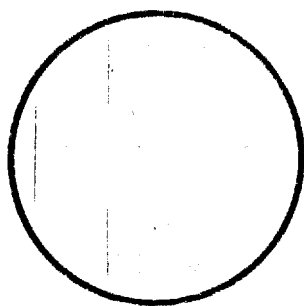
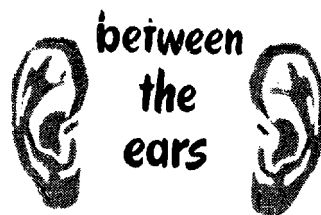


SAFETY MANUAL



1 June, 1951

***SAFETY
STARTS***



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INTRODUCTION

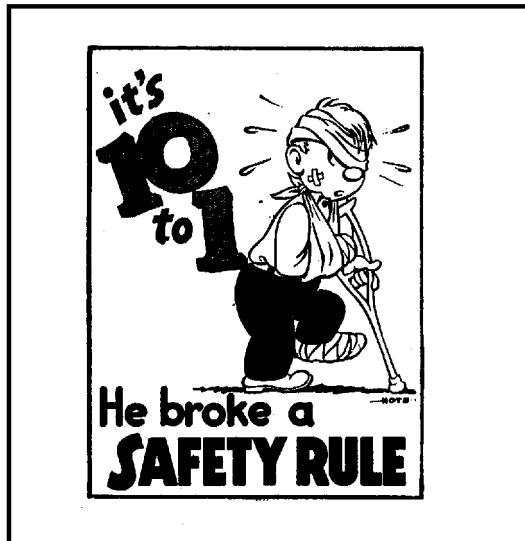
1. Purpose

This manual is composed of rules which must be observed to insure safe operations. It should be used as a guide and reference by all employees, and especially by safety officers, supervisors and inspectors.

2. Scope

The rules and suggestions contained herein are considered the minimum for normal operations and may be supplemented with additional material as needed. Lack of specific mention herein of any safety practices must not be considered as a license to disregard such safe practices. Specific problems involving safe operations or safe practices will be given study by the Safety Officer as the need arises.

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3. Application

Accident prevention is a problem of organization and education. Accidents can occur only when preceded by or accompanied by the unsafe act of a person or the existence of a mechanical or physical hazard. Statistics show that ninety per cent of all industrial accidents are caused by unsafe practices. It therefore becomes incumbent on all supervisory personnel to see that all employees in their area are properly indoctrinated in safe practices and that safe practices are strictly adhered to.

Fundamentally the responsibility for the operation of a safety program rests with the Area Safety Officers who are assigned the direct responsibility for the application and observance of safety rules and regulations in the areas assigned to them.

5. The Theory of Accident Prevention

Accidental injuries cannot occur unless some person acts unsafely or is exposed to a mechanical or physical hazard. It is better to locate and correct unsafe conditions and unsafe acts before they cause an accident rather than determine such conditions or acts as having caused an injury or death. Accident prevention expressed in simple form is the work of correcting unsafe acts of persons and unsafe mechanical or physical conditions.

CHAPTER I

GENERAL REGULATIONS

The following safety regulations are applicable to all activities in which employees may be engaged and will not be repeated for each specific operation in Chapter II, but will be presumed to be in effect in all operations.

1. Operating Requirements

a. Appraisal of Job.

Project supervisors will study carefully safety requirements and prevailing work conditions, in order to estimate his particular safety needs.

b. Selection and Assignment of Personnel.

Judgment should be used in assigning work within the limits of employee capabilities.

c. Congestion.

Work areas should permit freedom of operation. The presence of equipment, tools, materials and personnel not required will be avoided.

d. Instruction.

No job will be attempted until the supervisor is assured that each employee on the job has received adequate instruction in the performance of his assignment including instruction in safe work practices and in the use of special and personal protective equipment.

e. Protection of Personnel.

Personnel will be given the benefit of such protective clothing and equipment essential to the safe performance of an assigned task. Likewise consideration will be given to work conditions and to the adequacy of ventilation.

f. Sanitary Conveniences.

All places of employment will be provided with:

- (1) An adequate supply of pure and properly dispensed drinking water.

