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## STUDY GUIDE INTRODUCTION TO SHOP SAFETY

NAME: \_\_\_\_\_

CLASS OR PERIOD: \_\_\_\_\_

DATE OF INSTRUCTION: \_\_\_\_\_

1. Always wear eye protection. Wear safety glasses, goggles or a face shield.
2. Use the equipment *only* with the instructor's permission, and use it *only* when the instructor is present in the shop.
3. All accidents must be reported immediately.
4. Don't use tools or equipment that are in any way defective. Tell the instructor if a tool is dull or broken or if a piece of equipment isn't working properly.
5. Don't use any tools or equipment until you've been shown how to use them correctly and safely. And use them only if you understand what you were shown.
6. Keep clothes tucked in and shirtsleeves rolled up neatly.
7. Wear protective shoes. Wear hard shoes or boots with rubber soles and rubber heels. *Don't* wear tennis shoes, running shoes or sandals.
8. Watches and jewelry should not be worn in the shop. Remove rings, bracelets, watches and necklaces before you do any work in the shop.
9. Long hair must be tied back, out of the way. Either tie it back or wear a cap to keep it out of the way. Long hair can get caught in a moving machine.
10. Know where the fire extinguishers are located and read the instructions posted on them.
11. Damp, oily rags are a fire hazard. Keep used rags in an approved covered metal container.
12. Aisles must be kept clear and free of litter, scraps and materials. Don't leave anything lying around that could be tripped over or slipped on.
13. Always use a brush or a rag to wipe away sawdust and scraps. Never use your hand to wipe off a surface.
14. Use the right tool for the job and use the right size tool. Use the tools *only* for what they were designed to do.
15. Carry sharp tools with the edge or point held down toward the floor. This will help prevent injuries if you bump into something or if someone bumps into you.
16. Lift with your legs, *not* with your back. Lifting improperly or carelessly can cause severe back injuries.
17. When you handle large or heavy material, get someone to help you. Also ask someone to help or "tail-off" for you when you cut a large piece of stock on a machine.
18. Use all the recommended guards and safety devices on the power equipment. Never remove a guard without the instructor's permission.
19. Disconnect the power equipment any time you need to make major changes or adjustments. Unplug the tool or machine or disconnect it at the circuit breaker panel. If you disconnect the circuit breaker, put up a sign: "Don't Connect."
20. Turn off the machine any time you make minor changes or adjustments. Never adjust equipment while it's running. Wait for it to come to a complete stop before you make the adjustment.

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NAME: \_\_\_\_\_

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21. Any time you leave a machine, turn it off and stay with it until it comes to a complete stop.
22. Respect the safety zones. Stay away from anyone operating the power equipment. Don't talk to them or distract them in any way. Don't let anyone distract you when you're using the equipment.
23. Work at a safe speed. Don't rush or hurry through a project. Working too fast is dangerous, and it will result in poor craftsmanship.
24. Don't fool around in the shop! There are no exceptions to this: Don't *ever* play around in the shop.