Burbank Tournament of Roses Association

Safety Manual

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Contents

Introduction

The Burbank Tournament of Roses Association is an all-volunteer, 501(c)(3) non-profit organization that designs, builds and decorates the City of Burbank's entry into the annual Pasadena Tournament of Roses Parade.

This Safety Manual is developed in compliance with California Occupational Safety and Health Administration Labor Code 6401.7.

The Burbank Tournament of Roses Association intends to comply with all Cal/OSHA regulations. More importantly, we want to insure the safety of the volunteers who give so much of their time and efforts to the building and decorating of the float.

The Board of Directors of the Burbank Tournament of Roses Association is responsible for the Safety Program; its effectiveness, improvement, and for providing the safeguards needed to ensure safe conditions.

Supervising volunteers are responsible for developing proper attitudes toward safety and health in themselves and in those they supervise, and for ensuring that all operations are performed with regard for the safety and health of volunteers involved, including themselves.

All volunteers are responsible for wholehearted operation of all aspects of the safety program, including compliance with all rules and regulations and for continuously practicing safety while performing their duties.

Matters concerning work safety will be communicated to volunteers by written documentation, supervisor meetings, formal and informal training and postings. Communication from volunteers is encouraged. This may be verbal or written, as the volunteer chooses. Volunteers may use “Report of Safety Hazard” forms and remain anonymous.

Summary of Principles

A. We are a safety conscious organization.
B. The Safety Manual describes our principles of safety and our specific steps taken to be safe.
C. Safety starts at the top and is systematically covered at all levels.

1. **The Board of Directors constitutes the Association Safety committee and establishes all safety policies.**
2. **The Safety Coordinator, reporting to the VP-Float, advises the Safety Committee and maintains a Safety Manual.**
3. **There is a designated Lead Supervisor for each phase of float building who is responsible for training appropriate key workers.**
4. **There is a Designated Safety Officer at each working session.**
5. **There are well-defined rules and practices for people who work on the float or at the site (fire, electrical, site, hazardous materials, design, construction, decoration, scaffolding, etc.) and for people who move the float.**
6. **There are educational programs to assure knowledge of safety rules and procedures.**
7. **Key positions, such as Fork Lift Operators, require appropriate certification.**
8. **There are well defined means and lines of communications between people moving the float, including: during animation, test drives, Burbank on Parade, to and from Pasadena, Pre-parade, Parade and Post-parade.**
9. **Conflict resolution over safety issues follows well-defined paths from individual supervisor/foreman or team leader to the Designated Safety Officer to the Lead Supervisor to the Chairman of the Association Safety Committee (BTORA President).**

Safety Management

General

The Burbank Tournament of Roses Association (BTORA) complies with the appropriate safety regulations of all national, state, county and local agencies, including the Pasadena Tournament of Roses Association (PTORA). This safety manual supplements those regulations.

Each volunteer of the BTORA has a responsibility for conducting himself or herself in a manner that is safe to themselves and their fellow volunteers. In this regard each volunteer is responsible for reporting any condition, existing or anticipated, that they consider hazardous.

The responsibility for the administration of safety is an individual function. Each supervisor/foreman has responsibilities for the safety of volunteers assigned to them. Procedures and working conditions must be free of unreasonable exposure that might cause physical injury or hazards to health. The supervisor/foreman must see that volunteers under their direction comply with safety regulations and follow procedures as outlined in this manual. Each supervisor/foreman will ensure that each volunteer has the proper safety education, training and information required for the safe performance of their assigned duties.

There are seven distinct phases of float development:

1. **Float Construction**: from inception at the construction site until all phases of physical construction are completed.
2. **Decoration:** when the float is undergoing physical application of decorating material.
3. **Float Operation:** anytime during the year when the float is in transit between locations—including test drives, Burbank on Parade and similar drives, moving to Pasadena and returning from Pasadena after the parade; but not during the times when the float is at the parade site, before the parade, during the parade, or after the parade at Post-Parade.
4. **Pre-Parade:** while the float is parked in Pasadena awaiting movement for the parade.
5. **Parade:** during the parade itself when all movement is under the direction of the personnel of the PTORA.
6. **Post-Parade:** while the float is parked after the parade for display to the public.
7. **Deconstruction:** while the float is being dismantled.

