

SAFETY RULES

A. Student conduct and attitude

The most important safety rule is A-B-C (Always be Careful). Most accidents are the result of carelessness.

1. Do not enter a shop or classroom if the teacher is not present. Wait until the teacher arrives. Upon entering a shop or classroom, go to your assigned station.
2. Report all accidents to the instructor.
3. Follow the shop routine to maintain order and safety.
4. Never lean on, sit on, tap on or otherwise tamper with any machine.
5. Use machines or tools only after you have learned safety precautions and be sure to use the correct method of operation. When in doubt, ask the instructor.
6. Do not engage in horseplay or pushing in the shop because of the many sharp objects and moving machines.
7. Walk at all times. Never run or rush around in the shop because of the danger of tripping or pushing someone into a machine which is moving or into a sharp object.
8. Do not make unnecessary loud noises to avoid distracting the attention of those working at machines.
9. Do not throw tools, materials or other objects in the shop. You may seriously injure someone or damage expensive equipment.
10. Keep your mind on your work and do not talk to others while running any power equipment.
11. Students must report to the instructor at once any and all hazardous conditions or safety violations in the shop so the instructor may take the proper steps to remedy the situation.
12. Students must come to attention immediately when a signal to do so is given so as to hear any instructions that has to be given.
13. Pick up any scrap from the floor so that no one will slip or trip. Place all scrap in its proper place.
14. Do not allow your work, material or stack to project or stick out so that someone may walk into them.
15. Close drawers and cabinet doors so that no one will walk into them.
16. Open doors gently to avoid striking someone.
17. Lock where you are going; you may bump into something or cause someone to be pushed into moving machinery.
18. Do not hit hardened steel such files, drills, etc. Do not hit hammer heads together. Hard steel is brittle and chips may fly.
19. Do not use a file without a proper handle because the pointed tang may pierce your hand.
20. Always cut away from yourself, but be careful not to cut toward a student near you so as to avoid cutting yourself or another student.
21. Do not use dull or defective tools as they may cause injuries due to slipping or breaking (remember a dull tool is more dangerous than a sharp one.).
22. Use tools only for the purpose for which they were designed.
23. Be careful when moving heavy objects.

24. Before using any machine tools, make sure all guards are in place. Always unplug machines before adjusting, measuring or changing bits or blades.
25. Keep your hands away from revolving or moving parts. Do not attempt to measure while a machine is running.
26. Be sure work or cutting tools are firmly held in place so that they cannot break loose and cause injury or damage.

Clothing Safety

27. Hair must be kept short enough so that it does NOT block vision.
28. Do not wear loose clothing while working around Machines or moving parts.
29. Tuck in your tie or remove it.
30. Remove all jewelry, rings, wrist watches and bracelets.
31. Wear appropriate work clothes to protect your Clothing.
32. Do not carry tools in your pocket, you may gash your- Self or another student.
33. Sandals and shorts are not to be worn in the shop.

Electric Safety

34. Remember where and how to use the emergencyPower cut-off switch (panic button).
35. Never open, close or tamper with any switchesOn equipment if you have not been assigned to it. Do Not open, close or tamper with the fuse panel. You May cause a circuit to become energized and so bring About injury to someone or yourself.
36. Do not use equipment with defective wiring orSwitches. Report any defects in equipment to the Instructor.

Eve Safety

37. Safety glasses will be worn at all times withoutException.

Fire Safety and Fire Drills

38. Familiarize yourself with the location of fire Extinguishers in the shop and their use.
39. Be on the alert to prevent fires at all times.
40. Fire drills will be held for the safety of the students, When the fire signal is sounded, stop work, switch off All machinery and await instructions from the teacher.
41. Put oily rags in the closed containers.

THESE RULES ARE TO BE READ, STUDIED CAREFULLY AND KEPT IN YOUR NOTEBOOK. REMEMBER, SAFETY IS EVERYONES BUSINESS.

I have read and understand all above safety rules and will abide by them.

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SAFETY RULES FOR MACHINES

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DATE: _____

MACHINE: _____

NUMBER: _____

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