

## **General Shop Safety Rules:**

- 1. Do not operate any equipment until you have been trained and approved by a supervisor.**
2. If you are unfamiliar with the operation of a piece of equipment, STOP, and ask for guidance from a supervisor.
3. Alert those around you when starting up a power tool.
4. Do not use a power tool unless there is at least one other person in the room.
5. When working with a new material, check its MSDS or confer with supervisor regarding the material's risks and properties.
6. Follow all equipment and chemical specific procedures and recommended precautions.
- 7. Pay full attention to task at hand. Absolutely no horseplay or phone use during equipment operation.**
8. Use appropriate protective equipment for all tools and chemicals (gloves, goggles, earplugs, etc.).
9. Wear clothing appropriate to your work environment and task (ex. close toed shoes, long pants, etc.).
10. Chemicals requiring ventilation must be used outside or under a fume extractor.
11. Do not wear ties, jewelry, or loose clothing when operating rotating machinery.
12. Wear gloves when handling hot or sharp objects or chemicals.
13. Maintain a tidy working area while working.
14. Ensure your work area is clean and tools are put away before leaving work area.
15. Ensure all equipment is turned off/unplugged when not in use.
16. Keep ground clear of obstructions and tripping hazards.
17. Report injuries immediately to the nearest supervisor.
- 18. In case of emergency, call campus security at extension 4444 or dial 911.**
19. If injured, do not attempt to remove foreign objects from the body. Alert supervisor and seek immediate medical attention.
20. If chemicals get into your eyes, proceed to nearest eyewash station and rinse eyes for 15 minutes then proceed to medical treatment.
- 21. Follow any additional safety rules or policy posted in the shop or stated by a supervisor.**