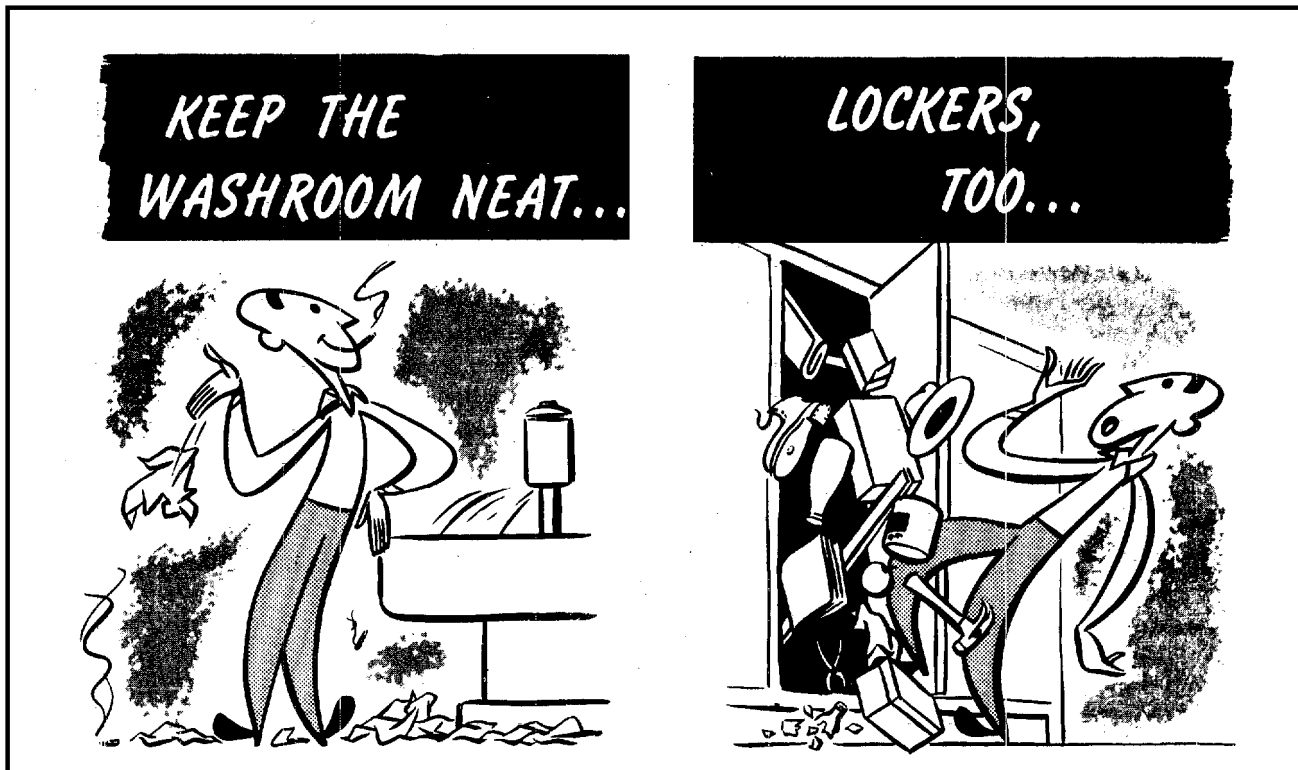
(2) Adequate disposal of waste.

(3) Adequate facilities for maintaining personal cleanliness.

(4) Adequate facilities for heating and ventilation.

(5) Adequate toilet facilities.

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g. Tools, Equipment and Machines.

Sufficient properly designed tools and equipment and provision for their maintenance will be supplied for every job. Machine guards will be employed where mechanical hazards exist or are likely to be encountered. This includes the protection of all moving parts of machinery and transmission equipment.

h. Inspection of New Equipment and Machinery.

All new machinery and equipment which may have safety hazards must have approval of the Safety Officer before being put into use.

i. Housekeeping.

High standards of housekeeping will be required and the maintenance thereof enforced. The following is a partial list of items

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- (1) Adequate Lighting.
- (2) Clean and orderly equipment machinery, and working surfaces.
- (3) Ample and orderly tool storage.
- (4) Ample and orderly material storage.
- (5) Sufficient number of approved waste containers.
- (6) Systematic removal and disposal of waste.

j. Transportation.

