

SAFETY FIRST - Shop Survival Manual, Policies, Procedures

(You must be familiar with and follow all of the below to utilize the shop, failure to do so may result in reduced or revoked shop privileges)

1. Avoid wearing loose clothing, long sleeves, and ties that might be caught in moving machinery, and tie back long hair to prevent entanglement with machinery.
2. Never wear gloves of any kind, nor rings or bracelets around moving machines.
3. All safety devices, guards, etc., on machinery must be used. Jobs that cannot be accomplished with the guards in place must be supervised by the instructor.
4. All adjustments must be made and fasteners secured before power is turned on.
5. All "special set-ups" must be removed from machines and workspace before the power is turned on.
6. Wrenches and other tools must be removed from machines before the power is turned on (think of chuck keys, etc).
7. If safety lines are painted on the floor around machines, everyone except the operator must stay outside of these safety zones.
8. Students must not distract attention of those using machines; likewise students should not let their attention be diverted while they are operating machines.
9. If a student finds a machine out of adjustment, they must immediately report it to the instructor.
10. Remove all loose stock or material from the floor where it may cause someone to trip and fall into the machine.
11. Great care should be taken to see that all lumber is free from nails, sand, paint chips, or loose knots before being machined.
12. Power should always be shut off after a machine has been used, and no student should start or stop a machine for another.
13. Stock must never be forced into a machine faster than it will cut.
14. Machines should not be used for trivial operation, especially on small pieces of lumber.
15. Tools, equipment and work areas must be cleaned after use and cleared from the shop before the beginning of the next class. It is ***not the Faculty's or Staff's responsibility*** to clean up or return tools or materials to their proper locations. You are required to clean up any and all messes you make including even the smallest amount of dust. **Failure to do so will affect your grade and you may be banned from using the machines.**
16. If you must leave your work or materials out due to size or other reasons, **you must get permission** before leaving materials or work on site. ***Failure to do so may result in their disposal!***
17. **We are a community of artists**, mutual respect, support, mature behavior, personal responsibility and commitment to hard work and shop policies is required to assure all of our safety and success, as well as retaining your shop **privileges**.