

**STATE OF ARKANSAS**  
**DEPARTMENT OF LABOR**  
**SAFETY CODE**  
**FOR**  
**LAUNDRY MACHINERY**  
**AND OPERATIONS**

**CODE NO. 3**

**(Authority, Act 161 of 1937)**

**Promulgated:**

**Arkansas Department of Labor**  
**Little Rock, Arkansas**

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## **INTRODUCTION**

**The Safety Code for Laundry Machinery and Operations was drafted in 1940. Progress in the nation-wide development of safety codes that represent modern good practices makes this revision necessary. In preparing this revision the recommendation of the President's Conference on Industrial Safety that each of the states develop adequate safety codes free from conflict with codes of other states, was borne in mind.**

**The Department of Labor of Arkansas is cooperating with the nation-wide program to this end and it is believed that the revision is in accord with the conference request.**

**In order to increase the value of this publication to the managements who are required to comply with its mandatory requirements pertinent informational material is included. The code provisions (mandatory for the most part) are printed at the left side of each page. The informational material is printed at the right.**

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# **SAFETY CODE FOR LAUNDRY MACHINERY AND OPERATIONS**

## **SECTION 1 - GENERAL**

### **1.1 SCOPE**

**This code applies to all moving parts of equipment used in laundries and to other conditions peculiar to this industry with special reference to the point of operations of laundry machines. This code does not apply to dry cleaning operations.**

### **1.2 PURPOSE AND EXCEPTIONS:**

**The purpose of this code is to provide safety for life and limb. It should be liberally construed and applied to secure these results, and in cases of practical difficulty or unnecessary hardship, exceptions from the literal requirements may be granted so long as equivalent protection is secured. Where specific devices or methods are mentioned in this code, other devices or methods which will secure equally good results may be used, subject to the approval of the Commissioner of Labor.**

### **1.3 REFERENCE TO OTHER CODES:**

**The code, regulating mechanical power-transmission apparatus, the provisions of which apply to nearly every industrial plant, supplement this code for Laundry Machinery and Operations.**

## **SECTION 2 - DEFINITIONS**

### **2.1 USE OF SHALL AND SHOULD:**

**The word "shall" where used is to be understood as mandatory and the word "should" as advisory.**

### **2.2 LAUNDRY:**

**The term "laundry" shall mean an establishment wherein the washing, ironing or other finishing of clothes or any other textiles is done, but excluding printing, bleaching, dry-cleaning, or dyeing of clothes or other textiles.**

**2.3 MARKING MACHINE:**

The term "marking machine" shall mean a power-driven machine used for identifying clothes or other textiles.

**2.4 WASHING MACHINES:**

The term "washing machine" shall mean a power-driven machine used for washing clothes or other textiles. It generally consists of a stationary case or shell inside of which is a revolving perforated cylinder.

**2.5 EXTRACTOR:**

The term "extractor" shall mean a power-driven machine used for removing surplus moisture from clothes or other textiles.

**2.6 WRINGER:**

The term "wringer" shall mean one or more power-driven rolls used for removing surplus moisture from clothes or other textiles.

**2.7 STARCH MIXER:**

The term "starch-mixer" shall mean a power-driven machine used for mixing or processing starch.

**2.8 STARCHING MACHINE:**

The term "starching machine" shall mean a power-driven machine used for starching of clothes or other textiles.

**2.9 DRYING TUMBLER:**

The term "drying tumbler" shall mean a machine within which clothes or other textiles are dried by air and which usually consists of an inclosure inside of which is a revolving cylinder.

**2.10 SHAKER:**

The term "shaker" (clothes tumbler) shall mean a revolving cylinder used for shaking out clothes or other textiles.

**2.11 DRYING ROOM:**

The term "drying room" shall mean an inclosure used for drying clothes or other textiles, which utilizes power-driven mechanism.

**2.12 DAMPENING MACHINE:**

The term "dampening machine" shall mean a machine used for dampening shirts, collars, clothes, or other textiles.

**2.13 IRONER:**

The term "ironer" shall mean a hand or power-operated machine with one or more rolls or heated surfaces in contact, used for ironing or smoothing clothes or other textiles.