During each phase, except Parade, there is a Lead Supervisor, one person in charge, reporting only to the President of BTORA, to whom all others report.

Safety Organization

The Burbank Tournament of Roses Association safety organization consists of the Association Safety Committee, Lead Supervisors, the Safety Coordinator and the Designated Safety Officer.

1. **Association Safety Committee** – The BTORA Board of Directors constitutes the Association Safety Committee. The President of the BTORA serves as the Chair.
2. **Lead Supervisors** – The VP-Float, Site and Safety Chairperson, Construction Chairperson and Decorations Chairperson are responsible for specific phases of float building.
3. **Safety Coordinator** – The Safety Coordinator is specifically assigned and reports to the Vice President-Float.
4. **Designated Safety Officers (DSO)** – There is a Designated Safety Officer at each working session at the construction site, decoration site, during float movement and at the parade site.

Responsibilities

1. **Association Safety Committee** – The Committee formulates policies and appraises the effectiveness of such policies. The Committee reviews, advises and act on items referred to the Committee by the Safety Coordinator or members of the Committee. Every meeting of the Board of Directors includes on the agenda consideration of some aspect of safety.
2. **Lead Supervisor** – The lead supervisor's safety role is responsibility for assuring training of workers and certification of certain key workers.
3. **Safety Coordinator** – The Coordinator coordinates the overall Association safety program and advises the Committee on matters pertaining to the health and safety of personnel and prevention of damage to property. The Coordinator prepares and maintains a safety manual that implements Association safety policy.
4. **Designated Safety Officers** – The Designated Safety Officers assure the safety of working conditions at the work sites. Each Officer remains at the work site or designates an alternate. The Officer or an alternate is posted at the site as the designee.

Conflict Resolution

Conflict resolution follows from each supervisor/foreman to team leader to the Designated Safety Officer to the Lead Supervisor to the Chairman of the Association Safety Committee.

Common Hazards

Fire

General

The objective of fire safety is to eliminate the causes of fire and to minimize the possibility of loss of life, real property or materials, should a fire occur.

All local fire regulations will be observed during all phases of float development.

Construction Site

All welding and torching will be in conformance with safe operation conditions (see float construction).

All welding or torching will be conducted with good water pressure at the hose nozzle and with an appropriate collection of filled water buckets.

Fire extinguishers will be available and maintained in good working order.

Decoration Site

All decoration operations will be in conformance with safe operation conditions (see site operations).

Float Operation

All float operation will be conducted in a safe manner.

Electrical

Electricity presents the hazards of electrical shock and fire initiation. The National Electrical Code will be followed in all installations. The following guidelines will be followed to insure the safety of personnel and equipment:

1. Zip cord type extension cords will not be used. In the case of tools which use high current, care will be taken to use appropriately sized wire and cable.
2. Particular attention should be paid to the proper color-coding of all power tools. That is, the green ground wire attaches to the green screw, the white neutral wire attaches to the silver screw and the hot wire attaches to the brass screw.
3. Frayed or damaged extension cords or tool cords will be repaired or replaced before use.
4. All light fixtures will be securely mounted by mechanical means other than their electrical cables. All light fixtures will be positioned to avoid heat damage to either workers or combustible materials.
5. 220 Volt plugs, connectors and sockets will be identified by a yellow coloring.
6. Cables will be routed to minimize tripping hazards. Cables will be routed and moved in ways that reduce the risk of mechanical damage. For example, avoid sharp edges.
7. Connectors in long cable runs will be placed to minimize the possibility of damage due to vehicle or pedestrian traffic.
8. No outlets, switches or other spark-producing electrical devices shall be placed within 10 feet of the glue table.

