GENERIC MACHINE SHOP SAFETY RULES

SHOP NAME__________________________________________

HOURS OF OPERATION:

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<th>Sun</th>
<th>Mon</th>
<th>TUE</th>
<th>WED</th>
<th>THR</th>
<th>FRI</th>
<th>SAT</th>
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ACCESS TO THE SHOP DURING NON-HOURS OF OPERATIONS IS STRICTLY PROHIBITED

- Tools and Machines may only be used by AUTHORIZED PERSONNEL
- 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.
- NEVER work in the shop alone
- No loose clothing including ties, necklaces, floppy sleeves, jewelry, etc.
- Long hair MUST be tied back
- Safety glasses MUST be worn at all times
- Wear non-slippery, thick, leather work shoes, preferably rubber-soled
- Open-toed footwear is not permitted in the shop
- Safety guards MUST 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
- NEVER leave tools unattended
- Only one person may work on a machine at a time
- Keep blades covered as much as possible
- NEVER push a cutter towards any part of your body
- NEVER make heavy cuts with planers, jointers, and routers
- Plywood and particleboard must NOT 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
- NEVER remove metal chips, turnings, or shavings with your hands
- NEVER 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 ALL 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