**2.14 SHAPING MACHINE:**

The term "shaping machine" shall mean a power-driven machine used to shape, mold, or otherwise finish collars, cuffs, clothes, or other textiles. This shall also include shaping tables, stands, or shelves upon which the machine may be mounted.

**2.15 SEWING MACHINE:**

The term "sewing machine" shall mean a machine used for sewing or stitching clothes or other textiles.

**2.16 GUARDED:**

The term "guarded" shall mean covered, shielded, fenced, inclosed, or otherwise protected by means of suitable covers or casings, barrier rails, or screens, to remove the liability of dangerous contact or approach by persons or objects.

**2.17 INCLOSED:**

The term "inclosed" shall mean that the object or equipment or part thereof is so guarded that accidental contact at the point of danger during the regular operation of the equipment is not possible.

**2.18 INTERLOCK:**

The term "interlock" shall mean a device which will:

- (a) Prevent the operation of the machine while the cover or door is opened or unlocked.
- (b) Hold the cover or door closed and locked while the basket or cylinder is in motion.

**2.19 POINT OF OPERATION:**

The term "point of operation" shall be understood to mean the point or points at which clothes or other textiles are inserted or manipulated in the operation of the machine.

**SECTION 3 - POINT OF OPERATION GUARDS**

**3.1 MARKING MACHINES**

**EXPLANATORY COMMENTS:**

**3.1.1 MARKING MACHINES:**

Each power-operated identifying machine shall be equipped with a suitable trip or other type guard that will interpose a barrier at the point of operation.

The barrier should be in front of the marking plunger to prevent the operator's fingers from coming in contact with the descending marking plunger.

**3.2 WASH ROOM MACHINES:**

Modern machines are equipped with interlocks and automatic controls and are individually driven. The older types of

**3.2.1(a) WASHING MACHINES**

Each new washing machine shall be equipped with an interlocking device that will prevent the power operation of the inside cylinder when the outer door on the case or shell is open, and also prevent the outer door on the case or shall from being opened without shutting off the power.

machines that will prevent the inside cylinder moving when the door on the case or shell is open.

NOTE: This should not prevent the movement of the inner cylinder under the action of a hand operated mechanism or under the operation of an "inching device."

NOTE: This should not prevent the movement of the inner cylinder under the action of a hand-operated mechanism or under the operation of an "inching device".

**3.2.1(c)** Each washing machine shall be provided with approved means of holding open the doors or covers of inner and outer cylinders or shells while being loaded or unloaded.

**3.2.1(b)** On existing installations where it is impracticable to install the interlocking device required in **3.2.1(a)** a brake lock or other effective means shall be provided on such

**3.2.2 EXTRACTORS:**

**3.2.2(a)** Each extractor shall be equipped with a metal cover of at

least No. 16 U.S. Standard Gauge, or its equivalent.

**3.2.2(b)** Each extractor shall be equipped with an interlocking device that will prevent the cover from being opened while the basket is in motion and also prevent the power operation of the basket while cover is open.

**NOTE:** This should not prevent the movement of the basket by hand to insure an even loading. (See Section 8, Discussion.)

**3.2.2(c)** Each extractor shall be effectively secured in position on the floor or foundation so as to eliminate unnecessary vibrations, and shall not be operated at a speed greater than the manufacturer's rating which shall be stamped where easily visible, in letters not less than one-quarter (1/4) inch in height. The maximum permissible speed shall be given in revolutions per minute. (See Section 8, Discussion.)

**3.2.2(d)** Each engine individually driving an extractor shall be provided with an approved engine stop and speed limit governor.

machines are belt driven usually from line shafts, have exposed gears and worm gear reversing mechanisms and no interlocks. These should be guarded in accordance with the Safety Code for Mechanical Power Transmission Apparatus.

The inching switch should be so located or guarded that it will be impossible for anyone to come in accidental contact with it, while the operator is working in the washer. Inching is a method of control to line up the opening in the inner cylinder with the opening in the shell.

The aisles between washers should be at least 7 feet wide to allow plenty of working room for loading and unloading the wheels.

The average washroom truck measures about 2 1/2 feet wide by 3 feet long, and many trucks are used in loading and pulling. Enough space should be provided between the back of the washer and the walls for maintenance and pipe work.

A 3-foot clearance between one wash wheel and the next is recommended.