Site Support

Site support is responsible for general safety in the float construction area, storage bins and material preparations area.

Float Construction

1. All storage containers and sheds will be kept clean and orderly with clear access aisles.
2. All cables and ropes will be routed so there will be no danger from tripping.
3. Construction materials will be stowed so there will be no danger from or running into sharp objects.

Storage Bins

1. The storage bin area will be kept clean and orderly with clear access aisles.
2. The storage bins will be kept locked when not in use.
3. All grounds will be kept neat with buckets, barricades, etc. stowed in a neat manner.
4. No open flames will be allowed without proper fire extinguisher equipment located nearby.

Decoration Area

1. The decoration site layout will be designed to provide a clear fire lane from the Olive Avenue gate to the Float Barn.
2. Flower buckets will be positioned so there is a clear access around the flower storage area.
3. Barriers will be installed to limit access by the general public.
4. All visitors will be escorted while in the decoration area.
5. Fire extinguishers will be located on the North, South and West walls of the Float Barn, upstairs on the mezzanine and in each of the storage containers.
6. The deck (floor) of the Decorations Area will be kept clean at all times.

Heaters

1. Open flames or electric heaters are not permitted within ten (10) feet of the glue table.
2. Heaters are not permitted within ten (10) feet of any area where flammable materials are used.

Scaffolding and Ladders

1. All scaffolding will be properly assembled.
2. All pneumatic tires will be properly inflated.
3. Toothpicks will be properly positioned on the scaffolding
4. Planks will be secured to toothpicks or scaffolding with ropes only.
5. Movement of scaffolding will be directed by the scaffolding boss or their designated alternate.
6. Installation and removal of toothpicks will be done with sufficient personnel.
7. Only ladders in good condition will be used.
8. Ladders will be properly positioned.
9. Standing on chairs is prohibited.
10. Sitting or standing on tables is prohibited.
11. Limit of two people per Scaffolding toothpick/plank.

Break Area

1. Only authorized persons will be permitted in the break area.
2. The break area access will be kept clear at all times.
3. The break area will be kept clean during decorations week.

Warning Signs

1. Smoking is allowed only outside the Olive Avenue gate.
2. "No Smoking" signs will be posted throughout the construction site and decoration site as appropriate.

First Aid

1. The front (registration/security) table personnel will be responsible for implementing first aid procedures.
2. A well-stocked first aid kit will be maintained.
3. All injuries/accidents will be recorded. Injuries/Accidents requiring more than first aid will be investigated (see Appendix).

Cleanliness

1. All areas will be kept clean.
2. Trash containers will be located throughout the sites and emptied expeditiously.

Hazardous Materials

Recognized hazardous materials, such as acetone, are used in float development. Material Safety Data Sheets for each are included in the safety manual (see appendix).

Hazardous materials will be stored in the yellow metal cabinet(s).

There is one emergency eyewash station maintained by the City of Burbank Water and Power Department. It is located on the West side of the Float Barn between the two bathrooms.

Special Age Requirements

Forklift Operators

Before taking Forklift training, operator must be at least 18 years old and posses a valid driver's license.

Welding

All welders should be at least 18 years old. Under 18 must have approval from parent or guardian and Board of Directors.

Scaffolding

No one under age 14 is allowed on the scaffolding, recommended 16 and above.

Working on float

Must be 14 years old or older to be on the float or on any lift.

Float site

13 and under must be accompanied by a parent or guardian at all times.

Float Construction

Float construction will be conducted in accordance with the following rules, practices and procedures.

Tools and equipment used in float development may present a hazard to oneself or to others. Safe work practices as outlined under Safety Procedures to Minimize Risk are to be followed.

Potential hazards or hazardous conditions that may arise are to be reported to the Supervisor/Foreman or may be reported on the Volunteer Report of Safety Hazard form.

