

GENERAL SAFETY RULES

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

- 1 Every person is required to wear eye protection and work boots AT ALL TIMES while on the work site.
- 2 Tie back long hair when operating machinery.
- 3 Horseplay, running, yelling and/or fighting is absolutely forbidden on the work site. Do not distract students while they are working on equipment.
- 4 All accidents, even if very small, must be reported to your instructor/shop manager or the staff person on duty.
- 5 Know safety procedure in case of accident.
 - get yourself in a safe position ie. turn off your power tool.
 - 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
- 6 Report any use of first aid kit to teacher to ensure that any supplies that are used are replaced.
- 7 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.
- 8 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.
- 9 Wear appropriate PPE as per instructions.
- 10 Move a heavy load only with teacher approval.
- 11 Use assistance to lift items over 20 kilograms (40 pounds) or two metres (six feet) in length,
- 12 Secure and support heavy and long loads with approved stands only.
- 13 Operate equipment, tools or machinery only after receiving proper instruction and permission from the teacher.
- 14 Make sure machines are in the "off" position and motion has stopped, before leaving it.
- 15 Use tools and equipment only after proper instruction and for its intended use. If in doubt, ask for help.
- 16 Unplug portable tools when not in use.
- 17 Do not attempt repairs to any equipment that is broken. Notify teacher for help.
- 18 Always keep your eyes on your work, listen to the sound of the machine and nose keen to the smell of smoke.
- 19 Never touch moving parts on equipment.
- 20 Do not use broken or damaged equipment; report immediately to the teacher.
- 21 Understand and follow WHMIS, and MSDS instruction before handling chemical substances.
- 22 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.

AT ALL TIMES – IF IN DOUBT, SEE YOUR INSTRUCTOR