should be carried in scabbards or boxes.)

Check method of storage. (Blades faced so they cannot be struck.)

Check use of in field. (Have proper instructions been given on use and carrying?)

G. Saws

(a) Hand Saws

Check method of storage. Store so cutting edge is protected against contact by persons or other tools.

Check use of and if proper instructions have been given on their use.

(b) Cross cut Saws

Check method of storage. (Same as above.)

Check method of transportation. (Should be carried in scabbard or boxes.)

~~23~~H. Brush Hooks

Check method of storage. Protect cutting edge against contact.

Check handles. (Smoothness, Straightness, cracks.)

I. Shovels

Check handles. (Smoothness, straightness, cracks.)

2. Building Inspections (Fire & Safety)A. Staff Living Quarters

Wiring - Quality of extension cords and method of suspension (Should be suspended from nails by String or tape).

Shades and Lights - Paper or inflammable material must not be used as shades, except that parchment shades on wire frames may be used. Lights must not be suspended in contact with clothing or other inflammable material.

Fuses - Fuses should not be higher than 20 Amps. Wire jumpers or pennies must not be used as fuses.

Heating Plant - Must be kept clear of material not necessary to operate the plant.

B. Blacksmith Shop

1. General appearance of shop. Clean and orderly? A disorderly shop lends itself to inefficiency and accidents.
2. Forge - Insulated from walls? At least 2' from walls or protected with metal shield spaced 1 in. from wood-work.
3. Forge Hood - Is it sufficient to remove smoke and fumes?
4. Anvil - Good quality if it "rings" under hammer blow. Is it badly chipped?
5. Goggles - Are they in use? If chipper type, are they equipped with proper lenses with curved part (if curved type) of lens turned away from eye? Are they clean and sterilized? Are head bands in good conditions?

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6. Tools - Condition of heads? (See tools)
7. Striking Hammer - Condition of face? Chipped?
8. Handles - On tools (smooth, straight, properly wedged?)
9. Stove and Stove Pipe - Is stove on non-inflammable base; protected by pipe railing? Is stove pipe protected through roof by ventilated roof jack; are the joints securely fastened together by rivets, bolts, wire, or spot welds?
10. Gas Welding Outfit - Are cylinders anchored to prevent falling? Are gauges recording accurately? Are hoses in good condition and being properly cared for? (Kept away from oil, sharp cutting edges - Is outfit kept at least 10' from open forge fire? Equipped with welding goggles in good condition? (Cover glasses used and moderately clear of metal spots, colored lenses uncracked and unspotted)

C. Dining Halls

Decorations - are streamers in clusters and are clusters connected (Too many must not be used together in a cluster and clusters must not be connected). (Must have 7' clearance above floor).

Stoves - Are kindling wood, inflammable material or clothes too close to stove (Must not be closer than 3 feet to stove. Materials must be piled separately and neatly.)

Are tile flues in good condition (Not cracked)
Is there floor protection at each stove (Mounted on concrete, in sand box or on metal plate).

Kitchen - Rubbish - Is kindling wood piled neatly and away from range and water heater (Must have three (3) foot clearance. Is rubbish (papers and rags) permitted to accumulate and is it piled too close to the range or water heater (Three (3) foot clearance.)

D. Garage

1. Fire Extinguisher - Placement and condition of? (Hanging on wall, sufficient number of, hung adjacent to entrances.)
2. Stove - Placement and protection of stove? On non-flammable base? Protected with pipe railing?

3. Stove Pipe - Protected through roof by ventilated Roof Jack? Are pipe sections rivetted, brazed or wired together?
4. Clean Rags - Should be stored in covered metal container.
5. Oily Rags - (Same as above.)
6. Tools - Should be kept off floor
7. Welding Equipment - Gas cylinders anchored to prevent falling or mechanical damage? Gauges recording properly? Hoses oil-soaked or worn badly? (Danger of bursting.)
8. Paint Storage - Unsealed cans must be in outside paint storage box, 50' from all buildings, unless there is an oil house.
9. Gasoline - Check to see if stored or being used in garage. (Gasoline cannot be used except for fuel.)
10. Solvent - Properly stored in Safety Cans? (Flexible spout, self-closing openings, flashback (screen) arrester.) If used, is cleaning pan covered over?
11. Trucks - Properly blocked in raised position? Must be blocked so there is no chance of falling. Jacks must not be used for blocking.
12. "No Smoking" Sign - In place? Large "No Smoking" signs should be placed in garages and rule must be observed.
13. Is Bolt on Compressor guarded? Does safety valve operate? Is receiver drained periodically?
14. Used Oil - Should be stored in covered barrel, outside, 50' away from buildings.
15. Extension Lamps - Guarded lamps and rubber covered cord in good condition?

