

FROM START TO FINISH:

Mechanical Service Safety

1. Preplanning

- Consider what tools and materials are needed to safely perform the day's tasks.
- Check the supply of safety glasses and gloves.
- Wear proper work boots.
- Ensure face shields, hearing protection and the proper respirator are available.
- Use proper techniques for lifting and moving materials.

2. Safe Driving

- Always wear a seat belt, whether you're a driver or a passenger.
- Keep two hands on the wheel and both eyes on the road.
 - Preprogram favorite radio stations.
 - Pull over to look at maps or directions.
- Avoid using cell phones. If you must use one:
 - Keep calls brief.
 - Pull over for calls that require concentration.
 - Preprogram frequently called numbers.
- Backing up:
 - Before backing up, get out of the vehicle and make sure there is enough room and no obstructions.
 - When the area is clear, back up slowly.
 - Park so you can avoid backing up.
 - Back into parking spots in heavy traffic areas.
 - Never back up any farther than absolutely necessary.
- Obey the speed limit.
- Allow plenty of room for stopping.
 - In good conditions, allow 4 seconds between you and the vehicle in front of you.
 - Allow more time and space to stop if conditions are less than ideal.
 - Don't tailgate.

- Watch your clearance; service vehicles are taller than normal vehicles.
 - Watch for small spaces and overhead obstacles.

3. Safety on the Jobsite

- Check in with dispatcher, supervisor or building manager when you arrive at a job.
- Use ladders safely.
 - Maintain three-point contact when ascending or descending.
 - Never reach out too far when working on a ladder.
- Fall protection
 - Use fall protection whenever there is the potential to fall 4 feet or more to a lower level.
 - Be aware of skylights and roof holes, which won't be blocked off or covered like they would in new construction.

4. Electrical Safety

- Never underestimate the amount of current in an energized unit.
- Follow protection boundaries.
 - 480 volts or less: you must be 4 feet or more away from the unit where or when there are exposed live parts and you are not properly protected.
- Wear all protective equipment to test or troubleshoot the unit.
 - Units pushing more than 480 volts may require more protection and possibly the help of a qualified electrician.
 - Test to ensure power is off before beginning work.
 - Discharge or bleed out capacitors.
 - Remove excess protective equipment if no exposed energized parts remain within the minimal approach boundary.
 - If working on a unit with a built-in interlocking disconnect, keep all protective equipment on during the entire work process.
 - Remove all tools, materials and equipment from inside the unit, and close it up before removing the lockout device.