Safety Procedures

Welding

Potential Hazards	Safety procedures to minimize risk	Rules, practices and procedures
Eye injury Burns Electrical shock Fumes and gases Fire from sparks Debris	1. Users trained/familiar with equipment. 2. Safety gear required (helmet with face shield, gloves, leather shoes, etc.) 3. Shields in place. 4. Sign(s) posted (Do not look at arc light/may cause eye damage and/or blindness, etc.). 5. Safety information booklet available. 6. Instruct others workers in barn as to danger. 7. Use cautionary wording ("COVER") before welding. 8. Welding operators and other workers know locations and use of fire extinguishers. 9. Bucket of water to be kept in work area. 10. Clean up. 11. Do not work alone. 12. Use adequate ventilation.	1. Do not look at arc with the unaided eye. 2. Look away even when arc can be seen peripherally. 3. Always wear a helmet and gloves 4. Wear arm and chest/neck protection. 5. Never weld alone. 6. Use adequate ventilation. 7. Welding safety shields are to be placed appropriately in the welding area. 8. Inspect surrounding area for flammables, people, or equipment that could be damaged before commencing weld operation. 9. Locate nearest fire bucket before welding. 10. Do not touch parts that have been recently welded with bare hands.

		11. Assume that everything is hot when there's a welder around. 12. Wear safety goggles when using a chipping hammer. 13. Always chip the slag away from oneself. 14. Wait for weld to stop glowing before using a chipping hammer. 15. Always announce loudly, "COVER", prior to striking an arc. 16. Be sure structure is properly supported before welding. 17. Be careful with the welding rod as it is hot after welding. 18. Never weld in rain or with wet clothes, including gloves. 19. Do not touch both electrode and ground with bare skin.

Hand Grinders

Potential Hazards	Safety procedures to minimize risk	Rules, practices and procedures
Burns Eye injury Cuts	1. Wear face shield. 2. Wear gloves. 3. Direct sparks ways from operator. 4. Clear area in direction of sparks of all personnel. 5. Secure work before grinding.	1. Always wear a face shield. 2. Hold grinder so sparks are directed away from the operator. 3. Be sure no person is in the direction that the sparks will go. 4. Do not use on aluminum. 5. Use care when grinding around welds as the slag may not have been removed. 6. Wear gloves. 7. Be sure work is securely fastened down before grinding on it.

Pedestal Grinder

Potential Hazards	Safety procedures to minimize risk	Rules, practices and procedures
Burns Eye injury Cuts	1. Wear face shield. 2. Wear gloves. 3. Direct sparks ways from operator. 4. Clear area in direction of sparks of all personnel.	1. Same as hand grinder. 2. Do not grind work without the stage in place. 3. Be sure shield is in place.

Saws

Potential Hazards	Safety procedures to minimize risk	Rules, practices and procedures
Cuts	1. Wear proper safety glasses.	1. Use safety glasses when operating saber saw, circular saw and table saw. 2. Keep any foreign objects clear of the blade. 3. Make sure blade is tight. 4. Do not tip saw sideways, causing binding of blade in wood. 5. Keep fingers out of the path of the blade. 6. Always use a guide on the table saw. 7. Use gloves to avoid splinters.

Chop Saw

Potential Hazards	Safety procedures to minimize risk	Rules, practices and procedures
Burns Cuts Eye injury	1. Wear face shield. 2. Check condition of blade; replace if necessary. 3. Stand to side while cutting. 4. Use caution in applying pressure while cutting. 5. Secure work before cutting.	1. Always wear a face shield. 2. Never use a chipped or broken blade. 3. Make sure work is securely fastened down. 4. Stop cutting if blade begins to deflect or work moves at all. 5. Do not strike work with the blade. 6. Wait for wheel to come up to full speed before starting cut. 7. Stand to the side of the wheel while cutting. 8. Do not use excessive pressure for cutting.

