1. Keep workbenches clear and organized. Don’t pile up the tools and don’t lay tools down so they hang over the edge of the bench.
2. Always use a brush or rag to clear away sawdust and scraps. Never use your hands to wipe off a surface.
3. Use the right tool for the job. Use the tools only for what they are designed to do. Use the right size tool.
4. Carry sharp or pointed tools with the point or edge held down toward the floor. This will help avoid injuries if you bump into something or if someone bumps into you.
5. When you hold a tool, hold it by the handle. When you hand someone a tool, hold it so they can take it by the handle.
6. When you are finished with a tool, return it to its proper storage area. Return it to the tool room, tool rack or cabinet where it belongs.
7. If you’re handling large or heavy material, get someone to help you.
8. Also ask someone to help or “tail-off” for you when you cut a large piece of material on a machine.
9. Be sure your hands are dry and you are standing on a dry floor when you use anything electrical.
10. Check the condition of the power cord. Don’t use the equipment if the insulation on the cord is damaged, cut or frayed. Report it to the instructor.
11. When you disconnect a power cord, pull the plug. Do not yank on the cord. Hold the plug and pull it out of the outlet.
12. Use all the recommended safety guard and devices on the power equipment. Never remove a guard with out the instructors’ permission.
13. 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 panel. If you disconnect it at the circuit breaker, put up a sign: “Don’t connect”.
14. Turn off the machine any time you make minor changes or adjustments. Never adjust the equipment while it is running. Wait for it to come to a complete stop before you make the adjustment.
15. Any time you leave a machine, turn it off and stay with it until it comes to a complete stop.
16. When you approach a machine to use it, make sure the person who used it before you turned it off. Make sure it’s completely stopped.
17. 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 while you are using the equipment.
18. Concentrate on what you are doing and give it your full attention. If you don’t feel well of if there is some reason you can’t concentrate, tell your instructor and do not use the machines.
19. Work at a safe speed. Don’t rush or hurry through a project. Working too fast is dangerous and will result in poor craftsmanship.
20. Do not fool around in the shop! There are no exceptions to this. Do not ever play around in the shop.