

GENERAL SHOP SAFETY RULES

The following rules are meant to protect you from injury; PLEASE OBEY THEM.

1. Every person is required to wear eye protection in the shop AT ALL TIMES.
2. Avoid wearing loose, baggy clothing or personal accessories, such as watches, chains, rings, or other jewelry, no ties.
3. Tie back long hair when operating machinery.
4. Horseplay, running, yelling and/or fighting is absolutely forbidden in the shop.
5. **No food, drinks, headphones or electronic devices in the shop.**
6. All accidents, even if very small, must be reported to your instructor/shop manager or the staff person on duty.
7. Know safety procedure in case of accident.
 - get yourself in a safe position ie. turn off your machine.
 - tell the instructor if he/she is not already aware of the accident.
 - stay away from the victim
 - do not administer first aid unless you are trained in first aid.
 - follow the teacher's instructions
8. Report any use of first aid kit to teacher to ensure that any supplies that are used are replaced
9. All safety guards must be kept in place while operating equipment. If a guard or safety device is an impediment to safe operation of a machine seek help.
10. Everything has a proper storage location. All tools and material are to be placed in its proper storage location when not in use. Be sure to keep work areas clean and organized.
11. If you spill or drop any fluid on the floor, clean it using absorbent materials to minimize any risk of slipping injuries.
12. Never block fire exits, fire pull alarms, doorways, aisles, and electrical breakers of machine switches for any reason.
13. Do not distract students while they are working on equipment.
14. Wear appropriate PPE as per instructions.
15. Move a heavy load only with teacher approval.
16. Use assistance to lift items over 20 kilograms (40 pounds) or two metres (six feet) in length,
17. Secure and support heavy and long loads with approved stands only.
18. Operate equipment, tools or machinery only after receiving proper instruction and permission from the teacher.
19. Make sure machines are in the "off" position and motion has stopped, before leaving.
20. Use tools and equipment only after proper instruction and for its intended use only. If in doubt, ask for help.
21. Handle all tools and equipment with care, clean after use.
22. Unplug portable tools when not in use.
23. Do not attempt repairs to any equipment that is broken. Notify teacher for help.
24. Secure your work in vice when possible.
25. Always keep your eyes on your fingers, listen to the sound of the machine and nose keen to the smell of smoke.
26. Never touch moving parts on equipment
27. Only one person operates machine at a time, partners watch and be aware. Never talk to someone operating a machine. Operator should never talk to someone while operating a machine.
28. Do not use broken or damaged equipment; report immediately to the teacher.
29. Understand and follow WHMIS, and MSDS instruction before handling chemical substances.
30. Maintain good housekeeping practices. **Clean up your mess!** Wipe up all spilled liquids. Pick up your materials. Put away tools. Sweep up any loose debris.
31. **Absolutely no tools out of the shop!**