Cold Saw

Potential Hazards	Safety procedures to minimize risk	Rules, practices and procedures
Cuts Eye injury	1. Wear face shield. 2. Check condition of blade; replace if necessary. 3. Stand in front while cutting. 4. Use caution in applying pressure while cutting. 5. Secure work before cutting. 6. Check coolant level.	1. Always wear a face shield. 2. Never use a chipped or broken blade. 3. Make sure work is securely fastened down. 4. Stop cutting if blade begins to deflect or work moves at all. 5. Do not strike work with the blade. 6. Wait for wheel to come up to full speed before starting cut. 7. Stand in front of the wheel while cutting. 8. Do not use excessive pressure for cutting.

Hand drill

Potential Hazards	Safety procedures to minimize risk	Rules, practices and procedures
Cuts Eye injury	1. Wear safety glasses. 2. Do not tip drill motor. 3. Use two hands in case drill binds. 4. Secure work before drilling.	1. Wear safety glasses. 2. Lubricate drill bits. 3. Keep drill motor straight, do not tip. 4. Use two hands in case drill binds.

Drill press

Potential Hazards	Safety procedures to minimize risk	Rules, practices and procedures
Cuts Eye injury	1. Wear safety glasses. 2. Wear appropriate clothing (for example, secure loose sleeves). 3. Secure long hair. 4. Secure work to table. 5. Use caution in applying pressure. 6. Close cover over motor belt. 7. Use brush or rag to clear away chips.	1. Wear safety glasses. 2. Use a brush or rag to clear chips. 3. Clear chips after stopping motor. 4. Use lubricant. 5. Be sure work is securely fastened to the table.

Bolt Cutters

Potential Hazards	Safety procedures to minimize risk	Rules, practices and procedures
Flying debris— impact injury	1. Use proper size for diameter of rod. 2. Use caution in applying pressure while cutting. 3. Be sure area is clear of personnel who may be hit by flying debris. 4. Check condition of blades. 5. Clean up.	1. Use the proper size cutter for the diameter work. 2. Be sure no one is below while cutting. 3. The rods may snap off with some velocity. Be sure no one could be hit by a flying particle. 4. Be sure blades are not broken or cracked.

Torching

Potential Hazards	Safety procedures to minimize risk	Rules, practices and procedures
Burns Eye injury Fumes Fire	1. Use proper safety glasses. 2. Inspect immediate area for people, flammables, or equipment that could be damaged prior to using torch. 3. Never torch alone. 4. Locate nearest fire bucket prior to torching. 5. Do not allow acetylene pressure to exceed 10 psi. 6. Ignite fuel immediately after turning on the control valve. 7. Store torch set with bottle valve off and lines bled. 8. If flame goes out, immediately shut off the fuel at the control valve 9. Direct tip so molten metal is not blown back toward the operator. 10. Shut off fuel first, then oxidizer. 11. Do not weld or torch around or over any area being cocooned or foamed.	1. Use proper safety glasses. 2. Never touch flame. 3. Never point flame toward people, flammables, or equipment that could be damaged. 4. Do not touch metal that has just been cut. 5. Inspect immediate area for people, flammables, or equipment that could be damaged prior to using torch. 6. Never torch alone. 7. Locate nearest fire bucket prior to torching. 8. Do not allow acetylene pressure to exceed 10 psi. 9. Do not drop pressure vessels on the ground or strike the output valve in any way. 10. Ignite fuel immediately after turning on the control valve. 11. Store torch set with bottle valve off and lines bled. 12. If flame goes out, immediately shut off the fuel at the control valve 13. Never leave a burning torch. 14. Direct tip so molten metal is not blown back toward the operator. 15. Shut off fuel first, then oxidizer. 16. Do not weld or torch around or over any area being cocooned or foamed.

