

Southwestern Bell Telephone Company
Joint Practice No. 28
Southwestern Bell Telephone Accident Prevention Plan

Review Package No. 12
January, 1988

MAY 10 96 * 18733

Key Point Reference Book

NETWORK CENTRAL OFFICE OPERATIONS



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SWBT 001643

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Explanations - D = Demonstrate
E = Explain
ANSI = American National Standards Institute

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1. Rolling Ladders

Reference: 010-110-004

DE 1.1 What precautions are necessary before using a rolling ladder?

- Visually inspect side rails, handrail, and steps for cracks, splinters, and defects.
- Check for tightness of hardware.
- Where so equipped, check brake locks and brake release cables for defects or wear.
- Make certain that no person, loose tools, or equipment is on the ladder.

DE 1.2 How do you safely ascend and descend a rolling ladder?

- Face the ladder and grasp the handrail before stepping onto first step.
- Ascend/descend one step at a time by placing the foot so that maximum contact is made between sole of shoe and step of ladder.
- On ascending, guard against striking head on overhead framework.
- On descending, be sure that the bottom step is reached before stepping from ladder to the floor.
- Continue to grasp the handrail until both feet are back on the floor.

E 1.3 Why do you face a ladder when ascending or descending?

- To get a clear view of the steps and the area above and below.
- Your feet could easily slip off the steps with your back to the ladder.

DE 1.4 When and how may the ladder be moved while you are on it?

- When you have to adjust your work position, a rolling ladder may be moved one foot in either direction.

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- The feet should not be above the third step while moving the ladder.
- To move, grasp the handrail with one hand and use the other hand on the superstructure to move the ladder. With ladders equipped with rope controlled brakes, grasp brake rope and superstructure.

E 1.5 When should rolling ladder wheels be chocked?

- When using a ladder seat unless the ladder is equipped with brakes.
- While performing heavy work.
- When working in one place for an extended period of time.

DE 1.6 How do you place, use, and remove a ladder seat?

- If required, place the chock under the wheel on the side you will be facing when sitting on the seat.
- Carry ladder seat in one hand; grasp the handrail with your other hand to ascend or descend.
- Tilt the ladder seat to engage or disengage on desired step.
- Before mounting the ladder seat, test by hand to check that the seat is secured firmly in place.
- Keep your weight balanced to prevent tilting the ladder when you are getting on and off the seat.
- Mount or dismount the seat by using the straddle or sidesaddle method.
- Never stand on a ladder seat.

E 1.7 Under what conditions may items be placed on steps?

- Only after items are securely fastened.

2. Step Ladders

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References: 065-104-301, 081-741-105

E 2.1 When do you visually inspect?

- When received, each time used, and if dropped.

DE 2.2 How do you inspect?

- Place the step ladder in good light.
- Check side rails for splinters, cracks, or protruding objects.
- Check steps and rungs for cracks, splinters, decay, or loose braces or tie rods.
- Check hardware for bent or broken metal and loose rivets.

E 2.3 What are the step ladder positioning precautions?

- Place so that work is within easy reach.
- Never place ladders on movable objects or slippery surfaces.
- Never place a ladder in a doorway or walkway without also placing a safety cone.
- Make sure that spreaders are fully extended.
- When a pushing or pulling effort is involved in a work operation, place the ladder with the steps opposite the direction of the pushing or pulling force.

E 2.4 What is the highest step on which to safely stand?

- Under four feet, first step from top.
- Over four feet, second step from top.
- Never stand or sit on the top step of any ladder.

E 2.5 What are the step ladder reaching limitations?

- Do not lean in either direction so that your shoulder extends more than one foot beyond the side rail.

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- A good rule to remember is never move your breast bone beyond the side rail.

3. Batteries/Power/Engines

Reference: 157-601-701

- E 3.1 What actions are necessary before beginning work on or around batteries, power, or standby engines?
- Remove all jewelry.
 - Secure long hair and loose clothing.
 - Wear eye, hand, and body protection appropriate for the job at hand.
 - Make sure that items such as neutralizing agents, eyewash kits, etc., are nearby and readily available for use in emergency situations.
- E 3.2 What are neutralizing agents and what types are to be used?
- Substances used to counteract the effects of acids or alkaline solutions.
 - Use baking soda to neutralize sulfuric battery acid.
 - Use boric acid to neutralize alkaline and nickel cadmium battery electrolytes.
 - Never use baking soda or boric acid in your eyes.
- E 3.3 What protective equipment is to be worn when working with battery solutions?
- Splash-proof goggles
 - Acid protective rubber gloves and apron.
- E 3.4 What actions are necessary if you get battery acid in your eyes?
- Flush the eye with at least a pint of clean water, preferably from Eye Wash Kit.

