



## Shop Safety Guidelines

1. Do not use any machine until you have been trained and are knowledgeable on its safe use.
2. Never work alone. Always use the buddy system.
3. Never work when you are impaired, tired, stressed or otherwise unable to work carefully.
4. Always wear safety glasses around equipment or in a machine shop, even if you are not using the equipment.
5. Always wear closed-toed shoes appropriate for the task at hand. Sandals, clogs, crocks, and high heels should not be worn.
6. Always tie back long hair, including long beards, such it is not able to hang in front of neck/face.
7. Always dress appropriately. Never wear loose-fitting clothing, headphones, jewelry (including rings, necklaces, bracelets, wristwatches, etc.), or anything else that could get caught in the machinery.
8. Never place hands in the area of any cutting head, drill, or other rotating device/tool.
9. Never leave machine while it is running.
10. Always remove wrench or tightening devices prior to starting the machine.
11. Ensure all guards are in place prior to operating machine.
12. Never walk directly behind a person who is operating machinery. Wait until the operator is finished or seek an alternate route.
13. Never interrupt or distract a person while they are operating equipment. Wait until the operator is finished.
14. Always check wood for screws or other embedded metal objects
15. Always alert others to malfunctioning equipment by turning it off, placing an "out of Order" sign on the equipment, and the informing the shop supervisor or lab member responsible for the piece of equipment.
16. Always keep work area clean. Remove chips and waste pieces from floor, but do not handle chips with hand/fingers. Clean-up/absorb oil spilled on floor.
17. Report all injuries or near misses to the shop supervisor or PI. Fill out accident 1<sup>st</sup> report of injury if applicable.