Plasma Cutting

Potential Hazards	Safety procedures to minimize risk	Rules, practices and procedures
Burns Eye injury Fumes Fire	1. Use proper tinted safety shield. 2. Keep input air pressure at 70psi. 3. Inspect immediate area for people, flammable or equipment that could be damaged prior to using plasma cutter. 4. Never cut alone. 5. Direct tip so molten metal is not blown back toward the operator. 6. Do not weld or torch around or over any area being cocooned or foamed.	1. Use proper safety shield. 2. Do not touch metal that has just been cut. 3. Inspect immediate area for people, flammables, or equipment that could be damaged prior to using plasma cutter. 4. Never cut alone. 5. Locate nearest fire bucket prior to cutting. 6. Keep air pressure at 70psi. 7. Direct tip so molten metal is not blown back toward the operator. 8. Do not weld or torch around or over any area being cocooned or foamed.

Cocooning and Foaming

Potential Hazards	Safety procedures to minimize risk	Rules, practices and procedures
Eye injury Fumes Skin irritation	1. When cocooning, wear proper breathing mask.	1. Do not weld or torch around or over any area being cocooned or foamed. 2. Do not breathe cocooning or foaming vapors. 3. Cocoon and Foam in a well ventilated area. 4. Do not touch freshly sprayed foam. 5. Do not wear any plastic lens glasses when foaming.

Lifting Heavy Elements

Potential Hazards	Safety procedures to minimize risk	Rules, practices and procedures
Muscle strain	Keep back straight.	1. Do not bend over to lift something. 2. Keep back straight and use the knees to lift. 3. Be sure no one is under the part while it is being moved. 4. Be sure there are enough people to keep the part stable. 5. Where something is too heavy to lift, a forklift or crane will be used. 6. Do not lift weight beyond your capabilities. Know your limit. 7. Use safety cables where appropriate.

Deconstruction

Potential Hazards	Safety procedures to minimize risk	Rules, practices and procedures
Burns Eye injury Fumes Fire Flying debris—impact injury Cuts		1. Have water readily available. 2. Remove the outer covering where necessary to avoid catching it on fire. 3. Do not breathe vapors of the burning foam or cocooning. 4. Keep burning of foam or cocooning to a minimum. 5. Take extreme care when bending assemblies for disposal. 6. When removing large assemblies, cut supports in a manner that controls the direction and speed of the fall. 7. Use guide ropes to control the fall of the assembly. 8. Clear all people from the landing site of the falling assembly.

Float Design

Control System

1. The float design will conform to the current rules of the PTORA Float Manual.
2. Animation Control will have a manual override switch.

Entrances and Exits

1. All entrances and exits will confirm to the current rules of the PTORA Float Manual.
2. Support equipment (food, blankets, etc.) will be kept to a minimum.

Float Operation

General

1. All BTORA operation will be made with an adequate number of fully trained and completely qualified personnel.
2. All BTORA operation of the float will be under the direction of the VP-Float or their delegate.
3. All BTORA operation of the float will be coordinated among operators by adequate means of communications.

Animation

1. All animation movement will be initiated only after all workers are off the float, except for workers specifically involved with the animation workings, and only then when approved by the Lead Supervisor.
2. All animation will be initiated by a certified Animation Technician.

Float Moves

1. All float moves outside of the Burbank Water and Power Yard will be under the direction of the City of Burbank.
2. Float movement to and from Pasadena will be under the direction of the City of Burbank with appropriate convoy escorts and PTORA personnel.
3. The float chassis in test drives, Burbank on Parade and similar drives will be certified as safe to riders (if any), float operators and the public by the VP-Float or their delegate.

Appendix

Sample of “Volunteer Report of Safety Hazard”
Periodic Inspections
Injury Investigation
Sample of “Accident Investigation Form”
Material Safety Data Sheet Explanation
Sample of “Float Barn General Safety Rules For All Volunteers”
10 Laws Before Closing Up Shop
Sample of “Do’s and Don’ts of Float Decorating and other volunteering information”
Sample of “Do’s and Don’ts of Scaffolding”

Burbank Tournament of Roses Association

Volunteer Report of Safety Hazard

(Submit form to VP-Float)

Date: _____

Safety hazard: _____

Date hazard observed: _____

Cause or type of hazard: _____

_____

_____

Volunteer suggestion to improve safety: _____

_____

_____

Volunteer Name (optional):_____

(Safety Committee Use Only)

