

General Shop Safety Rules

Safety is every-one's business and responsibility. It needs to become a way of life.

Pay attention to the task at hand while monitoring the area around you. A safe worker develops a sense of responsibility for himself/herself and those around him/her.

Wear the correct PPE (personal protective equipment) for the job.

Eye protection is the most important item of PPE and must be worn while working in the shop. Keep the lenses clean and in good repair. Note: this means in front of your eyes, not on your forehead.

Tie back long hair or use a hair net when using power equipment.

Do not wear rings, jewelry or loose clothing while using power equipment. Loose bulky sweaters and hoodies can be particularly hazardous.

Wear closed toe shoes and long pants. Roll up long sleeves.

Keep fingers, other body parts, rags and tools away from moving parts of a machine.

Be neat and tidy at all times. Keep work area tidy. Keep floor area tidy and free from tripping hazards.

Do not attempt to clean, oil or adjust a machine while it is in operation.

If there is a spill on the floor that creates a slippery condition it must be cleaned up before you continue working.

If you do not know how to use a piece of equipment ask the teacher.

Never run or engage in horseplay (poking, pushing, hitting, throwing things etc.)
Never come up behind someone working on a machine and surprise him or her.

Use correct lifting techniques. Lift with your legs and hips, engage your abdomen and keep your back straight.

Compressed air is hazardous in several ways. Never direct compressed air at yourself or another person. Particularly the eyes. It is not to be used to clean machines or yourself. It can blow things back into your face and eyes. It also blows particles into the components of the machine, which might damage the machine.