

- 1] All fire extinguishers must be tested annually and properly tagged.
- 2] All electrical outlets in potentially wet (inside & outside) environments must be protected by GFCI's.
- 3] Ensure all SDS (formerly known as MSDS) are properly catalogued and updated along with an archived file which must be kept for a minimum of 30 years
- 4] Welding / flammable gasses and oxygen supply cylinders must be separated by a fire rated 5' x 5' partition or separated by a minimum of 20' distance.
- 5] Storage on and / or under stairs is prohibited.
- 6] Pedestal Drill Press must be bolted to the floor. (All floor type power tools must be securely fastened to the floor)
- 7] Cut Off Saw must be bolted to a work bench or floor mounted. (All bench type power tools must be securely fastened to a workbench)
- 8] Eye Wash Station must be checked periodically to determine when solution needs replacement. (Typically by vendor/manufacturer specs, solution should be replaced every couple of years)
- 9] All exit lights should be checked on a monthly basis and repaired as needed.
- 10] For easy access, locate / Install Emergency Oil Burner shut-off switch for overhead furnace in truck bay.
- 11] Fluorescent light fixtures in low areas must be guarded.
- 12] Update all Labor posters (Both Federal & State as required) Can be downloaded and printed from the Primex website at no cost. [www.nhprimex.org](http://www.nhprimex.org)
- 13] All flammables must be kept in a UL and / or FM approved storage cabinet. (Note: The fire room most likely does not meet current fire codes)
- 14] Remove obsolete parts and equipment, broken / non-working tools, non-usable tire chains. Remove clutter as needed.
- 15] Outside fuel stations must be guarded and enclosed / housed in spill containment
- 16] Generator transfer switches and outside junction boxes must be padlocked.
- 17] Floor drains should have containment structures with oil & water separators
- 18] Ensure all PPE is in usable condition such as eye protection, hearing protection, chainsaw helmets & chaps and all other required personal protective equipment.
- 19] Ensure all guards on all machines are properly installed and adjusted. Eg. Tool rest on bench grinder no further than 1/8" from stone surface.
- 20] Participate in training sessions to maintain job proficiency.