

GENERAL SAFETY RULES FOR TECHNOLOGY EDUCATION AREAS

Name _____

The following general safety rules apply to safe practices which must be observed by all students at all times.

1. Keep the work area clean.
2. Keep your attention on your work.
3. Check tools to see that they are in good condition before using them.
4. Do not use a file unless it is equipped with a handle. The sharp end of the tang may cut your hand or wrist.
5. Use tools only for the job intended.
6. When working with hot metal or open flame use extreme care and proper protective clothing.
7. Carry tools so that the sharp edges are pointed down and away from you. If you stumble or fall or run into anything, you will be less likely to be injured by the sharp edges.
8. Clamp small pieces that are too small to hold to the table or put them in the bench vise.
9. Never leave tools lying where people may fall over them. Return them to the tool panel or keep them on your bench.
10. Place all used or oily rags in covered metal cans. Oily rags will catch fire.
11. Put waste materials in proper containers.
12. Dress properly for shop work:
 - Wear apron
 - Wear safety glasses at all times
 - Secure all loose clothing
 - Wear closed-toed shoes
13. Be careful of metal chips, sheet metal edges and other sharp objects.
14. There is to be no HORSEPLAY in the shop at any time.
15. Never throw anything in the shop. You may hurt someone who isn't looking.
16. You must report all accidents to the instructor at once.
17. To use machines you must know safety rules, how it works, and be signed off by the instructor on that machine.
18. Machines must not be used unless you are given permission by the instructor.
19. Machines are not to be operated when the instructor is out of the room.