

# Workshop Safety Rules

1. You are NOT allowed to work alone on a project in the workshop.
2. Safety glasses must be worn at all times in the workshop. Everyday eyeglasses are not safety glasses. Also use a face or dust mask if the cutting operation is dusty.
3. Students should wear only full length pants and short sleeved equivalent shirts in the workshop. Do not wear loose clothing, gloves, neckties, bracelets, or other jewelry that may get caught in moving parts. Loose shirt material must be tucked-in, rolled up or otherwise secured.
4. Always wear closed-toe shoes; no open toe shoes, sandals, high heels, or slippers allowed.
5. Long hair must be tied back or otherwise restrained.
6. Do not use a machine if you have not been certified to operate it safely.
7. Plan you project as fully as possible before you begin.
8. Know where the emergency stop buttons are positioned on machines.
9. Do not leave running machinery unattended.
10. Do not remove or alter machine guards.
11. Keep hands away from moving/rotating machinery. Use hand tools carefully, keeping both hands behind the cutting edge.
12. When using the drill press or circular saw, always clamp your work piece to the work table.
13. Eating and drinking are not permitted in the workshop.
14. Keep work areas as tidy as possible and clean-up after yourself.
15. Know where the first aid kit and fire extinguisher are located.
16. Always be patient and careful, never rush in the workshop.
17. Immediately report any injury to the workshop attendant.
18. Immediately report any damage to machines or equipment to the workshop attendant.
19. The Learning Center Manger reserves the right to exclude any group or individual from the workshop.

I have read, understood, and agree to abide by the above Shop Safety Rules. I accept responsibility for following good safety practices when working in the Machine Shop and for reporting any unsafe conditions therein.

Print Name: \_\_\_\_\_

Sign Name: \_\_\_\_\_

Date: \_\_\_\_\_