All vehicles, whether empty or engaged in the transportation of personnel, property or supplies, must strictly observe all traffic and safety laws, rules and regulations. Close attention must also be given to the instruction of drivers in safety practices and "courtesy of the road." Disciplinary control of drivers and inspection of the condition of transportation equipment and its safety devices shall be continually maintained.

k. Accident Reporting.

All personnel will report promptly to their immediate supervisor all injuries to person no matter how trivial. When written reports are required, they should be completed and processed as expeditiously as possible. It will be the supervisor's responsibility to insure that a proper report is made to the Area Safety Officer.

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1. First Aid and Medical Services

(1) First aid equipment will be located at appropriate and easily accessible locations in all areas and will be maintained by the Medical Office. First Aid instructions will be given by the Medical Office to designated employees in all areas. All injuries, however minor, should be reported to the First Aid Attendant for attention. Do not try to treat yourself. Never try to remove any object from your own or some other person's eye. Bruises, bumps and sprains, though seemingly slight, may sometimes cause later trouble. All injuries will be reported to the Medical Office.

(2) Should the Medical Emergency Room be closed, the employee may obtain treatment at the U. S. Public Health Service Dispensary, Railroad Retirement Building. If the injury is sustained in the line of duty at a time when neither is open, treatment should be obtained at Providence Hospital. Phone numbers for emergency medical treatment and ambulance service should be conspicuously posted in all areas.

(3) Special medical examinations will be given whenever an employee is performing work for which it appears he is physically or emotionally unfit.

(4) Special studies will be made of conditions whenever there are indications of factors existing which may be detrimental to health.

m. Fire Prevention and Protection.

(1) Fire drills will be held at least once each six months in every building regularly occupied.

(2) Stairs, fire escapes and fire exits should always be clear and unobstructed. Fire doors and fire windows should not be blocked open. This would prevent them from closing automatically in case of fire.

(3) Oily rags and waste should be disposed of in metal, covered cans, provided for that purpose. Work clothing, particularly oily garments, should be hung up so that air can circulate through them. Oily clothing, rags, or waste must not be kept in lockers. Rubbish or flammable materials must not be allowed to accumulate.



(4) All smoking rules must be observed. Matches and cigarette lighters, open lights and fires must be kept away from all places where flammable liquids or solvent fumes are present.

(5) It is the duty of every employee to know the location of the nearest fire alarm box. Keep all aisles and passageways to fire equipment and alarm boxes free from obstruction.

(6) If you discover a fire, no matter how small it may appear, activate the building alarm at once, and proceed in accordance with the Building Evacuation Plan. If an alarm box outside a building is used to summon a fire department, remain at the box until fire fighting personnel arrive. Become acquainted with the location of all fire extinguishers in your area and know what type of fire they should be used on.

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(7) Fire equipment must not be used for any purpose except fighting fires. Do not tamper with any fire fighting equipment. If any fire equipment looks as though it has been tampered with, notify your supervisor immediately.

(8) Combustible liquids, such as gasoline, alcohol, benzine, or naptha, must be handled in approved safety containers.

(9) Fire extinguishers will be inspected and tagged at least once each year. Extinguishers which have been used or are found to be only partially filled will be refilled immediately.

(10) Fire extinguishers will be clearly marked to designate the types of fires on which they may be used. Their uses are as follows:

(a) Use soda acid on fires in wood, paper, textiles, rubbish, etc. It may be used on small spills of oils, greases and gasoline. Do not use on electrical fires.

(b) Use foam on fires in wood, paper, textiles, rubbish and on oil, grease and gasoline fires. Do not use on electrical fires.

(c) Use carbon tetrachloride on oil, grease, gasoline and electrical fires. It is not recommended for use on fires in wood, paper, textiles, and rubbish.

(d) Use carbon dioxide on oil, grease, gasoline and electrical fires. It is not recommended for wood, paper, textile and rubbish fires.

(e) Use dry compound on oil, grease, gasoline and electrical fires. It is not recommended for wood, paper, textile and rubbish fires.

(11) At areas or installations which have fire hazards peculiar to their operations or which are isolated from regular fire departments, appropriate fire fighting equipment will be furnished, regularly inspected, and maintained in good operating condition. In such areas or installations a fire brigade should be organized and trained in the use of fire equipment.

n. Warning and Protective Devices.

