

STEAM Work Experience Program - Shop Safety Form

During the course of the STEAM Work Experience Program, you will have the opportunity to work with hand and power tools in a variety of class and lab environments. Regardless of location, you are expected to adhere to standard shop safety rules, in order to ensure a safe work environment for you and your peers. If you knowingly violate these rules, you will be asked to leave the workspace. Repeated violations may result in a permanent ban from tool use.

General Shop Safety Rules:

1. *Do not operate any equipment until you have been trained and approved by a supervisor.*
2. *If you are unfamiliar with the operation of a piece of equipment, STOP, and ask for guidance from a supervisor.*
3. *Alert those around you when starting up a power tool.*
4. *Do not use a power tool unless there is at least one other person in the room.*
5. *When working with a new material, check its MSDS or confer with supervisor regarding the material's risks and properties.*
6. *Follow all equipment and chemical specific procedures and recommended precautions.*
7. *Pay full attention to task at hand. Absolutely no horseplay or phone use during equipment operation.*
8. *Use appropriate protective equipment for all tools and chemicals (gloves, goggles, earplugs, etc.).*
9. *Wear clothing appropriate to your work environment and task (ex. close toed shoes, long pants, etc.).*
10. *Chemicals requiring ventilation must be used outside or under a fume extractor.*
11. *Do not wear ties, jewelry, or loose clothing when operating rotating machinery.*
12. *Wear gloves when handling hot or sharp objects or chemicals.*
13. *Maintain a tidy working area while working.*
14. *Ensure your work area is clean and tools are put away before leaving work area.*
15. *Ensure all equipment is turned off/unplugged when not in use.*
16. *Keep ground clear of obstructions and tripping hazards.*
17. *Report injuries immediately to the nearest supervisor.*
18. *In case of emergency, call campus security at extension 4444 or dial 911.*
19. *If injured, do not attempt to remove foreign objects from the body. Alert supervisor and seek immediate medical attention.*
20. *If chemicals get into your eyes, proceed to nearest eyewash station and rinse eyes for 15 minutes then proceed to medical treatment.*
21. *Follow any additional safety rules or policy posted in the shop or stated by a supervisor.*

By signing this document, you submit to having read and agreed to follow PCC's General Shop Safety Rules.

Full Name

Signature

Date