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- Cover the eye with a clean dressing.
- Get medical attention immediately.

E 3.5 What precautions do you follow when working on or above batteries?

- Gases given off by storage batteries are flammable, so guard against ignition by sparks from static electricity or from open flame.
- Always use insulated tools that will not draw arcs or sparks.
- ~~When working above batteries, cover them with fiberboard, canvas, or insulating blanket.~~

E 3.6 What precautions do you follow when working on or near rotating machines or automatic start machines?

- Remove supply fuses before beginning work.
- Keep surrounding area free from oils and grease to prevent slipping.

E 3.7 What precautions do you follow when working on or near gasoline and diesel engines and fuel tanks?

- Gasoline, crankcase, and anti-freeze fumes can be explosive, so guard against ignition by sparks from static electricity or from open flame.
- Keep surrounding area free from oils and grease to prevent slipping.
- Use extra care to avoid burns when contacting a diesel engine after it has been run.
- When operating a gasoline or diesel engine, wear eye and ear protection.
- When operating a gasoline or diesel engine, make sure that there are no leaks or open valves and that the exhaust system is tight.

E 3.8 Why must you ensure that there is adequate ventilation when operating gasoline or diesel engines?

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- Because carbon monoxide is invisible, poisonous, has no odor or taste, and is a nonirritant.

4. Safety Eyewear

References: 081-020-011, 010-100-005

E 4.1 When do you wear Company and ANSI approved safety glasses?

- Whenever you are performing, observing and/or supervising a work operation where there is a reasonable probability of injury to the eyes that could be prevented by protection.
- In all designated areas.

DE 4.2 How do you identify and inspect safety glasses?

Lenses

- Look for the manufacturer's symbol etched on the lens which indicates ANSI approved. It is at the top of the lens for plano and near the hinge for corrective lenses.
- Lenses should not be scratched or pitted and should be clean and bright.

Frames

- Safety frames have the manufacturer's symbol on the frame and the inside of the temple.
- Frames should fit properly.

E 4.3 When do you wear goggles?

Dust and splash-proof

- When handling battery or counter cells and their solutions or taking battery hydrometer or thermometer readings.
- Using compressed air
- Handling air filters or fluorescent tubes and where eye-irritating dust is present.

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Impact type

- When drilling or chipping stone, brick, masonry, etc.
- When working around grinding wheels, or any where there is a possibility of eye injury from any flying particles.

DE 4.4 How do you inspect and maintain goggles?

- Check lenses for cracks and scratches.
- Check straps for elasticity and wear.
- Keep clean and bright by washing with soap and water.
- Store in the appropriate case.

5. Hardhats

Reference: 082-020-010

E 5.1 When do you wear Company and ANSI approved headgear?

- Whenever you are performing, observing and/or supervising a work operation where there is reasonable probability of injury to the head.
- In all designated areas.

E 5.2 What type of protection is provided by the hardhat?

- Protection against head injury.
- Protection for accidental electrical contact.

DE 5.3 What do you inspect a hardhat for?

- Physical damage, holes, scratches, or wear which could reduce its protection.
- Adjustment of suspension for proper fit.
- Unauthorized decals or pressure sensitive adhesive-backed tape on the outside.

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6. Insulating Gloves

References: 081-710-200, 075-141-501

E 6.1 When should you wear insulating gloves?

- When you handle wires, terminals, equipment, or other objects where there is any probability of dangerous voltage being present or introduced.

E 6.2 What are the three occasions to test insulating gloves?

- When received.
- Before using.
- After using.

DE 6.3 After checking the date, test to see if the gloves are safe to use.

- Perform stretch test to detect deterioration on both interior and exterior surfaces.
- Squeeze fingers to check resiliency.
- Perform air test to detect punctures.

E 6.4 What is the significance of the two colors?

- When performing the stretch test, it is easier to see shallow cuts and abrasions.

DE 6.5 How do you store the gloves in the zippered bag?

- Place the palms together.
- Grasp the gloves at the cuff and insert into the bag with the fingers up.
- Make sure that the fingers are not folded or crushed.
- Use care when closing the bag so that gloves are not pinched when closing the bag.

