

## **SAFETY RULES FOR TECHNOLOGY & DESIGN LABS (HS)**

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1. Always wear eye protection. Wear safety glasses, goggles, or a face shield.
2. Get the instructor's permission before you use any of the equipment.
3. Use the equipment *only* when the instructor is in the shop.
4. Report all accidents, near accidents or injuries to the instructor immediately.
5. Don't use tools or equipment that are in any way defective. Tell the instructor if a tool is dull or broken or if a piece of equipment isn't working properly.
6. Don't use any of the equipment until you have been shown how to use it correctly and safely. Don't use it unless you understand the instructions.
7. Keep clothes tucked in and sleeves rolled up neatly. Loose clothes can get caught in a machine and cause an injury.
8. If your hair is long, tie it back or wear a cap over it. Long hair can be caught in a moving machine. Long hair must be kept safely out of the way.
9. Watches and jewelry should not be worn in the shop. Remove rings, bracelets, watches and necklaces before you do any work in the shop.
10. The only time it's OK to wear gloves is when you're handling rough lumber. Don't wear gloves when you use the tools or operate any of the equipment.
11. Wear protective shoes. Wear hard shoes or boots with rubber soles and rubber heels. *Don't* wear tennis shoes, running shoes or sandals in the shop.
12. Wear ear protection around loud, noisy equipment. Wear approved ear muffs.
13. Wear a dust mask or an air filter when working around a lot of wood dust. Wood dust can be harmful if inhaled.
14. Use finishing materials, thinners or other oily or flammable liquids only in well ventilated areas.
15. Clean up spills. Don't leave anything on the floor that someone could slip on.
16. Keep used rags in an approved, covered metal container. Damp, oily rags can begin to burn by spontaneous combustion. The heat produced by oxidation is enough to start a fire.
17. Know where the fire extinguishers are located and read the instructions posted on them. Locate the fire extinguishers and understand how to use them *before* there is an emergency.
18. Keep cabinet doors and drawers closed so no one bumps into them.
19. Aisles have to be kept clear and free of litter, scraps and materials. Don't leave anything on the floor that could be tripped over or slipped on.
20. Vises should be kept closed when they're not in use.

OVER 

21. Keep work benches clear and organized. Don't pile up the tools and don't lay tools down so they hang over the edge of the bench.
22. Always use a brush or a rag to clear away sawdust and scraps. Never use your hands to wipe off a surface.
23. Use the right tool for the job. Use the tools *only* for what they're designed to do. Use the right *size* tool.
24. Carry pointed or sharp tools with the point or edge held down toward the floor. This will help avoid injuries if you bump into something or if someone bumps into you.
25. When you hold a tool, hold it by the handle. When you hand someone a tool, hold it so they can take it by the handle.
26. When you're finished with a tool return it to its proper storage area. Return it to the tool room, tool rack or cabinet where it belongs.
27. If you're handling large or heavy materials, get someone to help you. Also ask someone to help or "tail-off" for you when you cut a large piece of material on a machine.
28. Lift with your legs, *not* with your back. Lifting improperly or carelessly can cause severe back injuries.
29. Be sure your hands are dry and that you're standing on a dry floor when you use anything electrical.
30. Check the condition of the power cord. Don't use the equipment if the insulation on the cord is damaged, cut or frayed. Tell the instructor.
31. When you disconnect a power cord, pull the plug; don't yank on the cord. Hold the plug and pull it out of the outlet.
32. Use all the recommended guards and safety devices on the power equipment. Never remove a guard without the instructor's permission.
33. Disconnect the power equipment any time you need to make major changes or adjustments. Unplug the tool or machine or disconnect it at the circuit breaker panel. If you disconnect the circuit breaker, put up a sign: "Don't Connect".
34. Turn off the machine any time you make minor changes or adjustments. Never adjust equipment while it's running. Wait for it to come to a complete stop before you make the adjustment.
35. Any time you leave a machine, turn it off and stay with it until it comes to a complete stop.
36. When you approach a machine to use it, make sure the person who used it before you turned it off. Make sure it's completely stopped.
37. Respect the safety zones. Stay away from anyone operating the power equipment. Don't talk to them or distract them in any way. Don't let anyone distract you when you're using the equipment.
38. Concentrate on what you're doing; give it your full attention. If you don't feel well or if there's some reason you can't concentrate, tell your instructor.
39. Work at a safe speed. Don't rush or hurry through a project. Working too fast is dangerous and it will result in poor craftsmanship.
40. Don't fool around in the shop! There are no exceptions to this: Don't *ever* play around in the shop.