Other names often applied to these machines are "dryers" and "whizzers". Extractors are located at or near the washroom and should be conveniently placed near the gutter for the drainage of waste water. Sufficient clearance must be given for piping, loading, unloading, and motor maintenance .

**Overspeed is not a problem with modern motor driven machines but the purchaser of old equipment should be very careful to avoid a set up that can**

yield overspeed.

**3.2.2(e) HYDRAULIC  
EXTRAC-TOR**

Installations of hydraulic extractors shall be approved by the Commissioner of Labor.

This type of extractor is rarely used. It is similar to a baling machine and uses a heavy pressure ram to compress the laundry driving the water out. Its use must be carefully supervised.

**3.2.3 POWER WRINGER:**

Each power wringer shall be equipped with a bar or other approved guard across the entire front of the feed or first pressure rolls, so arranged that the striking of the bar or guard by the hand of the operator or other person will stop the machine.

**3.3 STARCHING AND DRYING MACHINES**

**3.3.1 STARCHING MACHINE (CYLINDER OR BOX TYPE):**

Each starching machine, cylinder or box shall be enclosed or guarded so as to prevent operator or other person from coming into accidental contact with cylinder or box while the machine is in motion. (See Section 8, Discussion.)

**3.3.2 DRYING TUMBLERS:**

**3.3.2(a)** Each new drying tumbler shall be equipped with an inter-locking device that will prevent the inside cylinder from moving when the outer door on the case or shell is open, and also prevent the door from being opened while inside cylinder is in motion.

**NOTE:** This should not prevent the movement of the inner cylinder under the action of a hand-operated mechanism or under the operation of an "inching device."

**3.3.2(b)** On existing installations where it is impracticable to install the interlocking device required in 3.3.2(a), a brake, lock or other effective means shall be provided on such machines, that will prevent the inside cylinder from moving while the outer door on the case or shell is open.

**3.3.2(c)** Each drying tumbler shall be provided with approved means for holding open the doors or covers of inner and outer cylinders or shells while being loaded or unloaded.

**3.3.3 DRYING ROOM:**

Each drying room fan, any part of which is within seven (7) feet of floor or working platform shall be guarded with wire mesh or screen of not less than No.16 U.S. Standard Gauge, the openings of which will reject a ball one-half (1/2) inch in diameter.

**3.3.4 SHAKER (CLOTHES TUMBLER, SINGLE CYLINDER TYPE):**

Each new shaker or clothes tumbler, except doorless type, shall be equipped with a device that will automatically prevent the tumbler from moving while the door is open. The tumbler shall also be inclosed or guarded so as to prevent accidental contact by the operator or other persons while the machine is in motion.

**3.3.5** Each shaker clothes tumbler, single cylinder type, shall be provided with effective means for holding open the doors or covers of the cylinder or drum while being loaded or

unloaded. The shaker shall not be started in motion until the door is securely fastened.

### **3.3.6 SHAKER (CLOTHES TUMBLER, DOUBLE CYLINDER TYPE):**

**3.3.6(a)** Each shaker or clothes tumbler of the above type shall be equipped with an interlocking device that will prevent the inside cylinder from moving, when the outer door on the case or shell is open and also prevent the door from being opened while the inside cylinder is in motion.

**NOTE:** This should not prevent the movement of the inner cylinder under the action of a hand-operated mechanism or under the operation of an "inching device."

**3.3.6(b)** On existing installations when it is impracticable to install the interlocking device required in 3.3.6(a), a brake, lock or other effective means shall be provided on such machines that will prevent the inside cylinder from moving while the outer door on the case or shell is open.

**NOTE:** This should not prevent the movement of the inner cylinder under the action of a hand-operated mechanism or under the operation of an "inching device."

**3.3.6(c)** Each shaker or clothes tumbler of the above type shall be provided with approved means for holding open doors or covers of inner and outer cylinders or shells while being loaded or unloaded.

## **3.4 FINISHING MACHINES**

### **3.4.1 DAMPENING MACHINE:**

Each roll dampening machine shall be so equipped that the rolls will be entirely closed and so arranged as to prevent the fingers of the operator or other person from being caught between the rolls. This may be accomplished by:

- (a) A slot or hopper
- (b) A rod or strip located directly in front of the feed and extending the full length of the rolls. (See Section 8, Discussion.)

