

# Universal Safety Rules

Safety is the number one rule while manufacturing or doing anything in the workshop. Anyone within the workshop, including visitors, must abide by the safety rules. If you don't pay attention to safety you WILL get hurt.

## Dress Code

- Long pants that at least to one's ankles must be worn
- Long hair must be pulled back in a tight ponytail/bun
- No dangling necklaces, bracelets, headphones, etc.
- Closed toed shoes
- No long sleeve or baggy clothes.
- ALWAYS wear safety glasses with a safety strap in the machine shop whether you are working on a machine or not.

## Shop Rules

- **Never** work in the shop if you are alone.
- **Don't** distract anyone as they are working with machinery.
- **No** horseplay.
- Food and drink (other than water) are **not allowed**.
- **Never** turn your back to a operating machine.
- **Do not** work in the shop if **tired**, or in a **hurry**.
- Keep workbenches clear and organized. **Don't** pile up tools and **don't** lay tools down so they hang over the edge of the bench.
- Before starting a machine, **always** check it for correct setup and always check to see if machine is clear by operating it manually, if possible.

## Clean up after yourself

- After every job, clean your area.
- Put tools you are not using away.

- Never brush away debris with your hand.
- Put all tools away where they belong.
- Clean where you have worked before you leave.
- Clean all debris with a vacuum and re oil machines
- Machines must be shut off when cleaning, repairing, or oiling.

# Emergency Action

In case of injury, no matter how slight, you **must** report it to a Mentor / Adult.

- Assess the situation and perform first aid and / or call 911.
- **Do not** attempt to remove foreign objects from the eye or body.
- If chemicals get in the eyes, wash eye for 15 minutes in an open flow of water before proceeding for medical treatment.

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