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7. Hand Tools

References: 075-160-301, 075-190-501, 081-020-133

DE 7.1 What personal protection measures are required when using hand tools?

- Wear eye protection
- Inspect all tools before using.
- Position your body for a safe work operation.
- Select the proper type and size tool for the job.

DE 7.2 How do you inspect a screwdriver?

- Check handle for any breaking, splitting, or roughness.
- Check to see if the shank is bent or loose in the handle.
- Make sure that the blade is not chipped, broken, bent or have rounded edges.

DE 7.3 How do you safely use a screwdriver?

- Select the proper size screwdriver for the job.
- Insert the blade securely into the slot of the screw and hold the tip of the blade squarely against the bottom of the screw slot.
- When starting screws, put one hand on the handle of the screwdriver to do the turning and the other hand on the blade to steady it on the screw.
- Keep the shank of the screwdriver in line with the center line of the screw while turning.
- Keep your head and arms in such a position that they will not be struck with the tip should the screwdriver slip.

DE 7.4 How do you inspect and use pliers?

- Nose ends should not be bent or twisted.

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- Jaws should open and close freely with proper alignment.
- Serrations should not be worn smooth or filled with residue of solder, etc.
- Cutting edges should be aligned and free of burrs.
- Pliers should be used with pressure applied by the wrists (not arms) in a direction away from the body.
- Never use pliers at face level.

DE 7.5 How do you inspect and use wrenches?

- Check for wear and burrs on holding edges and ease of operation of moving parts.
- Gripping ends should be straight and free of burrs.
- When using adjustable wrenches, position tightly on the nut so that the pulling force is applied to the stationary jaw.
- A pulling or a pushing motion may be used on a wrench as long as the motions are slow and cautious so as to avoid injury to the operator or equipment in the event of slippage of the wrench.

8. Electric Tools

References: 010-111-010, 620-103-010, 081-330-103

E 8.1 What is the purpose of the third wire in power tool cords and plugs?

- To protect the user from shock and possible death by providing a low resistance path to ground from the case of the tool.

DE 8.2 How do you test a power tool and cord?

- Test ground continuity between the case of the tool and the ground prong using a buzzer or ohm meter with the on/off switch open and then closed.
- Test the conductors between each conductor prong and the metal case to insure that no continuity exists with the on/off switch open and then closed.

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- E 8.3 When do you test a power tool and cord?
- When received, and when maintenance work is performed.
- DE 8.4 How do you ground a three-conductor tool in a two-conductor outlet?
- Test the outlet box for proper ground and polarity using an AC outlet tester.
 - Insert an approved adapter in the two-conductor receptacle and ground the box using the cover plate screw.
 - If the outlet is not grounded, connect a grounding cord from a ground source such as a radiator, water pipe, or metal conduit to the ground terminal of the adapter.
 - If a tool cannot be grounded, use a double insulated tool.
- E. 8.5 What is meant by the term "double insulated" when referring to power tools?
- Double insulated power tools are insulated in such a manner that the third wire (ground) is not required.
- E. 8.6 Is it acceptable to assume that power tools that do not have the third ground prong are double insulated and safe to use?
- No, you must still test the tool and plug as outlined in 8.2.
- E. 8.7 What types of extension cords may be used and how should they be inspected?
- Use only approved electrical cords.
 - Check the cord for proper polarity and ground after the cord is connected to a working AC outlet.
 - Inspect insulation for cuts, burns, worn places, tears, and frays.
 - Bare wires are not allowed.
 - Use of tape is not permitted.

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DE 8.8 How do you inspect and use a soldering iron?

- Check the cord, plug, handle, and tip for defects.
- Keep your face at a safe distance from the soldering operation.
- Do not jerk wire from a heated terminal that has solder on it.
- Apply pressure on terminal in a direction away from the body.
- Use caution when cleaning lugs.

9. Hazardous Material

References: Joint Practice No. 123 - Disposition Services Policy and Procedures, Section 10

SW 745-010-902 - Hazardous Material/Waste Marc Centers

BR 010-160-201, SW 010-160-901 - Handling, Shipping, and Disposition of Large Electric Storage Batteries, Electrolytes, and Other Batteries

010-160-012 - Polychlorinated Biphenyls

SW 010-100-904 - Asbestos

E 9.1 What are hazardous materials?

- Hazardous materials can be defined as substances or materials that have been determined to be capable of posing an unreasonable risk to health, safety, or the environment if handled, stored, or transported improperly.

