GENERAL SHOP SAFETY RULES

1) Always wear eye protection. Wear safety glasses, goggles, or a face shield.

2) Use the equipment only with the instructors permission, and use it only

 when the instructor is present in the shop.

3) All accidents must be reported immediately

4) Don’t use tools or equipment that are in any way defective. Tell the

 instructor if a tool is dull or broken or if a piece of equipment isn’t working

 properly.

5) Don’t use any tools or equipment until you’ve been shown how to use them

 correctly and safely. And use them only if you understand what you were

 shown.

6) Keep clothes tucked in and shirtsleeves rolled up neatly.

7) Wear protective shoes. Wear hard shoes or boots with rubber soles and

 rubber heels. Don’t wear tennis shoes, running shoes, and sandals.

8) Long hair must be tied back, out of the way. Either tie is back or wear a cap

 to keep it out of the way. Long hair can get caught in a moving machine.

9) Watches and jewellery should not be worn in the shop. Remove rings,

 bracelets, watches, and necklaces before you do any work in the shop.

10) Know where the fire extinguishers are located and read the instructions

 posted on them.

11) Damp, oily rags are a fire hazard. Keep used rags in an approved covered

 metal container.

12) Aisles must be kept clear and free of litter, scraps, and materials. Don’t

 leave anything lying around that could be tripped over or slipped on.

13) Always use a brush or a rag to wipe away sawdust and scraps. Never use

 your hand to wipe off a surface.

14) Use the right tool for the job and use the right size tool. Use the tools only

 for what they were designed to do.

15) Carry sharp tool with the edge or point held down toward the floor. This

 will help prevent injuries if you bump into something or if someone

 bumps you.

16) Lift with your legs, not with your back.

17) When you hand large or heavy material, get someone to help you. Ask

 someone to tail-off for you when you cut a large piece of stock on any

 machine.

18) Use all recommended guards and safety devices on the power equipment.

19) Disconnect the power equipment any time you need to make major

 changes or adjustments. Unplug the tool or machine or disconnect it at the

 circuit breaker, put up a sign, “Don’t Connect”.

20) Turn off the machine any time you make minor changes or adjustments.

21) Any time you leave a machine, turn it off and stay with it until it comes to

 a complete stop.

22) Respect the safety zones. Stay away from anyone operating the power

 equipment. Don’t talk to them or distract them in any way. Don’t let

 anyone distract you when you’re using the equipment.

23) Work at a safe speed. Don’t rush or hurry through a project. Working too

 fast is dangerous, and it will result in poor craftsmanship.

24) Don’t fool around in the shop! There are no exceptions to this.

I have received instruction and understand the general rules of the Shop.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_