Warning signs and protective devices will be employed to assure protection to workers as well as passers-by. This generally includes the placing of informatory signs; the use of color markings to point out physical hazards, the location of safety equipment, and

to identify fire and other protective equipment; the placing of hand-rails, toeboards, and non-slip floor surfaces on platforms, walkways, stairways and wherever one may fall from an elevation.

o. Color Marking.

The safety color code set out below defines the application of color to specific problems in connection with accident prevention and designates the colors to be used for such purposes.

(1) Red - red will be used as the basic color for identification of:

(a) Fire protective equipment and apparatus, such as fire alarm boxes, fire buckets or pails, fire extinguishers, fire hose locations, etc.

(b) Safety equipment, such as safety cans or other portable containers for flammable liquids, danger signs, stop buttons, electrical switches used for emergency purposes etc.

(2) Yellow - yellow will be used as the basic color for designation of stumbling, falling and tripping hazards, such as pillars, posts, or columns, which might be struck, exposed, or the unguarded edges of platforms, pits, etc.

(3) White - white with a Red Cross will indicate the location of first aid equipment, first aid dispensaries, stretchers, safety deluge showers, etc.

p. Miscellaneous.

(1) When an office or installation with heavy equipment is moved to a new location, or when additional heavy equipment or safes are installed in any office, approval of floor loading should be obtained from Administrative Services.

(2) Incinerators will be operated only by designated, trained employees.

2. Safe Practices (General)

a. Be safety minded and practice safety first. Always watch what you are doing.

b. Be sure you understand the safe way to perform any task given you. Help new employees to avoid unsafe practices.

- c. Bring to the attention of your supervisor at your first opportunity any unsafe conditions you may observe.
- d. Report all injuries promptly so that proper first aid or medical treatment can be given.
- e. Never run; walk.
- f. Never engage in horse play or practical jokes.
- g. Maintain good housekeeping at all times.
- h. Wear safe clothing. Do not wear loose or ragged sleeves, unbuttoned coats, neckties or other loose clothing when working around power driven machinery.
- i. Wear clothes required and approved for the particular job and use protective equipment provided for you on special jobs.
- j. Tools and similar equipment needed for a job should be inspected before using. Use only tools that are in good condition. Report broken or defective equipment to your supervisor. Always use the proper tool for the job and store sharp edged tools in a safe place. There are specific safety rules for particular tools which you should know before making use of them.
- k. Do not attempting to lift or push objects which are too heavy for you. Learn to lift the proper way to avoid strains.
- l. In carrying materials keep the load close to the body. Avoid carrying heavy objects too great a distance. Do not pile material so as to obstruct your view and when carrying long objects keep the front end high to avoid injuries to others.

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m. Do not attempt to repair or adjust electrical or mechanical equipment unless it is part of your regular work. Treat all electrical wires as live wires. Use portable electrical equipment only when it is in good condition, properly grounded and with no frayed cords.

n. See that all safeguards are in place and check to make sure that everything else is in perfect condition.

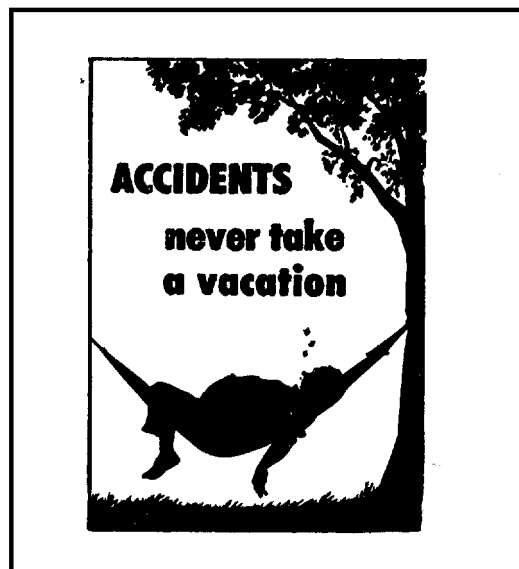
o. Do not talk to anyone while operating machines and never distract attention of another operator.

p. Do not overreach. Stretching to reach overhead objects may result in falls or strains. Do not reach around, over, or under a moving part of any machine. If it is necessary to climb, use only a ladder that is in good condition; do not use boxes, barrels, or chairs.

q. Wash your hands carefully with plenty of soap and water before eating, and if possible before returning to your duties.

r. Increase the intake of water and salt to allay effects of exposure to excessive heat.

