STUDY GUIDE FOR WOODWORKING SAFETY



1. You should develop and maintain the proper attitude toward safety. You do not want to be injured while working in the shop. You also need to be concerned with the general safety and well-being of yourself and others working around you.

2. Use eye protection in the lab at all times when work is being done.

3. Tuck in loose clothing and take off jewelry. It could be caught or entangled in a machine. No hoodies, jackets or sweatshirts. Long hair should be tied back out of the way when you are operating a machine.

4. Do not annoy or distract anyone operating a machine. The operator might damage the project by not paying attention, the machine may be damaged if full attention is not given to the operation and if the operator doesn't give all his/her attention to the job, he/she may be injured.

5. Proper footwear is required at all times. Your feet need to be protected from objects that may be dropped on them.

6. If a machine does not operate properly shut it off, stand clear and report it to the teacher.

7. If you try to cut any wood that is cracked, split, warped or dirty, the wood may, jam, bind, or be thrown from the machine.

8. If you are about to perform an operation on a machine you should first:
    a. Think through the pending operation and take care of personal safety needs
    b. Obtain a helper if one is needed
    c. Have push sticks and other safety devices ready

9. You are permitted to use tools and machines in the classroom **only** when the teacher is in the classroom and you have been given permission.

10. Have only the material being used on the machine table. Loose tools, machine attachments or scraps of material may be drawn into the machine and thrown out from the machine.

11. The teacher must inspect all special set-ups before you use them. Also return special setups to normal operations.

12. No more than one person in the safety area at the same time.

13. Horseplay is never allowed in the labs.

14. If you are not sure how to safely use a tool or machine, ask your teacher for advice.

15. When you are finished using tools return them to the tool cabinet or other designated storage area after you are through using them.

16. Broken or damaged tools should be reported.

17. Always use the proper tool for the proper job. If you don't you could injure yourself, someone else or damage the tool.

18. Never throw anything in the lab because you may hurt someone.

19. Used oily rags should be placed in a covered metal container.

20. Safety guards must always be kept in place when operating a machine to prevent injury by moving parts.

21. You must earn the right to operate a machine by:
    a. Passing the General Safety Test
    b. Passing the test on the safe operation of the machine.
    c. Have a demonstration on that machine
    d. Having permission from the teacher

22. If you get hurt during class, no matter how slight your injury, you should tell your teacher.

23. The appropriate method for using a fire extinguisher is Pull-Aim-Squeeze-Sweep (PASS).

24. You must be familiar with all emergency procedures including Lock down Drill, Fire Drill and Tornado Drill.

25. Aisles and pathways should be kept clear to avoid tripping and falling.

26. Spilled liquid on the floor can cause you or another person to slip and fall.

27. When finished using a machine wait for the machine to come to a complete stop, watch the machine come to a complete stop then clean the machine for the next person.

28. Compressed air should be used only when necessary and with extreme caution. It can cause serious injury when not used correctly.

29. Do not hold materials in your lap or between your knees when using sharp tools. The sharp tool may slip and injure you.

30. Files should always have a handle on them to cover the sharp end of the tang.

31. The proper way to carry tools is with sharp edges pointed downward and away from you and all other people in the lab.