### **3.4.2 IRONER (FLAT-WORK-TYPE):**

**3.4.2(a)** Each flatwork or collar ironer shall be equipped with a bar or other approved guard across the entire front of the feed or first pressure rolls, so arranged that the striking of the bar or guard by the hand of the operator or other person will stop the machine.

**3.4.2(b)** The pressure rolls shall be covered or guarded so that the operator or other person cannot reach into the rolls without removing the guard. This may be either a vertical guard on all sides or a complete cover. If a vertical guard is used, the distance from the floor or working platform to the top of the guard shall be not less than six (6) feet. (See Safety Code for Mechanical Power-Transmission Apparatus.)

### **3.4.3 IRONER (BODY TYPE):**

**3.4.3(a)** Each body ironer, roll or shoe type, including sleeve and band ironers, shall be equipped with a bar or other approved guard across the entire length of the feed roll or shoe, so arranged that the striking of the bar or guard by the hand of the operator or other person will stop the machine.

**3.4.3(b)** The hot roll or shoe shall also be covered in such a way that the operator or other person cannot come in contact with the heated surfaces.

#### **3.4.4 IRONER (PRESS TYPE)**

Each ironing press (excluding hand or foot power) shall be equipped with an approved guard or means that will prevent the fingers of the operator or other person from being caught between the ironing surfaces.

### **3.5 MISCELLANEOUS MACHINES AND EQUIPMENT**

#### **3.5.1 SEWING MACHINES:**

Each sewing machine shall be equipped with an approved guard, permanently attached to the machine, so that the operator's fingers cannot pass under the needle. It shall be of such form that the needle can be conveniently threaded without removing the guard.

#### **3.5.2 EXHAUST OR VENTILATING FAN:**

Each exhaust or ventilating fan within seven (7) feet of floor or working platform shall be completely covered with a wire mesh of not less than No. 16 U.S. Standard Gauge and with openings that will reject a ball one-half (1/2) inch in diameter.

#### **3.5.3 STEAM PIPES:**

All steam pipes within seven (7) feet of floor or working platform that are exposed to contact shall be covered with a heat resistive material or otherwise properly guarded. This rule does not specifically include steam pipes directly under machines and which are not easily accessible.

#### **3.5.4 STARTING AND STOPPING DEVICES:**

Each power-driven machine shall be provided with approved means of disconnection from source of power. All starting and stopping devices for machines shall be so located as to be operable from the front of the machine and so arranged or guarded as to prevent accidental starting.

## **SECTION 4 - OPERATING RULES - MECHANICAL**

### **4.1 SAFETY GUARDS:**

**4.1.1** No person or persons shall remove or make ineffective wholly or in part any safeguarded, safety appliance, or device attached to or forming an integral part of any machinery except for the purpose of immediately making repairs or adjustments, and any person or persons who remove or make ineffective any such safeguard, safety appliance, or device, for repairs or adjustment shall replace same immediately upon the completion of such repairs or adjustments.

**4.1.2** No machine shall be operated until such repairs and adjustments have been made and the machine is in good working condition.

**4.1.3** All employees shall be properly

instructed by the employer as to all hazards of their work and advised as to their responsibility for cooperation in complying with these rules.

### **4.2 STEAM PRESSURE APPARATUS:**

**4.2.1** All steam valves to flat-work ironers, collar ironers, boilers, and other steam pressure chambers shall be opened gradually.

**4.2.2** All cylinder type machines shall first be placed in motion before steam is admitted.

**4.2.3** Steam machines shall not be operated above manufacturer's rating as shown on name plate. If supplied from steam source higher than the manufacturer's rating, stop valve,

reducing valve, pressure gauge, and safety valve shall be used in order named from source. The safety valve shall be located in a nonhazardous place.

**4.2.4** Steam machines shall be thoroughly drained before steam pressure is supplied.

**4.3 MACHINE ADJUSTMENTS:**

No moving parts of any machine shall

It is the employers duty to enforce the requirement because all activity of his employees while at their work are under his direction and control.

Failure to replace guards is a continuing cause of serious injuries and deaths in the operation of machinery.

Thorough training in safe work be oiled, cleaned, adjusted or repaired while said machine is in operation or in motion.

