1. Always wear eye protection. Wear safety glasses, goggles or a face shield.
2. Get the instructor’s permission before you use any of the equipment.
3. Use the equipment only when the instructor is in the shop.
4. Report all accidents, near accidents or injuries to the instructor immediately.
5. 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.
6. Don’t use any of the equipment until you have been shown how to use it correctly and safely. Don’t use it unless you understand the directions.
7. Keep clothes tucked in and shirtsleeves rolled up neatly. Loose clothes can get caught in a machine and cause an injury.
8. If your hair is long, tie it back or wear a cap over it. Long hair can get caught in a moving machine. Long hair must be kept safely out of the way.
9. Watches and jewelry should not be worn in the shop. Remove rings, bracelets, watches and necklaces before you do any work in the shop.
10. The only time it is OK to wear gloves is when you are handling rough lumber. Don’t wear gloves when you use the tools or operate any machinery.
11. Wear protective shoes. Wear hard shoes or boots with rubber soles and rubber heels. Don’t wear tennis shoes, running shoes or sandals in the shop.
12. Wear ear protection around loud, noisy equipment. Wear approved earmuffs.
13. Wear a dust mask or and air filter when working around a lot of wood dust. Wood dust can be harmful if inhaled.
14. Use finishing materials, thinners or other oily or flammable liquids only in well-ventilated areas.
15. Clean up spills. Don’t leave anything on the floor that someone could slip on.
16. Keep used rags in and approved, covered metal container. Damp, oily rags can begin to burn by spontaneous combustion. The heat produced by oxidation is enough to start a fire.
17. Know where the fire extinguishers are located and read the instructions posted on them. Locate the fire extinguishers and understand how to use them before there is an emergency.
18. Keep cabinet doors and drawers closed so no one bumps into them.
19. Aisles have to be kept clear and free of litter, scraps and materials. Don’t leave anything on the floor that could be tripped over or slipped on.
20. Vises should be kept closed when they are not in use.