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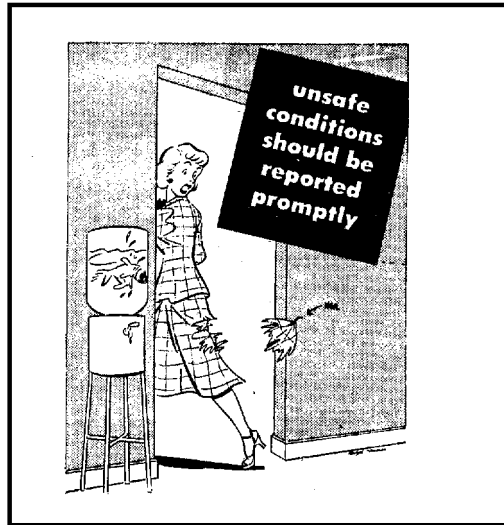


SPECIAL REGULATIONS

1. Office Practices

a. Operating Requirements. In addition to the general regulations set out in Section 1, Chapter I, the following is required for safe office operation.

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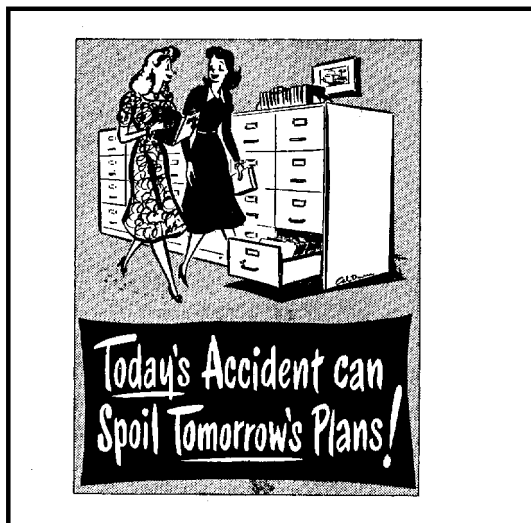


- (1) Metal waste baskets with sharp edges or points will not be used.
- (2) Exposed sharp points on wire or metal mail baskets will be repaired.
- (3) Spike files will not be used.
- (4) Broken glass desk tops will be discarded.
- (5) Loose veneer on desks and grooved backs of swivel chairs will be repaired.
- (6) Sharp burrs on metal filing cabinet edges and perforations will be removed.
- (7) Metal lockers, shelving, etc., which are not afforded a stable footing, should be secured to walls or floors.
- (8) Overloading of files so that they may topple over if top drawers are pulled out all the way will not be permitted.
- (9) Floors should be treated to prevent slipping and be maintained in a safe condition.

(10) Loose linoleum or carpeting which creates tripping hazards will be made fast or repaired.

(11) All room hardware such as door knobs, door stops, window catches, transom operators, etc. will be maintained in good repair for safety.

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(12) Protruding items such as radiator valves, pencil sharpeners, etc. should be located so as not to be a bumping or tripping hazard.

(13) Protruding power and telephone outlets or conduits will be guarded by a permanent fixture or covered by a semi-permanent fixture such as a desk.

(14) Stacked printed matter will not be stored without sufficient ventilation.

(15) Highly flammable materials shall not be stored in lockers or in cloak rooms, but must be kept in prescribed containers.

(16) Electric cords that have worn insulation or are otherwise damaged will not be used. Extension cords will not be placed on the floor across aisles or in other areas where employees have occasion to walk. Cords for office appliances will be no longer than seven feet.

(17) Moving parts on addressographs, mimeographs, bookkeeping and tabulating machines and other types of power driven equipment should not be exposed.

(18) Electric fans should be properly anchored and guarded and maintained in good operating condition. They should be installed at points where employees are not likely to come into contact with them. Fans within six feet of the floor should have the blades enclosed in guards.