**EXCEPTION:** In covering machines equipped with hand power means, the rolls shall be operated at slowest available speed with an operator constantly at starting mechanism and employing exceptional care.

**SECTION 5 - OPERATING RULES - GENERAL**

**5.1 FLOORS (WASH ROOMS):**

The floors of every room or place in a laundry or any room in connection therewith used for washing purposes shall be properly constructed of cement, tile, or similar construction. The floors shall be water-tight, free from projections, crevices or dangerous gradients, and shall be maintained in good repair and so drained that there is

practices is essential if worker injuries are to be held to a minimum. Few workers develop safe practices if left to their own devices.

Too rapid opening of steam valves can cause destructive water hammer.

Unless a safety valve of sufficient capacity to discharge the full capacity of the steam line (to the machine) at full line pressure, over pressure will be imposed upon the machine should the reducing valve fail.

no measurable depth of water.

**5.2 FLOORS (OTHER THAN WASH ROOMS):**

The floors of every room or place (except wash rooms) shall be constructed of hardwood or any impervious material, free from protruding nails, splinters or loose boards and shall be maintained in a safe condition.

### **5.3. TABLE TOPS, SHELVES AND MACHINE WOODWORK:**

Table tops, shelves, and machine woodwork shall be constructed of materials properly surfaced, finished free from splinters, and so maintained. Metal trimmings on all equipment shall be smooth and kept free of rough or sharp edges.

### **5.4 MARKERS:**

Markers and others handling soiled clothes shall be warned against touching the eyes, mouth, or any part of the body on which the skin has been broken by a scratch or abrasion, and they should be cautioned not to touch or eat food until their hands have been thoroughly washed.

On any type of floor where a wet floor condition prevails, a wooden rack of "duck-board" construction with the top surface elevated to prevent slipping should be installed in front of each machine except extractors or washers. This rack should be of such dimensions to accommodate the operator at all points of his normal operating position, and should be bevelled so as not to create a tripping hazard. For the operators of extractors or washers where wet floor conditions prevail, the employer should provide water resistive boots or shoes which will insure that their feet are dry and free from dampness at all times. Water resistive boots and shoes are acceptable in lieu of the racks required above.

Soiled clothing is likely to contain infectious germs. With care there is little danger but if these simple precautions are neglected, infection may result.

## **SECTION 6 - VENTILATION**

### **6.1 VENTILATION**

Every workroom in which people are regularly employed in a laundry and in which any machinery or apparatus is operated generating steam, vapors, or radiating excessive heat shall be ventilated by a method of natural or mechanical ventilation or both, as may be necessary to maintain proper and sufficient ventilation, proper degrees of temperature and humidity, and to reduce excessive heat, at all times during working hours.

#### **6.1.2 EXCESSIVE HEAT:**

"Excessive Heat" shall be construed to mean a dry bulb temperature in the workroom in excess of 80 degrees Fahrenheit when the wet bulb depression or difference in reading between the dry bulb and wet bulb temperatures is less than 8 degrees, and the outdoor temperature is 70 degrees Fahrenheit dry bulb or less. It shall also be construed to

mean, when the workroom dry bulb temperature exceeds by 10 degrees or more Fahrenheit the dry bulb temperature recorded outdoors when the outdoor temperature is more than 70 degrees Fahrenheit.

**6.1.3 EXCESSIVE HUMIDITY:**

"Excessive Humidity" shall be construed to mean a moisture content of air within the laundry when the wet bulb depression or difference in reading between the dry bulb and wet bulb temperature is less than 8 degrees F and the outdoor dry bulb temperature is 70 degrees F or less.

**6.1.4 TEST FOR EXCESSIVE HEAT AND HUMIDITY:**

Tests for the determination of excessive humidity shall be taken with calibrated thermometers, the wet bulb reading in rapidly moving air and the dry bulb reading in still or moving air. The readings of both wet and dry bulbs shall be taken simultaneously in zones regularly occupied by the workers, four to six feet above the floor or working platform. It is recommended that the test be taken with a sling psychrometer.

## **SECTION 7 - MOVING PARTS**

**7.1 MACHINE GUARDING (Other than Point of Operation):**

**7.1.1 MACHINE MOVING PARTS:**

All moving parts of machines such as gears, sprockets, belts, pulleys, shafts, and other moving parts shall be guarded in accordance with the Arkansas Safety Code for Mechanical Power-Transmission Apparatus.

