

GENERAL SAFETY RULES

1. "Horseplay is absolutely forbidden in the shop. "Horseplay covers a broad range of activities....pushing, punching, kicking, shadow boxing, running, throwing objects, etc.
2. The students must not use machines until they get the proper safety instructions by the teacher. The student must ask for additional instruction if he/she has doubts about any operation.
3. The students must secure the instructor's permission before using any type of power equipment in the lab. during out of class time.
4. Neckties, long sleeves, loose aprons, jewelry, rings or watches must be securely fastened or removed before operating machines. Long hair must be tied back. Shoes must be worn at all times - no sandals or open toed footwear. Socks must be worn also.
5. Operator's safety zones will be designated and only the operator of the machine should be within that area.
6. Students should not try to distract the attention of a student using a machine. Likewise, students should not let their attention be diverted while they are using a machine.
7. If a student is using a machine and finds that it is not working properly he/she should not try to continue using it, but should notify the instructor immediately.
8. The power should always be shut off after a machine has been used.
9. No student will stop or start a machine for another student.
10. The operator should make sure all other students are clear of the machine before turning the power on.
11. All portable hand tools should be disconnected while not in use.
12. Be sure your hands are dry when connecting or disconnecting any electrical power tools. Always disconnect by pulling from the plug, not the cord or wire.
13. Notify the instructor if you see anyone violating the safety rules. This can save your fellow students and yourself from possible serious injury.
14. The instructor should be notified of any accident no matter how slight. Accident reports will be made out for injuries which require service of the school nurse or a physician.
15. If you find a hand tool or piece of equipment that is broken or in unsafe working condition, notify the instructor immediately.

16. Always brush metal scraps from your workbench or machine with a brush, never use your hands.
17. Keep shop apron and clothing clean. An oily apron is a definite fire hazard. The student that maintains neat and clean clothing generally does neat and clean work.
18. Always lift heavy objects correctly. Use your legs and keep your back vertical. If necessary get help from a classmate.
19. The floor must always be kept clear of oil. Wipe up any oil that gets on the floor immediately.
20. When working around power equipment, safety glasses or a face shield must be worn.