E. Hospital

1. Warehouse - Are packing materials, crating and cardboard cartons cleaned up and promptly removed from warehouse (Should be hauled away and burned.)

Are like materials piled neatly, safely, and are aisles left between piles and the outside walls.

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Are inflammable liquids (ether, alcohol, chloroform, etc.) segregated and well separated from other storage (Should be identified as inflammables and protected with "No Smoking" signs)

Are Acids segregated from salt compounds or other chemicals the combination of which would create poisonous gases if accidentally mixed.

Are warehouses containing inflammable materials protected with "No Smoking" signs.

F. Miscellaneous

1. Miscellaneous Inflammables - Storage of flares, blow torches, and filled gasoline lanterns. Should be stored in outside, marked storage. Paints, lacquers, and paint oils should be stored in paint house. Other inflammable liquids may be stored in the oil house over night or when not in use. Items of this nature should not be kept in garage, blacksmith shop or tool room.
2. Oil House - Clean and orderly? Are unsealed cans of paint stored therein? Are filled kerosene lanterns stored therein? Separate storage, 50' from any building, must be provided for gasoline lanterns and gasoline for lanterns.
3. Are Oil House and Gasoline Storage protected with "No Smoking" signs.
4. Gasoline Pump. Are there any leaks at valve, bowl, hose, nozzle?
5. Underground Gasoline Tanks - Are filler caps locked? Are tanks properly vented? Vent pipes should be at least 12 feet in air with inverted "U" cover, and that preferably covered with screen wire to prevent sparks entering.
6. Barrels, Empty Oil & Gasoline - Are these stored at a location 50' away from any building, except oil, house, and protected with a "No Smoking" sign.
7. Poster Board - Are only one large or two small posters displayed at a time? Are posters changed weekly?
8. Stoves - Is the floor protected with sandbox, metal plate or asbestos board? Is stove pipe solidly attached to stove and anchored into chimney. Are tile chimneys in good condition? Are roof Jacks used where stove pipe is carried thru the roof?

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G. Offices, Administration

Are exit doors free for emergency evacuation (There should be an exit door at each end of each building, opening outward).

Are aisles free and of sufficient width?

H. Paint Shop

Are opened cans of paint stored in steel lockers? (Old oil drums with a tight metal lid or GI cans are recommended for this)

Are closed metal cans provided for clean rags and for used wiping rags? (One for each class). Is there a "No Smoking" sign displayed?

I. Shower and Toilet Rooms

Is the wall back of the stove protected with a ventilated shield of metal or asbestos board? Are hot ashes removed and carried to a safe distance outside 20' from building?

J. Warehouses

Are combustible materials stored too close to stoves (5 feet away).

Are like materials piled together with aisles between piles and between the wall?

Are materials piled securely? Too high? Locked together?

Are nails which hold the top of nail kegs removed? (Will snag wrists).

Are axes, saws, picks, or other edged, or pointed tools stored (preferably in racks) so that accidental contact cannot be made with the cutting edge.

Are filled gasoline or oil lanterns stored in warehouse?