**7.2 PRIME MOVER GUARDING:**

Every engine shall be equipped with an effective governor to control the speed of the engine under varied loads; except in the case of reversing engines without flywheels, or an engine connected by shaft coupling or gears to a constant load, such as a blower. All moving parts of prime movers such as flywheels, cranks and connecting rods, tail rods or extension piston rods, governor balls and other moving parts shall be guarded in accordance with the Arkansas Safety Code for Mechanical Power-Transmission Apparatus.

**EXPLANATORY NOTE FOR INTERPRETING SECTION 7:**

In applying the requirements of 7.1 and 7.2 it should be borne in mind that the Arkansas Safety Code for Mechanical Power-Transmission Apparatus may be revised from time to time.

## **SECTION 8 - DISCUSSION**

It is required by 3.2.2(c) that the basket of the extractor shall not be operated at a speed greater than the manufacturer's rating which shall be stamped where easily readable. This is necessary because of the danger of centrifugal explosion when operating the basket at a higher speed than that for which it was originally built.

Where rate speed cannot be obtained from the manufacturer the following speed should not be exceeded:

<b>Diameter of Basket</b>	<b>RPM</b>
<b>30"</b>	<b>1200</b>
<b>48"</b>	<b>750</b>
<b>60"</b>	<b>500</b>

The note appearing under 3.2.2(b) enables the operator to move the basket by hand after the basket has been stopped. This, of course, is to facilitate the even and easy loading of the basket.

The guarding of the roll-type starching machine is not specified in 3.3.1 as this type of machine does not appear to present a point of operation hazard. The hydraulic-plunger type of dampening machine is not mentioned in 3.4.1 as this type of machine does not appear to present a point of operation hazard. The covering of all steam pipes within seven (7) feet of floor or working platform is required by 3.5.3. Contact with hot steam pipes has caused many minor burns that have often resulted in infections. This rule does not specifically include steam pipes directly under the machines and which are not easily accessible.

The gradual opening of steam valves is required by 4.2. All pressure vessels or chambers should be gradually warmed by allowing only a small quantity of steam to enter the container at first.

A sudden rush of steam in a pressure chamber, such as an ironing roll, causes unequal expansion which may result in an explosion.

It is advisable to install a separate clutch or other power controlling device on each floor where transmission shafting is used.

This will enable the machine on any floor to be stopped immediately in case of accidents without stopping the machines on any other floor.

## **SAFE PRACTICES FOR THE LAUNDRY INDUSTRY**

### **GENERAL:**

- 1. Pay attention to special instructions. Have them clearly in mind before starting a new job.**
- 2. Take no chances. If in doubt as to how a job should be done, ask your foreman.**
- 3. Report unsafe conditions to your foreman.**
- 4. Observe all warning signs. They are posted for your safety.**
- 5. Milk or other beverage bottles should be properly disposed of promptly after use and not allowed to accumulate on window sills, or on the floor.**
- 6. Never oil, grease, clean, or reach into any machine while it is in motion. First, see that the control is "off" and locked in this position. Obey warning signs.**
- 7. Do not place small portable electric fans on boxes, low tables, or where anyone might accidentally put fingers or hands into moving blades.**
- 8. Keep floors as dry as possible by sweeping water and suds into drain or pit.**

### **FIRST AID:**

When injured, no matter how slightly, report for first aid. A minor injury, if neglected, may develop into a serious infection.

### **CLOTHING:**

- 1. Avoid loose sleeves, loose jumpers, neckties or torn clothing that may catch in machinery.**
- 2. Protect your feet by keeping your shoes, especially the soles, in good repair. The wearing of high-heeled shoes, sneakers, tennis shoes or soft-toes shoes is dangerous.**
- 3. Safety shoes should be worn by all workers, male or female, who handle heavy materials.**
- 4. All women regardless of occupation working in the vicinity of moving machinery should wear hair protection.**
- 5. Wrist watches, rings, necklaces, bracelets and costume jewelry should not be worn while you are at work.**

#### **HOUSEKEEPING:**

- 1. Keep aisles and exits clear of tools and materials.**
- 2. Keep floors dry and free from grease and other materials that may cause slipping.**
- 3. Use caution in piling materials. Avoid undercutting of piles, lopsided piles, and piles without a solid and level foundation.**

