

GENERAL SHOP PRACTICES

1. Wear suitable eye protection when engaged in any activity where eye hazards may exist. Some type of approved eye protection must be worn in the shop at all times. We have community glasses for use.
2. Loose clothing, neckties, long sleeves and loose aprons must be securely fastened to the body or removed before operating machines. All hair must be tied back or put in a bun.
3. Throwing objects of any kind is not allowed in the shop. You may hurt someone who isn't looking.
4. Horseplay will NOT be tolerated or allowed in the shop. Horseplay = benched.
5. Always WALK in the shop. Running will get you benched.
6. Exercise care in handling large, heavy, and long pieces of material. You should have someone help you or ask Mr. Williams for help.
7. Water or other liquids spilled on the floor should be wiped up immediately. You or other students might slip and be injured. If it is **BLOOD**, only Mr. Williams may clean - **DO NOT TOUCH**.
8. All cloths used to wipe grease or oil from the machines or for wiping oily fillers or stains from using paint must be placed in a closed or covered metal container. See Mr. Williams if needed.
9. Observe rules concerning operators safety zones.
10. Report all injuries even though slight, to your instructor immediately. Even if they happen before class.
11. Compressed air should be used only when absolutely necessary and then with extreme caution. It has in many cases caused serious injury.
12. Keep tools and materials from projecting over the edge of the benches whenever possible.

Tools must not be hanging over edge of table.

Ex. Tools in middle of bench or put away.

13. Nails, screws, or tacks should not be carried in your mouth - you may swallow some.
14. Report to instructor any equipment that does not seem to work properly.
15. Long hair is a safety hazard in the shop. The hair must not interfere with the student's vision while working in the shop. The instructor must be able to see the student's face and eyes at all times while in the shop. Hair nets or some other device that is permissible to the instructor must be used to keep the hair out of the eyes and face.
16. When through using a vise, the vise should be closed with handle pointing downward.
17. Remember SAFETY is of the first importance in the shop.

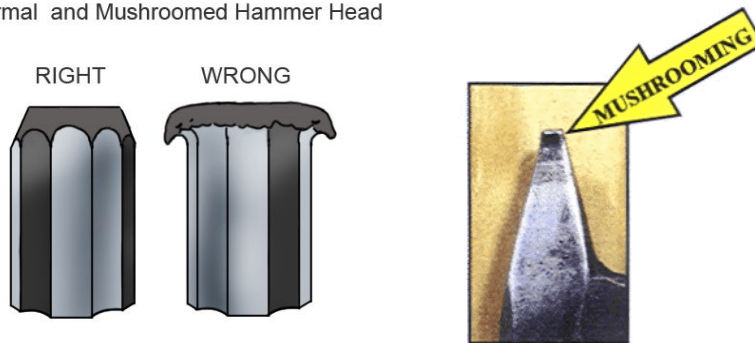
HAND TOOL SAFETY INSTRUCTIONS

1. Use proper type and size of hand tool for the job.
2. Carry tools so that the sharp edges are pointed down and away from you. It is unsafe to carry sharp pointed edges in your pockets.
3. Do not use a file unless it is equipped with a handle. The sharp end of tang may cut your hand or wrist.



4. Do not use tools with broken or split handles. They may break while you are using them and hurt you.
5. Do not use tools with mushroomed ends. Small pieces may break off and strike you or you may be cut on the sharp edge.

Normal and Mushroomed Hammer Head

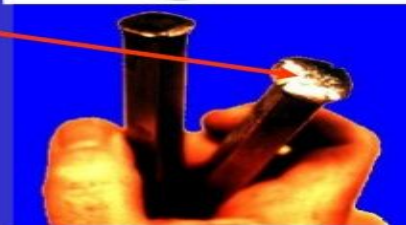


Hand Tool Hazards

Hazards are usually caused by misuse and improper maintenance

Do not use:

- wrenches when jaws are sprung
- impact tools (chisels and wedges) when heads have mushroomed
- tools with loose, cracked or splintered handles
- a screwdriver as a chisel
- tools with taped handles – they may be hiding cracks