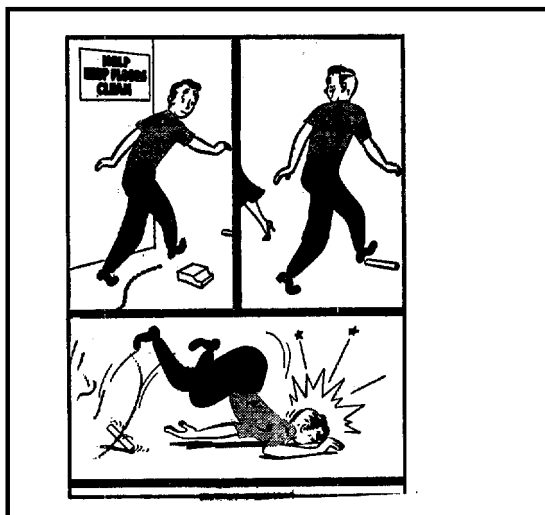
(19) If electrical appliances such as hot plates and percolators are installed, it will be required that:

- (a) Circuits be checked to be sure they can safely carry the extra load.
- (b) Red pilot lights be installed.
- (c) Asbestos or metal protection be placed around and under the plate.
- (d) Plates have concealed elements.
- (e) Plates be fastened down if possible.

b. Safe Practices. In addition to the safe practices listed under Section 2 of Chapter I, the following additional rules are required for safe office practice.

- (1) Do not allow waste paper, discarded magazines, newspapers, or similar material to accumulate on floors as these may cause slipping and create fire hazards.

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- (2) Do not stack material on top of lockers, file cabinets or in other high places from which it may fall.
- (3) Handle scissors and other office tools with care.
- (4) Keep desk drawers and pencil trays free of loose, sharp or pointed objects such as razor blades, pins, etc. Do not throw razor blades in a waste basket unless they are well wrapped and clipped in paper.

- (5) Do not leave thumb tacks on floors or in chairs.

(6) Keep desk drawers free of "strike anywhere" matches. Do not place matches with heads exposed in stands.

(7) Do not discard cigarette butts carelessly. Use ash trays or other suitable containers.

(8) Do not carry sharp pointed pencils or unclipped fountain pens in belts, upright in pockets or around the office in your hand or mouth.

(9) Exercise caution when approaching doors and when rounding blind corners.

(10) Do not work directly underneath any light fixture which is being repaired or replaced.

(11) Do not tilt backward with the feet elevated in a swivel chair.

(12) Avoid leaving desk drawers or file case drawers open to be stumbled over.

(13) Before referring to another file drawer in the same cabinet all other file drawers should be closed.

(14) Close desk drawers by grasping handle and not the edge of the drawer.

(15) Close drop head typewriter desk by using the handle.

(16) Close safe and vault doors by grasping handle and not the edge of the door.

(17) When transferring file drawers, remove top drawers first so as to prevent file from becoming top heavy.

(18) Do not sit on open file drawers or waste baskets.

(19) When disposing of broken glass wrap separately in paper, mark plainly, and place beside waste basket or trash container.

(20) Do not use pins for fastening papers together. Use paper clips or staples.

(21) Paper cuts may be serious. When handling papers, pick them up at the corners, not at the side.

(22) Do not climb on chairs, desk drawers, boxes or other makeshift supports in order to reach for something. They are apt to slip or tip and cause you to fall.

(23) Fluorescent lights contain a highly poisonous substance and are therefore extremely dangerous if broken. Care must be taken in their handling, storage, and disposal. The hands and eyes must be well protected if a broken tube is handled.

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EMPLOYEES

ACTION IN CASE OF FIRE

1 - UPON SOUNDING OF FIRE ALARM PROCEED AT ONCE TO SECURE ALL CLASSIFIED MATERIALS IN SAFES AND VAULTS. LOCK ALL SAFEKEEPING CONTAINERS AND VAULTS.

2 - CLOSE AND LOCK ALL WINDOWS.

3 - PROCEED FROM BUILDING USING THOSE STAIRWAYS AND EXITS WHICH YOU HAVE BEEN INSTRUCTED TO USE BY YOUR ASSISTANT EVACUATION OFFICER, TAKING YOUR BADGE AND PERSONAL BELONGINGS WITH YOU.

4 - AFTER LEAVING BUILDING PROCEED TO THE AREA DESIGNATED BY YOUR EVACUATION OFFICER. DO NOT CONGREGATE AROUND EXITS, ADJACENT SIDEWALKS AND DRIVEWAYS WHICH MAY INTERFERE WITH ACTIVITIES OF FIREMEN AND THEIR APPARATUS.

WALK - DON'T RUN