K. Automotive Equipment Inspection

1. Lights - Headlight, taillight, clearance? Are all lights burning?

2. Brakes - Will they stop vehicle in proper distance, speed considered?

3. Steering - Is there excessive play in the steering wheel?
Any excessive play in wheels? (Determine by jacking up front and testing.)
4. License Plates - Should be easily read.
5. Side and End Stakes - fastened down?
6. Seats - Fastened down?
7. Water Kogs - Fastened down when carried inside?
8. Glass - Condition of in windshield, doors and rear cab? (If badly cracked or marred, replace.)
9. Doors - If loose and racked, will break glass.
10. Bodies and Beds - Tight on chassis?
11. Tires - If showing fabric or breaker strip, must be discarded. Exchange smooth tires as winter approached.
12. Flags and Flares - Are trucks equipped with flags and flares? Are flares filled?
13. Does truck transporting Explosives carry -
 - (a) Red flags?
 - (b) Flares?
 - (c) Fire extinguisher?
 - (d) Signs reading, "Danger, Explosives" on front, rear and two sides?
14. Do trucks carry Form AD-250, and do Pickups and Passenger cars carry envelope of Accident Forms? (AD-250 & Instructions for Investigation of Property Damage Accidents & Preparation of Reports).
15. Any Gasoline Leaks?
16. Windshield Wiper - In proper operating condition.

L. Field Inspections

1. Tools

1. Condition Of? (See pgs.) 25
2. Handling Materials, Tools, Machinery, Gasoline.
 - (a) Are workmen lifting rock or heavy objects in proper manner?
 - (b) Are workmen loading rock from one side of truck only? Must not throw rock into truck.
 - (c) Are men using shovels, picks, hammers and bars working too close together? Should be so spaced

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- (d) Are men breaking rock equipped with goggles and are they using them? Are fellow workmen in the vicinity (less than 50 ft) equipped with goggles and using them? Are goggles clean, sterilized, and is curved part of lens (if curved type) away from eye? Are head bands in satisfactory condition?
- (e) Are men handling rock and rough objects equipped with finger gloves?
- (f) Are tractor operators equipped with dust goggles and respirators? Are they using them?
- (g) Are men using axes handling them in the proper manner?
- (h) Are field Safety Meetings being held?
- (i) Have men been properly trained, by demonstration, on the correct method of using various tools?
- (j) Have they been taught correct working methods?
- (k) Are men working adjacent to high vertical banks? (Over 10 ft?) Not permitted without sloping.
- (l) Is Gasoline being transferred from barrel to vehicle by airway pump direct or through approved Safety Can? (Flexible spout and flash back arrestors) (Only two approved methods.)
- (m) Is gasoline transported to field in barrels or approved Safety cans? (See above.)

M. Electrical Wiring

Stationary & Portable Electric Tools - The non-current carrying parts of such electrical apparatus must be grounded.

Switch Boxes, Metallic Circuits, (non current carrying) must be grounded

Portable lamp cords shall be of heavy rubber covered type, oil resistant and must be maintained in good condition. (Protect from mechanical damage.)

The Portable lamp shall be of a type where the lamp globe is mechanically guarded.

Circuits shall be fused only with standard type of fuse. (Cotton or copper or iron wire must not be used.)

LIST OF FORMSCOMPENSATION COMMISSION FORMS

1. CA-16 - Request for Treatment
2. CA-17 - Request for Treatment, Doubtful cases
3. Special CA-16 - Request for Treatment (Security Wage Workers only.)
WPA, CCC, NYA, WRA
4. Special CA-17 - Request for Treatment (Security Wage Workers only,
Doubtful cases.)
5. CA-1 - Employee's Notice of Injury
6. CA-2 - Official Superior's Report of Injury
7. CA-3 - Report of Termination of Disability
8. CA-4 - Claim for Compensation
9. CA-8 - Claim for Continuance of Compensation
10. S-69 - Voucher for payment of Physician or Hospital Services
11. CA-32 - Report of Hernia
12. CA-11 - Right to Compensation by Civil Employees
13. CA-5 - Claim for Compensation Death Cases
14. CA-42 - Affidavit relating to Representatives of Deceased Employees
Death Cases
15. CA-43 - Affidavit of Undertaker Death Cases
16. #1055 Application for Payment of Amounts Death Cases
due Deceased or Incompetent Civilian
Employees, Officers and Enlisted Men
in the Military Service, and Public
Creditors of the United States
(Not a Compensation Commission form)

GENERAL FORMS

17. AD-136 - Narrative Report of Personal Injury
18. Mimco. Form #63 5 - Narrative Report of Automotive Accident.
19. Form S-SW-2 - Inspection Report

LIST OF SAFETY DRAWINGS

- N-1485 Truck Ladder Design
- N-1786 Tool Holder