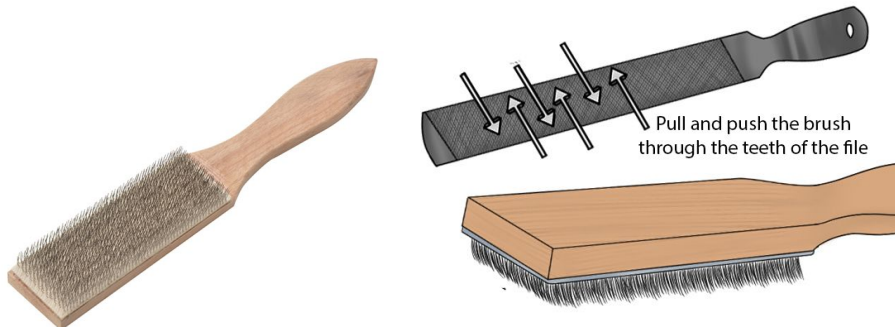
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6. Clamp small work on bench and secure in vise when using gouge screw driver or wood chisel. Do not try to hold work in your lap. Always cut away from your body.



7. Do not use a hammer with a loose head. It may fly off and injure someone.
8. It is not safe to strike two hammer faces together or strike a file with a hammer. Small pieces are liable to fly off at high speed and injure you or your neighbor.
9. Do not strike a file or rasp against anything to clean it. Always use a file card.



10. Always remove all nails from pieces of scrap material so no one will be injured by them. If you find a piece of wood with a nail please bring to Mr. Williams.
11. Pass tools to classmates with the handles first.
12. Any tools that are projecting over the edge of a bench should be placed back on the bench by anyone that notices them.

MACHINE TOOL SAFETY INSTRUCTIONS (7th and 8th grade - includes Robotics)

1. You will not be given permission to operate any machine until you have passed the test on the General Safety Instructions and Hand Tool. You must also pass a

audible test with your instructor on the safe operation of that machine, and have had a demonstration by the instructor on the correct use of the machine.

2. All cleaning, oiling or adjusting of any machine must be done only when the machine is at a dead stop. It is also preferable to disconnect, unplug, or turn off the machine at the main switch
3. You must keep all safety guards in place when the machine is running. They are there to keep you from being caught and injured by moving parts. NEVER place your hand under or around any guard.
4. All adjustments must be securely fastened before the power is turned on.
5. All hand tools and foreign material must be removed from a machine before the power is turned on.
6. Stand to one side and make sure all other students are clear of the machine before turning the power on.
7. All special set-ups are to be inspected by the instructor before the machine is started. After the operation is completed, the person using the special set-up must remove the special equipment so the machine may be used for its normal operations.
8. The machine must be at a dead stop before making adjustments and preferably disconnected, unplugged or turned off at the main switch.
9. **No machine** is to be operated while the teacher is out of the room.
10. Before changing blades or cutterheads on the machines, unplug them or turn off the motor switch.
11. When using a machine you should start the machine yourself and stay with that machine until it has been turned off and is completely stopped before leaving it - even for only a short time. DO NOT leave machine until it is at a full stop, if a student leaves they will not be allowed to use power tools up to the remainder of the trimester.
12. No machine may be stopped other than allowing it to slow naturally unless it is equipped with a power brake. The Chop Saw has a power brake.
13. All persons other than the machine operator must stay outside the machine safety zone.

14. Do not use materials that are checked, warped, has loose knots or is not of proper length for the given machine. Observe maximum lengths or sizes. Do not use machines for trivial purposes.
15. Always allow the machine to come to full speed before you try to cut the stock. Do not feed the stock into the machine faster than the machine can handle it.

Define Stock -stock

1. the goods or merchandise kept on the premises of a business or warehouse and available for sale, use, or distribution.
 2. "the store has a very low turnover of stock"
[merchandise](#), goods, wares, items/articles for sale, [inventory](#)
 3. "the store carries little stock"
 4. Wood kept for student projects
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16. Check lumber for any foreign material, nails, screws or other foreign objects. It is not recommended that used lumber be used on the power equipment.
 17. You must not annoy or distract the attention of anyone operating a machine. The operator may be injured if he is not giving his/her complete attention to the machine he/she is operating.
 18. Shut off any machine that does not operate properly and report it to the instructor.
 19. No machine is to be operated when that machine is marked "Out of Order".
 20. When you have completed an operation on a machine you should turn off the machine, wait for it to come to a complete stop, return all guards to proper position and clean off the machine surface and floor around the machine.
 21. You are not required to operate any power driven machine in this shop in order to earn credit. You may do all work with hand tools.

