

## General Safety Rules

The following General Safety Rules apply to all students working in the shop area and must be observed by all students **AT ALL TIMES**.

1. Students will wear safety glasses at all times in the shop area.
2. Students are not permitted to use any machine until they have first been given the necessary safety instructions and passed the test.
3. Machines may be operated **ONLY** when a certified instructor is present.
4. See that all guides and guards are in their proper place before operating any machine.
5. If you find any machine out of order or adjustment, report it at once to your instructor.
6. Machines must never be cleaned or adjusted while in motion.
7. Special set-ups must be checked by the instructor before operating.
8. Loose clothing must be securely fastened or removed before turning on the power.
9. Headbands will be worn to keep long hair from being caught in the machines.
10. Tools must be removed from machines before operating.
11. Power should be shut off and the machine stopped before the operator leaves the area.
12. No student should start a machine for another student.
13. Do not distract or startle the operator of any machine. Talking to a machine operator is a distraction.
14. The RED SAFETY buttons are to be used only in case of emergency.
15. HORSEPLAY can be the cause of serious accident and is NEVER permitted.
16. Students other than the operator must stay clear of the machine being operated.
17. Be sure the switch is off before inserting the plug into an outlet.
18. Keep in mind that Safety is not a set of rules but rather a basic common sense that must be practiced 100% of the time to avoid and prevent accidents.