E 9.2 What are some of the types of hazardous materials that might be encountered which may be subject to regulation and, at a minimum, require special handling?

- Some types of relays and switches which contain gas or liquid mercury.
- Polychlorinated biphenyls (PCBs) contained in some capacitors, power transformers, rectifiers, and light ballasts.

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- Radioactive cold cathode tubes.
 - Microwave tubes that contain beryllium oxide.
 - Wet cell batteries containing electrolyte.
 - Asbestos that is contained in some insulation and fireproofing.
- E 9.3 Who is qualified to identify and handle hazardous materials that may be encountered in the performance of central office operations work?
- Only those employees who have been provided with classroom or on-the-job training that teaches them how to identify and manage hazardous materials in a manner that ensures compliance with state, federal, and company regulations.
- W 9.4 What is asbestos and where is it most likely to be found?
- Asbestos is a general term for a family of minerals which form naturally as a soft material of compressed fibers.
 - In the form of fire protection materials in some cable closures and walls.
 - As insulating materials in some duct work and pipes.
- E 9.5 When does asbestos become a safety hazard?
- When it is disturbed by cutting, sawing or otherwise damaged or deteriorated, released fibers may be inhaled and retained in the lungs and become hazardous.
 - Firmly bound asbestos in a finished form does not present a health hazard.
- E 9.6 What should be done if a work place is suspected to have the potential for asbestos exposure?
- Consult with the owner regarding your suspicions and the risk of asbestos exposure.
 - If suspicion of exposure remains, contact your supervisor.
 - If an alternative means is not available, respiratory protection is required.

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E. 9.7 What are the requirements for respiratory protection?

- As a last resort deemed necessary by management if no alternative means of avoiding exposure are available.
- Must use Company approved powered air-purifying respirator (PAPR).
- Must receive training on asbestos exposure and procedures.
- Must receive physician's opinion of employee's medical condition.
- Must receive training on the use and care of the equipment.

E 9.8 What is PCB?

- A liquid material present in some electrical transformers, fluorescent light ballasts, and capacitors.

E 9.9 What are the precautions involving suspected PCB leaks from power transformers?

- Report the condition to the power company and your supervisor.
- Avoid contact in the leaking material.
- Protect others by placing barricades around the leak.

10. Lightwave Transmission Systems

Reference: J.P. 28, Review Package 13

E 10.1 Who is permitted to work on lightwave transmission systems?

- Only authorized trained personnel who have had a prior eye examination shall be permitted to install or perform service and maintenance or to use associated lightwave test equipment.

E 10.2 Where are Laser Radiation Notice labels required?

- In plain view on the front and back covers of lightwave transmission equipment units.

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- On all splice points.
 - On all test sets that utilize a Class IIb semiconductor laser.
- E 10.3 Where are Laser Radiation Danger labels required?
- Inside the equipment unit near each connector field in both the front and the back.
- E 10.4 Under what conditions must an employee who is engaged in the installation, operation, maintenance or repair of lightwave transmission systems immediately notify supervision?
- Upon the discovery of conditions or practices that have the potential to cause personal injury or property damage.
 - In the event of any known or suspected abnormal exposure to laser radiation.

11. Lifting

Reference: 010-10-007

- DE 11.1 How do you lift properly?
- Position yourself with one foot slightly ahead of the other toes pointing slightly outward, feet apart (width of shoulders) and planted firmly.
 - Squat down close to the object, keeping back as straight as possible.
 - Test weight of object by lifting corner or tilting it.
 - Grasp object firmly with full palm grip.
 - Keep object close in and lift by straightening the knees.
- E 11.2 What do you do if the weight to be lifted exceeds your capabilities?
- Divide the load into smaller portions, get help, or use a mechanical device.
- DE 11.3 How do you set an object down?

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- Squat down while keeping your back straight.
- Lower object onto one corner or onto a support to avoid finger injuries.
- Lower object into final position keeping your fingers from underneath.

E 11.4 What are some of the movements to avoid when lifting or carrying objects?

- Twisting; change direction by moving your feet, not your torso.
- Jerking.
- Changing your grip.
- Overextending when reaching.

12. Miscellaneous

E 12.1 What are the precautions necessary when walking?

- Continually scan ahead to be alert for any safety hazards such as holes, small objects, liquids, or doors opening into your pathway.
- Do not run.
- Wear non-skid footwear on snow or ice.

E 12.2 How do you safely ascend/descend stairs?

