

Metal Shop Safety

Shop Behavior

1. "Horse-play," running and the throwing of objects are dangerous practices in any shop and are not allowed.
2. When using machines or hand tools, give the job at hand all of your attention.
3. Clean up is the responsibility of all students.

Clothing and Apparel

4. Loose clothing and jewelry are not to be worn while you are working with power tools.
5. Keep hair away from equipment in operation. Long hair must be tied up and out of your face.
6. Flip flop sandals or open toed shoes are not allowed in the shop.
7. Sheet metal can be razor sharp. Wear leather gloves when handling sheet metal.

Safety Glasses

8. Safety glasses must be worn at all times while working in the shop.
9. When compressed air is used for cleaning, wear eye protection. Take care to direct chips, shavings dust away from you. Never direct a stream of compressed air toward yourself or other students.
10. Wear proper shade eye protection when welding. Do not watch someone welding without the correct eye protection.

Approval

11. Students are to operate only those machines for which they have been given instructions and permission to operate, and have passed the safety test with 100%.
12. Never operate power machines when the instructor is out of the shop.
13. Ask your teacher to approve all projects you plan to do.
14. Any metal taken out of the shop must be approved by the instructor.

Safety Zones

15. To provide an operator of a machine with enough room to work, students need to stay one arms length away from the operator and the machine (about three feet).
16. It is unsafe to lean on machines and disturb other students while they work.
17. Be sure everyone is clear of the machine before starting. The teacher is only person allowed in the safety zone with the operator.

Unsafe Shop Conditions

18. Report to the teacher any damaged tools or equipment.
19. Keep floors and walkways clear of stock, tools, and materials. Wipe up immediately any liquids spilled on the floor.
20. The motion involved in striking or cutting must be done in a direction away from you and other students.
21. The emergency stop button is only to be pushed to prevent an accident. Treat it like a fire alarm.
22. Make certain your hands are completely dry before touching electrical switches, plugs, or wires; for water conducts electricity and you could receive a serious shock.

FIRE

23. Oily or paint-filled rags must be placed in a closed metal container.
24. Gasoline, paints, resins, lacquer thinner, acetone, and other finishes or cleaning materials are to be used in a well-ventilated area (finishing room). They are never to be used near an open flame.
25. Report any gas leaks or unidentifiable odors to the instructor.

INJURY

26. Every injury must be reported immediately to your teacher. Explain how it happened.
27. Lift heavy objects with your legs not your back. Ask for help when lifting heavy objects.

HAND TOOLS

28. Carry sharp tools with point faced down.

29. Make sure that the tools you use are sharp, in good condition, and the proper tool for the job.

30. Sharp-edged or pointed tools should be handled with care. They should be pointed away from your classmates.

31. Clamp small work in a vise when using a chisel, a hacksaw, or a screwdriver.

32. Never use a file without a handle. Be sure that the handle is properly secured to the file. Files are hard and brittle. They may break and cause an injury if they are used as a pry bar or a hammer.

33. Pass tools to your classmates with the handles first.

Machine Tools

34. Before starting a machine, check all adjustments, make sure all guards are in place and remove all tools, materials, and rags.

35. Use a brush to remove metal chips.

36. Only one person may operate a machine at a time.

37. Only the operator should start the machine.

38. It is dangerous to talk when you are using power equipment.

39. Have the machine at a dead stop, power off, before adjusting, cleaning or repairing. Always turn the power off before leaving a machine. Wait until the machine comes to a complete stop before leaving.



This is to certify that I have received safety instruction on the general safety in the metal shop. I promise to observe all safety precautions, and if I am ever in doubt regarding any of the regulations, I will get necessary information from my instructor. I understand the following consequences for not following the shop safety rules.

First time- Verbal warning will be given.

Second time- Student will copy down all of the shop safety rules.

Third time- Student will temporarily lose their privilege of working in the shop and parent will be called.

Fourth time- Student will be given a referral to the office.

Signed _____ Date _____
(students name)