GENERIC MACHINE SHOP SAFETY RULES

SHOP NAME_____

HOURS OF OPERATION:

Sun	**Mon**	**TUE**	**WED**	**THR**	**FRI**	**SAT**
_____	_____	_____	_____	_____	_____	_____

ACCESS TO THE SHOP DURING NON-HOURS OF OPERATIONS IS STRICTLY PROHIBITED

- Tools and Machines may only be used by **<u>AUTHORIZED PERSONNEL</u>**
- Only work with tools and machines that you have been authorized to use
- Do not use equipment if you are using any medication or under the influence of drugs, alcohol, etc.
- **<u>NEVER</u>** work in the shop alone
- No loose clothing including ties, necklaces, floppy sleeves, jewelry, etc.
- Long hair **<u>MUST</u>** be tied back
- Safety glasses **<u>MUST</u>** be warn at all times
- Wear non-slippery, thick, leather work shoes, preferably rubber-soled
- Open-toed footwear is not permitted in the shop
- Safety guards **<u>MUST</u>** be in place at all times, ensure guides and fences are tight
- Report damaged safety guards, machines and tools to the Shop Supervisor or Facility Manager
- Report unsafe issues to the Shop Supervisor or Facility Manager
- Keep you work area clean, do not place tools and materials on the machine table
- Put tools away when you are done using them
- **<u>NEVER</u>** leave tools unattended
- Only one person may work on a machine at a time
- Keep blades covered as much as possible
- **<u>NEVER</u>** push a cutter towards any part of your body
- **<u>NEVER</u>** make heavy cuts with planers, jointers, and routers
- Plywood and particleboard must **<u>NOT</u>** be worked with the jointer or planer
- Do not work small pieces on power machinery use hand tools
- Always secure the work piece with clamps or a vise
- **<u>NEVER</u>** remove metal chips, turnings, or shavings with your hands
- **<u>NEVER</u>** use compressed air without a safety nozzle to clean machines or clothing
- No running or horseplay
- No eating in the shop area
- Always follow the Shop Supervisor's directions
- Report **<u>ALL</u>** injuries (even small ones) to the Shop Supervisor or Facility Manager
- The First Aid Kit is located_____
- The Eyewash Station/Flush is located_____

Shop Supervisor_____ **Phone**_____

Facility Manager _____ **Phone**_____

IN THE EVENT OF AN EMERGENCY, CONTACT THE HARVARD OPERATIONS CENTER: 5-5560