

SHOP SAFETY INSTRUCTIONS

1. Read all operating and safety instructions carefully.
2. Ask for help, when in doubt, on any piece of equipment or power tool.
3. Disconnect tools before servicing and when changing accessories such as blades, bits, cutters. etc.
4. Protect Yourself. Always wear eye protection: either safety goggles, glasses and/or shields. Personal eyewear must be ANSI Z87.1-2015 compliant and marked Z87+, which indicates the eye wear is impact rated. Under certain conditions the noise level may be high. Wear hearing protection to avoid damage to hearing. Dust levels may at times be high and therefore a dust mask or respirator is advised.
5. Never leave tool running unattended. Turn power off. Don't leave tool until it comes to a complete stop.
6. Wear proper apparel. Do not wear loose clothing, gloves, neckties, jewelry or bracelets that can get caught in moving machinery. Open-toed shoes and sandals are prohibited in the shop. Long hair must be contained to avoid becoming entangled in equipment, Sleeves must either be buttoned at the cuff or rolled up above the elbow and loose clothing tucked in at the waist or wear an apron.
7. Use safety guards. Whenever possible use the appropriate safety guards. If a guard is to be disabled, inhibited or removed to perform an operation, an Instructor must be consulted first.
8. Remove adjusting keys and wrenches. Form a habit of checking to see that keys and adjusting wrenches are removed from tool before turning it "on".
9. Keep work areas clean. Remove scraps and non-essential materials from tables and work surfaces before, during and after performing procedures. Stop tools before removing scraps, etc. Clean up sawdust, wood chips and debris from around the base of tools to provide a non-slip surface to stand on.
10. Be attentive. Never operate tools and equipment under the influence of drugs, alcohol, medication, or when tired or in a hurry. Many cold remedies over the counter medicines can impair attention and good judgement. Be aware of the people around you and do not create a distraction that may cause them harm.
11. Keep visitors away. All visitors must be kept out of the shop when the shop is in use.
12. Secure work. Use clamps or vise to hold work whenever practical. Be sure tools are properly mounted to a bench or tabletop.
13. Don't over reach. Maintain proper footing and never reach across a piece of operating machinery.
14. Do not force tools. Don't force the tool to do more than its intended purpose.
15. Sharp edges. Keep fingers and hands clear of sharp cutting edges.
16. Avoid awkward hand positions: Do not place hands in a position where a sudden slip could cause them to moving into a cutting tool.
17. Abide by the **12 and 3 rule**: When the piece you are working with is 12" or less, make sure you are using the proper tool. Never have body parts within 3" of cutters.
18. When using a new or unfamiliar setup or process, do a "Dry Run" before turning on the power.

As well as reviewing the above information with the shop monitor, I have read the Safety precautions for the equipment in the Florence Bain Wood Shop and have asked for and received, clarification of any item on the attached safety lists that I didn't understand. I agree to adhere to all Safety procedures.

Name of Facility User

Signature

Shop Coordinator, or Assistant Shop Coordinator

Date