

TRI-TECH CYBER SECURITY SAFETY REVIEW - NAME:

FIRE ALARM BUTTON LOCATION IN ROOM IN ROOM:

FIRE EXTINGUISHER LOCATION:

FIRST AID KIT LOCATION:

LOCATION OF 2 EYE WASH SINKS:

EVACUATION FOLDER WITH CLASS ATTENDANCE:

EYE PROTECTION RULES:

1. **ALWAYS** WEAR APPROPRIATE EYE PROTECTION.
2. MAKE SURE EYE PROTECTION **FITS** PROPERLY.
3. ENSURE EYE PROTECTION **STAY** ON YOUR FACE.
4. **WASH** EYES WITH WATER IF CONTAMINATED.
5. ONLY USE GLASSES THAT ARE CLEAN AND **CLEAR**.
6. **CHECK** COWORKER FOR EYE PROTECTION
7. USE **Z87** WHEN APPLICABLE.

<https://safetyequipment.org/isea-standards/ansiisea-z87-accredited-standards-committee/ansiisea-z87-1-2015-standard/>

GENERAL SAFETY GUIDELINES:

1. ANY TIME YOU ARE INJURED OR CUT, **REPORT** THE INJURY TO THE INSTRUCTOR IN CHARGE.
2. WEAR CLOSED TOED **SHOES**.
3. WEAR APPROPRIATE **CLOTHING** THAT WILL NOT INTERFERE WITH YOUR WORK AND KEEP YOU SAFE.
4. WEAR APPROPRIATE **EYE** PROTECTION.
5. WHEN APPLICABLE WEAR **PROTECTIVE** CLOTHING.
6. WHEN APPLICABLE WEAR A **HARD HAT**.
7. KEEP YOUR WORK AREA **CLEAN** AND DRY.
8. **ANTICIPATE** HOW TOOLS AND/OR THE WORK ENVIRONMENT CAN INJURE YOU AND OTHER WORKERS.
9. **LIFT** WITH GOOD TECHNIQUE TO AVOID INJURIES.
10. IF YOU ARE LIFTING A HEAVY OBJECT AND IT SLIPS. DO NOT CATCH IT. LET IT FALL. THINGS CAN BE REPLACED.
11. BE **AWARE** OF OTHERS WORKING AROUND YOU.
12. DO NOT **RUN**.
13. POLITELY REMIND OTHERS TO ACT IN A SAFE MANNER. WORK **TOGETHER** TO STAY SAFE.

HIGH VOLTAGE SAFETY PRECAUTIONS:

1. CONSIDER THE **RESULT** OF EACH ACT.
2. KEEP AWAY FROM **LIVE CIRCUITS**.
3. DO NOT WORK **ALONE**.
4. DO NOT TAMPER WITH **INTERLOCKS**.
5. DO NOT **GROUND** YOURSELF.
6. USE AN **ISOLATION** TRANSFORMER WHEN WORKING ON AC-POWERED CIRCUITS/EQUIPMENT.
7. NEVER **ENERGIZE** EQUIPMENT IN THE PRESENCE OF WATER (LIQUID) LEAKAGE.

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HAND TOOL SAFETY RULES:

1. ONLY USE TOOLS FOR THEIR **INTENDED** PURPOSE.
2. KEEP TOOLS **CLEAN** AND IN GOOD CONDITION.
3. DO NOT **FORCE** TOOLS BEYOND THEIR CAPACITY.
4. **CUTTING** TOOLS AND DRILLS SHOULD BE KEPT SHARP.
5. USE THE PROPER TOOL **SIZE**.
6. GRAB TOOLS FROM THE **GRIP**.
7. **SECURE** WORK IN A VICE OR ON A BENCH BEFORE USING SOME HAND TOOLS.
8. **ANTICIPATE** HOW TOOLS CAN INJURE YOU AND OTHERS.
9. PUT TOOLS **AWAY** WHEN THE JOB IS COMPLETED.
10. **CHECK** YOUR CO-WORKERS FOR SAFE TOOLS USE.

ESD (ELECTROSTATIC DISCHARGE)

1. TREAT ALL ELECTRONIC COMPONENTS AND CIRCUITS AS **STATIC SENSITIVE**.
2. DO NOT TOUCH THE **LEADS, PINS, OR COMPONENTS** OF PRINTED CIRCUIT BOARD TRACES.
3. **DISCHARGE** YOURSELF BY TOUCHING A GROUNDED METAL SURFACE.
4. KEEP COMPONENTS IN **ORIGINAL PACKING**.
5. NEVER **SLIDE** STATIC COMPONENTS OVER ANY SURFACE.

SOLDERING

1. ALWAYS WEAR SAFETY GLASSES **WHEN SOLDERING**.
2. ALWAYS ASSUME THE SOLDERING IRON IS **HOT**.
3. ALWAYS PLACE THE SOLDERING IRON IN ITS **HOLDER** WHEN IDLING.
4. NEVER **SHAKE** EXCESS SOLDER OFF THE TIP; WIPE IT ON A DAMP SPONGE OR APPROVED TIP CLEANER.
5. NEVER **PASS** A SOLDERING IRON TO ANOTHER PERSON; PLACE IT IN THE HOLDER AND LET THE OTHER PERSON TAKE IT.
6. NEVER SOLDER ON A CIRCUIT THAT HAS **POWER APPLIED** TO IT.
7. ALWAYS USE A **GROUNDED-TIP** SOLDERING IRON.
8. MAKE SURE THE MEMBERS OF YOUR **GROUP** HAVE SAFETY GLASSES.

POWER TOOLS

1. ONLY THE OPERATOR **STARTS AND STOPS** THE MACHINE.
2. **ADJUST** THE MACHINE WITH THE POWER OFF.
3. KEEP **WORK AREA** CLEAN AND SAFE.
4. KEEP **SAFETY GUARDS** IN THEIR PROPER POSITION AT ALL TIMES.
5. NEVER **FORCE** A CUTTING OR DRILLING TOOL.
6. USE ONLY **GROUNDED** POWER TOOLS WITH THREE PRONGS OR UL (UNDERWRITER LABORATORIES) APPROVED POWER TOOLS.
7. AFTER USING TOOLS PLACE THEM IN A **SAFE PLACE** SO THEY WILL NOT INJURE PEOPLE.