



## Shop Safety Rules

1. Always ask a Team Leader or Anthony if you are unsure about anything.
2. Wear proper PPE (Personal Protection Equipment) whenever required. Safety glasses should always be worn when any work is being done in the shop.
3. Clean up after yourself. Cleaning is very important for maintaining a safe work environment and an efficient workplace. Everything should be put back in order before leaving. Keep the floor swept clean and dry of any spills.
4. Do not operate any equipment unless you are familiar with its operation and are authorized to operate it.
5. No work may be performed using power tools unless at least two people are in the shop area and can see each other.
6. Wear appropriate clothing for the job (do not wear short sleeves and shorts for welding).
7. Keep loose clothing, long hair, ties, necklaces etc. out of the way when operating any rotating machinery.
8. No horseplay is allowed in the shop.
9. Shoes must be worn at all times in the shop area. Footwear must cover the entire foot.
10. All materials or chemicals brought into the shop must have an MSDS sheet placed in the MSDS binder in the shop.
11. Whenever welding is being done, there must be an approved curtain blocking the welding area from the rest of the shop.
12. Safe lifting techniques will be used to lift anything over 45 pounds (use legs with straight back).
13. Do not remove any tools, parts, material, or equipment from the shop without consulting with a team lead first. It is important that we keep track of where everything is so things do not get lost or we do not get delayed unnecessarily.
14. Consult the Building Manager for any utility work such as wiring and maintenance items.
15. In case of mishaps or broken tools, contact a team leader immediately. They are there to help! This way we can replace any broken tools.

## IN CASE OF EMERGENCY CALL 911

By my signature below, I certify that I have read and agree to comply with the above Shop Rules.

I realize that I may be asked to leave the Shop for non-compliance with any of the above rules. Any Team Leader, The Maha Lab Manager or Maha Director has the authority to ask me to leave. Should that happen, I will willingly leave.

I acknowledge that I have an obligation to keep tools and equipment in good working condition. I can be held financially responsible for replacement or repair of tools I damage through neglect or willful harm.

Name (Printed) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PUID: \_\_\_\_\_ email: \_\_\_\_\_