#### **HORSEPLAY:**

- 1. Horseplay or scuffling is prohibited while at work.**
- 2. Compressed air, when used to remove dust from your person, or when blown against another person may cause serious injury.**

#### **MACHINERY:**

**Guards and safety appliances are provided for your protection. They are not to be removed except with your foreman's approval.**

#### **LIFTING:**

**Learn to lift the right way - bend your knees, keep your trunk erect and then push upward with your legs. Ask for help to lift or push objects too heavy for you.**

#### **RECEIVING ROOM:**

- 1. Hands should not be placed inside of bags to pull out laundry, as you may be injured by broken glass, buttons, or other sharp objects accidentally left in bundles. Dump laundry out of bags.**
- 2. Feel the pockets of garments for any objects that may be left in them and remove them carefully.**

- 3. Wash your hands and arms carefully with plenty of soap and water before eating or going home. Food should not be kept or eaten in the laundry receiving room.**
- 4. Take no chances with cuts or scratches. Obtain first aid immediately.**
- 5. Goggles should be worn when an air hose is used for blowing dirt from pockets or trouser cuffs.**

#### **MACHINERY:**

- 1. Extractors should not be started until the cover is in proper position over the revolving basket. Do not load or unload these machines until they have entirely stopped running.**
- 2. Never try to stop an extractor too suddenly by an extreme pressure of the brake or attempt to stop the basket with your hand.**
- 3. Report immediately all defective interlocks on washing cylinders and extractors.**
- 4. Make proper use of all safety devices on all machines and check daily to see that all guards are in place.**
- 5. Before starting a machine always check to see that it is in safe condition and safe to operate.**
- 6. Never wear loose clothing, loose gloves, rings, or have long hair unconfined when in the vicinity of moving machinery.**

#### **IRONING AND PRESSING:**

- 7. Pay strict attention to your work while feeding a flat work ironer as one moment's inattention may cost you your hand.**
- 8. Every day before starting a flat work iron, test the guard in front of the feed rolls by tripping it so you know it will stop the machine. Never operate the machine when the guard is out of order or off the machine.**
- 9. Never try to remove a piece which has started through the rolls unevenly. Let it go through.**
- 10. Be sure that your hand iron is placed in its own rack or stand when not in use.**
- 11. When an electric iron cord becomes worn, frayed or twisted, or the pilot light burned out, report it to your supervisor.**
- 12. Hands should not be placed directly on the buck of the press until the press head has been fully raised.**
- 13. Pay attention to your job only. Never talk to a machine operator while work is in progress.**
- 14. Inspect tension springs on presses for weakness. Report to your supervisor any defects.**

**15. Check safety controls on press to make sure they are working properly.**

**HANDLING MATERIALS:**

- 1. Always wear goggles and rubber gloves when handling acids, caustics, bleaches, solvents or boiler compounds.**
- 2. Should any acid or bleaching compound spill or splash on you, wash it off immediately with plenty of cold water.**
- 3. Do not try to pour acid from the carboy without using a rocker.**
- 4. Get help if you must lift a very heavy bundle or other object. While lifting, keep your back straight, bend your knees, and make the leg muscles do the work.**
- 5. It is safer to use a truck for moving heavy objects than to try to carry the load in your hands.**
- 6. Place the load on the truck so that the man pushing it will have a clear view ahead.**
- 7. Think of the aisles and doorways through which the truck must pass and keep the load trimmed accordingly.**
- 8. Remove all nails projecting from the top of soap or washing powder barrels. Don't bend them over. This should be done when the package is first opened.**
- 9. Crating or packing materials such as wire, nails, cartons or barrel hoops should be placed neatly in scrap pile and never in aisles or passageways.**

**STORAGE:**

- 1. Materials should not be piled or stacked on shelves or in bins so that they protrude out into passageways.**
- 2. Bottles of acid or bleach should never be stored on overhead shelves.**
- 3. Objects should be so stored that they are readily available without having to move a number of other objects.**
- 4. Watch storage bins, shelving and tumblers for ragged edges and splinters and report defects to your supervisor.**
- 5. Barrels, boxes and containers should be properly marked as to their contents, and stored so that the label can be seen without removing the container.**