

# SHOP SAFETY

## FOR OBSERVERS

If untrained persons are in the shop, they must be informed of these basic safety rules before observing use of equipment.

## BASIC SHOP RULES

When any machine tool or other shop equipment is **IN USE**, everyone in the shop must follow these rules:

- No loose hair or clothing—tie up long hair! Roll up sleeves when working near rotating equipment.
- No jewelry (watches, rings, necklaces, dangly earrings).
- No food or drink in vicinity of equipment.
- No alcohol or drugs in the shop.
- No horseplay.
- No use of shop outside of shop hours (as specified for each shop).
- Wear appropriate clothing (with few exceptions, long pants and closed-toed shoes).
- Wear safety glasses in the vicinity of operating equipment. Wear other appropriate Personal Protective Equipment (PPE) based on shop- and machine-specific rules.
- Keep aisles, exits and access to emergency equipment clear.

**In addition, people USING shop equipment must follow these rules:**

- Only use equipment on which you have been trained!
- Remain near equipment while it is running.
- No use of headphones/earphones.
- No use of cell phones.
- No use of equipment when under the influence of alcohol, drugs, or prescription/over-the-counter medications that may make it difficult for you to concentrate.

## OCCUPATIONAL HYGIENE AND SAFETY DIVISION

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## RESPONSIBILITIES FOR EMPLOYEES AND STUDENTS USING SHOP EQUIPMENT

- Comply with the basic shop rules indicated above, along with any shop-specific rules.
- Comply with equipment-specific procedures.
- Report any incidents or problems to the shop supervisor.