

## **GENERAL SHOP SAFETY RULES**

1. Wear eye protection – Wear ANSI certified safety glasses, goggles, full-face shield while operating any power equipment – stationary or portable - or performing any operation where an eye hazard exists.

*SIMSCal member Jason Wolverton tells of getting cyanoacrylate glue (superglue) in the white of his eye when making a rosette. He was using slow-drying CA glue to inlay a wood strip around the perimeter of the rosette, when the end of the strip sprang free of the channel and whipped superglue right into his eye. VERY painful and very nearly damaged his cornea. He now wears safety glass when using CA glues.*

Personal eyewear must have polycarbonate lenses in order to provide proper protection.

2. Hearing protection is recommended to avoid permanent hearing damage.
3. No machine shall be used without proper instruction on operation and safety.
4. Wear safe clothing –
  - Remove or secure anything that might become entangled, such as jewelry, hair, baggy clothing, etc. Long hair must be tied back. Long sleeves must be buttoned at the cuff or rolled above the elbow. Loose clothing must be tucked-in at the waist, or wear an apron.
  - Shoes must be worn. Sandals and open-toed shoes are not shop safe.
5. Never hesitate to ask for help or advice if you are not sure what you are doing.
6. Report all accidents and injuries, however slight, immediately.
7. All safety guards must be kept in proper position while machines are in operation.
8. All special set-ups and adjustments must be checked before turning on the power.
9. Machines should be started and stopped only by the operator. No other persons are allowed inside the safety zone, that is, within the width of a person around the machine.
10. Do not talk to or distract a machine operator. The operator of a machine should never look away from his work or allow his attention to be distracted in any way.
11. Be aware of any strange or suspicious noise created by a machine. Do not operate any faulty equipment or machine. Report any such noises to the instructor.
12. Before using any machine, assume that it is out of square and check that blade, fences, etc are squared. Examples include chop saw, drill press, jointer fence etc.

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13. Keep the floor around all machines clear of all scraps and litter. Before starting any machine make certain that the 'table' area is clear of hazards, such as scraps, tools, rags, etc.
14. Remove all wrenches, chuck keys or other tools from a machine before turning on the power.
15. Approach machines with caution. The power may be off but the machine may still be coasting. Examples include jointers, disc sanders, etc.
16. A machine must be at a dead stop before any adjustments are made.
17. Unplug portable power tools – particularly routers and saber saws – when changing bits, blades, abrasives, or making other adjustments.
18. Avoid using excessive force with any tools or machines.
19. Carry sharp objects, such as chisels, awls, etc., in a safe manner; never in a pocket.
20. Do not leave material sticking out of a vise unattended.
21. All files with a tang MUST have a handle. Handles on all tools must be tight.
22. Wrenches and screwdrivers should be of a proper size and design to fit the work. Never substitute pliers for an open-end wrench.
23. Never reach into a moving machine, such as a band saw, table saw, chop saw, etc., or bring the hands close to revolving cutters, such as a jointer, router, drill press, etc.
24. No food in the shop, period.
25. Never operate tools while under the influence of drugs, alcohol or medication. Many cold remedies can impair attention and good judgment. If you are sleep deprived, go home and get some sleep.

These general safety rules do not cover all shop hazards. Most industrial accidents occur on well-guarded machines or in areas where no apparent danger exists. They are caused by carelessness, inattention or improper use of equipment.

THE GOAL OF THIS CLASS IS TO HAVE A SAFE LEARNING EXPERIENCE.

I have read and agree to abide by these General Shop Safety Rules, and other machine specific shop safety rules provided to me.

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Print Name

Signature

Date