

Laboratory Safety

- Safety must always be foremost in your mind when working in the laboratory. Remember, the safe way is always the best way!

Attitude

- **Horseplay** will not be tolerated!
Horseplay is evidence of a poor attitude toward your safety and the safety of others.

- Each person's **safety** is everyone's responsibility.

- Mistakes cause accidents.

- Read and follow all posted **safety rules**.

- Keep your **mind** focused on your **work**.

Clothing and Personal Protective Equipment (PPE).

- Always wear proper **eye protection** when working in the laboratory.

- Never wear **jewelry** or **loose clothing** when working in the laboratory.

- Long hair should be **tied back** or worn under a cap to avoid getting it caught in the machinery.

- You should wear **hard shoes** or boots with rubber soles.

- When equipment is **loud**, use hearing protection.

Working With Tools and Machines.

- You are not authorized to use any **equipment** until you have passed all lessons on how to use it.

- You must get the instructor's **permission** each time before using any equipment, even if you have used it before.

- The instructor must be **present** in the laboratory in order for you to use equipment.

- Obtain the **correct tool** for the job you are performing.

- Tell the instructor **immediately** if a machine doesn't sound right or if you see something wrong.

- Make certain that the instructor has checked the **setup** before turning on the power machinery.

- Make certain that you and others stay out of the **danger zones** marked by tape on the floor.

- When you approach a machine, make sure it is off, and not **coasting**.

- Before working on wood or wood pieces, check it for **cracks, loose knots, or nails.**

- Be sure blades, belts, and bits are **installed** properly before using tools.

- You must be able to accurately use a tape **measure** before using most power equipment.

- Plan your work:
 - measure **twice**
 - cut **once**.

During Use

- Use the **right tool** for the job you are performing.

- Take your **time** when working with tools.

- Use only tools that are **sharp** and in good working condition.

- Handle sharp tools **carefully**.

- Carry sharp or pointed tools with the point **down**.

- Handle materials with **sharp edges** and pointed objects carefully.

- Use special care with heated materials and devices that get **hot**.

- When operating a machine, give it all of your **attention**.

- Always secure your work with a **clamp or vise.**

- Never **talk to** or **distract** a person while he/she is operating a machine.

- Wait until the blade **stops completely** before removing any scraps.

- Use care and **common sense** when working with electrical devices and equipment.

- Allow machines to reach **full speed** before starting to cut.

- Be sure the power is **off** and the blade has **stopped completely** before making adjustments.

- **Disconnect** the cord from the power source before changing bits, belts or blades.

- **Never place your hand or fingers in line with any moving parts.**

- Never set a hand-held power tool down while it is **running or coasting**.

- If you have to **leave** a machine, turn it off and wait until it **stops completely**.

- Do not **overreach**; keep your balance.

- Use only properly insulated and **grounded** tools.

- When you **finish** using a machine, turn it off, wait until it stops completely, and clean the machine and the area around it.

- Pull the **plug**, not the cord, when unplugging a machine.

- A damaged electrical cord may cause an **electrical shock**.

- Return all tools and unused supplies to their **proper place** when you have finished.

Fire Prevention

- Before using any equipment, know where the **fire extinguishers** are located, and how to use them.

- Keep oily rags in a closed metal container to prevent **spontaneous combustion**.

Laboratory Maintenance

- Keep the floor and isles **clean** at all times.

- If a **liquid** is spilled, clean it up immediately as instructed by the instructor.

- Always use a **brush** to clean dry materials from the table or a piece of machinery.

- Store all **materials** safely.

Health

- Lift with your **legs**, not your **back**.

- Get help to **lift** or move long or heavy objects or materials.

- Work in a **well ventilated** area.

- If there is an **accident**, even a minor one, report it immediately to the instructor.