- Always use handrail for stability.
- Walk one step at a time, insuring that each foot is placed securely on each step.
- Keep to the right and walk in single file.
- Do not read or carry objects that obstruct your view.

E 12.3 How do you safely sit down, arise from, and sit in a chair?

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- When sitting down, first look to make sure the chair is where you think it is, then move either the chair or your body until you feel the front edge of the chair seat with the back of your legs.
- If the chair has arms, keep your back straight, bend at the knees, grasp the chair arms, and sit down.
- If the chair does not have arms, turn your torso slightly to the rear, grasp the top of the chair back with one hand, and sit down.
- When sitting in a chair, always have a minimum of one foot firmly planted on the floor.
- To arise from a chair, move the feet back until the lower legs are vertical; bend forward at the hips while keeping the back straight; arise by lifting your body weight with the legs.

E. 12.4 What is safe footwear and why is it necessary to wear safe shoes?

- Safe footwear has slip resistant soles; low, flat heels; and completely encloses your feet with leather or other material of equivalent strength.
- Safe shoes provide protection from punctures and abrasions due to falling or kicked objects.

E 12.5 Why is it necessary to know the location of procedures to be used in case of fires, tornadoes, or other emergency situations at your work location?

- For personal protection.

E 12.6 What do you do if you see a safety hazard?

- Remove it if possible. If not possible, report it through proper channels and follow up to see that it was done.

13. Controlled Environment Vault (CEV)

References: 622-506-225, 622-506-226

E 13.1 What is the procedure prior to entering a CEV?

- Place appropriate work area protection.

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- After the entrance cover is opened, deactivate the entry alarm.
- Check the status of the atmospheric condition indicator. A green light indicates a safe atmospheric condition exists in the CEV. A red light indicates an explosive or toxic gas concentration.
- Pull up the aluminum ladder and install the guard assembly.

E 13.2 What is the procedure when the atmospheric condition alarm is red?

- Do not enter the CEV.
- Follow the procedure described in 622-506-226 and inspect the ventilating system.
- When necessary, use a portable manhole blower/ventilator as described in 620-140-501.

14. Cable Entrance Facilities (CEF)

References: Gas Indicator BSPs: 081-700-100, 081-700-101, 081-700-105,
081-700-106, 081-700-107
Gas Test Kit BSPs: 081-700-120, 081-700-122
Testing and Ventilating Manholes 621-140-501
J.P. No. 28 - Review Package 18

E. 14.1 What must you do before entering a central office cable entrance facility (CEF)?

- Check to see if there is a sign posted that notifies of one of the following conditions:

VENTILATED CABLE ENTRANCE FACILITY
NO GAS TESTING REQUIRED

DANGER
UNVENTILATED CABLE ENTRANCE FACILITY
GAS TESTING REQUIRED

- If the CEF is ventilated and no testing is required, you may enter the CEF.

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- If the CEF is unventilated, you must verify that the testing equipment is operable, perform the tests for gas, and ensure that no combustible gases are present before you enter the CEF.

E 14.2 Under what conditions should you contact your supervisor for a consultation on the cable entrance facility portion of Accident Prevention Plan Review Package No. 18?

- If there is no sign posted informing you that the CEF is ventilated or unventilated.
- If there is no gas testing equipment.
- If there are no instructions for using the test equipment.
- If gas testing indicates that gas is present in the CEF.

15. Microwave Radiation

References: 010-110-001, 010-110-007

E. 15.1 What is microwave radiation?

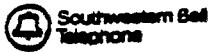
- The generation of high frequency radio energy.

E. 15.2 Some microwave transmitting antennas may possess potentially hazardous power densities. For this reason, what precaution must be observed?

- Never look into an open waveguide which is connected to energized transmitters.

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SEMI ANNUAL HAND TOOL INSPECTION Central Office Operations

Employee Name _____ Manager _____

Scheduled Date _____ Completion Date _____

ITEM	OK	DEV	Deviation Description	Repair Date	Replace Date
Safety glasses & case					
Dust/splash goggles					
Impact goggles					
Wire inserter tool					
Wire remover tool					
Wire wrap tool					
Wire unwrap tool					
Wire extractor tool					
Diagonal pliers					
Smooth-jaw pliers					
Short-nose pliers					
Long-nose pliers					
Wire stripping pliers					
Heat coil pliers					
Regular screwdriver					
Phillips screwdriver					
Quickwedge screwdriver					
Jewelers screwdriver					
Offset screwdriver					
Allen (hex) wrenches					

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