

# General Safety Rules

1. Always get permission from the instructor before entering the shop area or before using any machine or equipment.
2. Always wear proper eye protection. Utah State law requires safety glasses or safety goggles to be worn at all times in the school shops.
3. People who wear prescription glasses still need to wear safety glasses over their eye glasses.
4. Always arrange hair and clothing in a manner not to get caught in revolving machinery.
5. Jewelry that might get caught in revolving machinery should be taken off and put in a safe place.
6. Hats are not allowed in the Technology Lab because they block a person's vision and they are also against school rules.
7. Coats and jackets should not be brought to class because they usually end up on the floor and could cause a safety hazard. They may also get stepped on and kicked around the room by other students.
8. Shoes must be worn in the Shop to protect your feet and for traction.
9. Respect and good behavior must be observed by everyone in all areas of the Technology Lab.
10. If you are feeling sick or ill stay away from the tools and machines.
11. Horseplay is never allowed in the Technology Lab.
12. Never run in the shop area. Running is never allowed in the Technology Lab.
13. Never throw any object in the Technology Lab or school shop.
14. Never use tools which you have not been shown how to operate, and which you have not passed the required safety test. If you are not sure of the correct way to use a tool or machine ask the teacher.

15. Anything that disrupts the teaching and learning process is not allowed in the Technology Lab.
16. Bench vises must be left turned all the way in with the handle pointing straight up and down.
17. Always use safety protection back-up underneath tools and your project to protect the table top work surface area.
18. Do not swing the electrical power cords. This will break the insulation and cause electrical shock.
19. Handle hot-melt glue guns with care. To pass it safely set it down and let the other person pick them up.
20. To safely pass a tool, cutter, or sharp instrument, set it down and let the other person pick it up.
21. Always cut or chisel in a direction away from the body.
22. Place all tools, both hand and portable electric power tools in the middle of the work table area to prevent them from getting knocked off the edge of the table and causing serious injury or damage to the tool.
23. Tools not being used must be returned to the tool cabinet.
24. Everyone must always observe a 6 inch margin of safety, this means that your hands or body parts are kept at least 6 or more inches away from bits or revolving machinery.
25. The operator safety zone around any machine or work area is 3 feet or an arm's length radius.
26. Only the machine operator and the instructor are allowed in the safety zone around a machine.
27. Only the machine operator is allowed to turn on or off a machine.
28. Never distract or talk to a machine operator. The loss of attention can cause an accident.

29. Never stand or walk behind the table saw when it is in operation. A possible kickback could cause serious injury.
30. All adjustments on any machine should be made with the machine off and completely stopped.
31. Guards and wheel covers on machines are to be kept in place at all times.
32. Material to be cut must never touch the bit, blade, or revolving cutter until the machine has been turned on and at full speed.
33. To safely handle sharp metal, use pliers, vice grips, and/or wear gloves.
34. Never buff chain, wire, or loose material on a buffer or wire wheel. It could get caught and whip around or it could get thrown.
35. When using the hot wire cutter to cut Styrofoam, turn the selector switch to 1 or low. If the selector is set on 2 (medium) or 3 (high) for any length of time the transformer will overheat and cutter will automatically turn off for several hours.
36. Never blow compressed air from the air hose toward your face or eyes. Keep the nozzle at least 2 feet away from any part of the body.
37. Avoid getting plastic dust in your eyes. It will cause burning and discomfort.
38. Always use a counter-brush to remove waste wood scrap, saw dust, and metal filings from a machine or table top.
39. Good safety practices are as important when using hand tools as they are in the operation power tools.
40. All students will assist in cleanup.
41. Never put your hands or fingers in the cutting path of the blade.
42. Liquid spills are to be cleaned up immediately.
43. All wood finishes, chemicals, and paint brushes must be returned to and stored in the cabinet they came from.

44. Rags used with chemicals or flammable materials are to be placed in a closed metal container. That is a metal can with a metal lid.
45. If the instructor says: "We have an emergency," all students must do the following immediately:
  1. Turn off all equipment
  2. Sit down and be quiet
  3. Wait for other instruction
46. Report any use of medication to the instructor after talking it over with your parents.
47. Report any unsafe condition to the instructor immediately.
48. Report all accidents immediately to the instructor.
49. Handle Fire Extinguishers only in an emergency, and then you need to use them properly by:
  1. Grasp handle
  2. Pull pin
  3. Aim nozzle tip at the base of the fire
50. Class is dismissed by the instructor only after proper clean up and that includes: Sweeping and tool and equipment check.