

General Shop Safety Rules

As a student in this shop, there are rules you must observe. Know the reason for each rule and it should be much easier to remember and observe that rule.

- ***Students must never enter the shop unless a teacher is present.***
- ***Power equipment must never be operated unless a teacher is in the shop.***
- ***Do NOT use any machine or tool unless you have received PERMISSION and instruction on its safe use by the instructor.***
- ***EYE PROTECTION must be used in the shop when even one student begins work in the shop. Other PPE may be prescribed depending on the task, such as hearing protection, push sticks, etc. This protective equipment must be used as instructed.***
- ***Absolutely NO HORSEPLAY. Such conduct may result in your removal from the class and/or course.***
- ***STAY FOCUSED - Complete one task at a time.***
- ***ONLY 1 PERSON PER MACHINE. All others may observe at a safe distance. Respect others and do not disturb them while they are operating equipment or shop tools.***
- ***WEAR PROPER FITTED APPAREL, ALWAYS SECURE LOOSE CLOTHING AND HAIR, ABSOLUTELY NO JEWELRY. Long hair must be in a tight bun, pulled up under a baseball cap or in a hair net. Ponytails are NOT permitted. Remove all visible or loose jewellery (necklaces, bracelets, watches, rings, dangling earrings) and keep your head,***

hands and clothes away from all moving parts. Closed-toed shoes must be worn.

- *Earphones, earbuds, or listening devices are NOT PERMITTED.*
- *CLEAN UP YOUR WORK AREA (before, during, and after, as required). Don't leave a mess for someone else.*
- *PUT IT BACK (so you can find it next time) - Everything has a proper storage location.*
- *ALWAYS follow Tech Shop Safety procedures*
IF you don't understand - ASK QUESTIONS
If you still don't understand - ASK AGAIN
- *Report all injuries / illnesses to your teacher immediately.*
- *Use care and common sense when using any sharp tool.*
Always keep hands and fingers behind the tool's cutting edge.
- *Report and damaged or defective tools to the teacher and DO NOT USE THEM.*
- *Inform the teacher of any specific medical problems that may be aggravated by the shop environment.*
- *In the event of a school fire drill or an actual fire in the shop, your only responsibility is to WALK out the FIRE EXIT quickly and quietly.*
- *If you find someone badly injured or unconscious*
 - *Make sure the area is free of hazards*
 - *Check for vital signs*
 - *Call 911*