Action taken: _____

_____

_____

Safety/staff responsible for correction (if any):_____

_____

_____

Signature of person responsible for corrections: _____
If necessary, date hazard fixed: _____

Periodic Inspections

Cal/OSHA regulations require periodic inspections to identify hazards that need correction. Although the law does not specify frequency, it is recommended inspections take place on a quarterly basis. In addition, inspections must be conducted:

A. When new substances, procedures or equipment are introduced that present new workplace hazards
B. When the Safety Committee becomes aware of a previously unrecognized hazard.

Use inspection checklists.
Document discovered hazards or injuries.
Use forms provided.
Keep these records for three (3) years.

If a hazard is discovered that poses an immediate danger to personnel, the area should be closed off and corrective measures taken immediately. If the problem is less serious it should be corrected as soon as possible to avoid any possible injuries.

Injury Investigation

Injury record keeping is a requirement under Cal/OSHA.

Injuries occurring while volunteers work on the float will be investigated in accordance with established procedures. All injuries will be documented.

Obtain a report on every injury requiring medical treatment.

Use the Accident Investigation Form

Maintain these records for five (5) years.

Burbank Tournament of Roses Association
Accident Investigation Form

Investigators:_____

Volunteer(s) affected by accident/injury: _____

Job category: _____

Nature of accident/injury: _____

Workplace hazard that contributed to or caused injury: _____

_____

Additional safety procedure needed to prevent recurrence (if any): _____

_____

Were safety procedures violated? _____

Corrective action taken (include date and staff involved): _____

_____

Interim preventative measures taken until corrective action completed: _____

_____

Signature of person responsible for correction: _____

Date corrective action completed: _____

Material Safety Data Sheet Explanation

The most important document to review for discovering and understanding the risks and potential hazardous effects of substances used in float development is the Material Safety Data Sheet (MSDS). The MSDS's are developed by the manufacturers of the chemical to ensure that the chemical is used safely in the workplace. Below is an explanation of what is contained in each section of the MSDS.

Section I: Identifies the name of the material, who made it, date prepared and a number to call in case of an emergency.

Section II: Identifies the potentially hazardous ingredients in the materials. Product identity matches the label, Chemical Abstract Number (CAS) for each ingredient, percent limit, Permissible Exposure Limit (PEL) and Shore Term Exposure Limit (STEL) in air.

Section III: Describes what the material looks or smells like and some of its physical characteristics.

Section IV: Describes the flash or ignition point and describes how to put out any fire containing the material and any potential explosion hazard.

Section V: Identifies symptoms of overexposure, health effects or risks, first aid emergency procedures, suspected cancer agents and medical conditions aggravated by exposure.

Section VI: Describes the potential reactivity, what the material does under certain conditions, how stable it is and the product incompatibility with other materials.

Section VII: Describes what to do in case of a spill or leak and how to properly dispose of the material.

Section VIII: Informs users of control measures such as ventilation, gloves, respirator, etc., when a person is using or is near the material.

Section IX: Describes the special handling and storing precautions and protective measures during maintenance of contaminated equipment.

Burbank Tournament of Roses Association
Float Barn
General Safety For All Volunteers

Volunteers are instructed to use care in the performance of their job duties so as not to cause accident or injury to themselves or others.

1. Wear appropriate clothing. Wear shoes at all times. Do not wear sandals, perforated shoes or high heels when working in the float area.
2. Obtain all glues or other flammable materials from your supervisor/foreman.
3. Use step stools or ladders or ask for assistance. Do not stand on chairs or tables.
4. Keep worksites clean and orderly; clean up spills immediately.
5. Avoid practical jokes or other behavior which might confuse, startle or distract another worker.
6. Do not pass in front of or behind an operating forklift. Do not pass under or work under a raised platform attached to the forklift.
7. Door at the East end of the float barn raise and lower to their full positions. Do not pass under the moving door. Wait until the door is secured.
8. Fire extinguishers are located on the North, South and West walls and upstairs on the mezzanine.
9. Keep exits, aisles, electrical panels and all electrical outlets clear.
10. Do not overload electrical outlets. Do not allow electrical cords to drag underfoot or across aisles.
11. Report any unsafe condition to your supervisor/foreman.
12. Store heavy and/or large bulky items at low levels.
13. Do not work alone in the Float Barn.

