

# MANUFACTURING TECHNOLOGY

## SHOP SAFETY RULES

1. If an accident happens to you, no matter how small, report it to your instructor.
2. All machine tools create chips or sparks, generate heat and produce motion, so do not talk to the operator while the machine is in use. Use care when working on or around them.
3. No one shall operate any machines in the shop until they have a complete demonstration by the instructor.
4. Sharp objects such as tin plate and sheet metal should always be stored in their proper location.
5. Always stand to one side when starting the pedestal grinders or buffers.
6. Eye protection must be worn in the shop **AT ALL TIMES**.
7. Machines must be shut off when taking any measurements to the work piece.
8. Safety guards are not to be removed or tampered with in any way.
9. Clean up of the shop is the responsibility of the entire class regardless of what work you were performing.
10. Inspect all hand tools to ensure that they are in good repair before using.
11. Do not use a file without a handle. You could slip and stab your hand.
12. Leave nothing on the floor for yourself or others to slip on or trip over.
13. Never use an air hose to clean yourself or any machine.
14. Running, throwing, horseplay, ipods, cellphones, headphones and skateboards are absolutely forbidden.
15. Loose clothing and backpacks must be left in your locker and never

worn in the shop.

16. Always pull on a wrench when loosening very tight nuts or bolts.
17. Long hair must be tied back.
18. Never wear gloves while operating machine tools. They could get caught in the machine and pull the operator in to the moving parts.
19. The common denominator in all types of welding is heat. Approach all work pieces with caution.
20. When the fire alarm sounds, everyone shall shut off their machines, calmly line up at the rear / west door (by the garage door), and exit together with the instructor. Then head to the rendezvous area as a class where the instructor will take attendance.
21. Permission must be given to any student to leave the class.
22. If your clothes catch fire, don't panic. Stop, Drop and Roll.