Burbank Tournament of Roses Association

10 Laws Before Closing Up Shop

1. Tools and equipment are properly stored.
2. Glue or other hazardous materials are properly stored.
3. Aisles, electrical outlets and electrical panels are clear of obstructions.
4. Debris has been swept up.
5. Trashcans are covered or have been emptied.
6. Record keeping material has been put away.
7. All lights are turned off.
8. Stove burners and oven are turned off. Coffee pot is turned off.
9. Door and cargo bins are locked.
10. Fire extinguishers are in place.

Burbank Tournament of Roses Association

Do's and Don'ts of Float Decorating and other Volunteering Information

Requirements:

- Everyone must have a signed Release Form on file.
- 13 and under must be accompanied by a parent or guardian at all times while at the float site.

Please DO….

- Ask questions, better to ask and do it right than to have to do it over again later.
- Wear grubby clothes that you don't mind getting dirty or ruined.
- The work asked of you.
- Keep the area around the float as clean as possible, sweep and pick-up often.
- Keep track of scissor, marking pens and other tools if you are using them.
- Return all tools to the Supervisor/Foreman of the area.
- Watch where you are going, people decorate everywhere.
- When you are done with a job, find someone in your area that can use your extra glue and return clean brushes to the Supervisor/Foreman of your area. <u>You are not done until your area is clean!</u>
- Do the best you can.
- Have Fun!

Please DON'T….

- Refuse to do any job, EVERY duty is important, from cleaning up to putting on the flowers.
- Bring items or leave personal items that can be lost (Burbank Tournament of Roses Association is not responsible for lost or stolen items).
- Wear nice clothes, if you do you'll be sorry.
- Wear open toe shoes
- Take or waste flowers or glue, we may not have enough.
- Smoke inside the float building or around any decorating materials.
- Climb or step on any of the float surfaces unless instructed to do so (must be 14 years old or older to be on the float or on any lift).
- Change jobs unless instructed to do so by a foreman or Manpower Chair.
- Leave a job to ask/beg to be moved to another one, we'll move you around as we are able to.

Parking:

Regular and handicap parking is available at the Metrolink parking lot, adjacent to the float site.

Float Construction and Decoration Site:

123 W. Olive Ave.
Burbank, CA 91503
Site phone number: 818-840-0060

Note: The float site is under the Olive Ave. overpass/bridge near the intersection of Olive Ave. and Flower St., across from Borrmann Steel Co. inside the Burbank Water and Power yard. Building is marked as "BWP Auxiliary Warehouse."

We do not have any on-site parking. **Free parking is available at the MetroLink parking lot**, adjacent to the Burbank Water and Power yard. Please park in the MetroLink parking lot and walk past the wash and into the float site.

Burbank Tournament of Roses Association

Do's and Don'ts of Scaffolding

Do…

- Remove all decorating material when you leave and no one is replacing you.
- Be careful not to drop anything from the scaffolding onto the float surface, or people below.
- Be aware and considerate of people decorating below you, watch your feet and dropping stuff.

Don't…

- Play on the scaffolding, it's dangerous!
- Shake the scaffolding, that's even worse!
- Use the scaffolding unless you are instructed to do so.
- Use the lower areas as storage space.
- Overload the scaffolding, only two people should be on one scaffold.

Notes:

- If you will not be using your scissors, DO NOT take them with you on the scaffolding.
- If you will be using your scissors, they MUST be in your hand or around your neck AT ALL TIMES. **NEVER** set them on the scaffolding.