Bunker Hill Middle School

B4 Shop Safety Rules

1. Safety Glasses are to be worn at all times when using tools and should be worn by all students in the classroom.
2. No Jewelry should be worn while operating power tools. Rings, watches, bracelets could get caught in a machine and cause serious injury to the wearer.
3. Long hair should be tied back or otherwise secured. Hair may get caught in a power tool and cause serious injuries to the wearer.
4. Loose fitting clothing should not be worn while using tools especially power tools.
5. No running, horseplay or clowning around is allowed. This is the single greatest cause of injuries.
6. Do not disturb others while they are working with hand or power tools.
7. Report all accidents / injuries to the instructor at once.
8. Know where Fire Extinguishers are located and how to use them.
9. Keep your work area clean and orderly, a cluttered work area can lead to accidents.
10. Keep the floor around your work area or machine clear.
11. Return all tools to their proper spot when finished using them.
12. Leave a clear area between you and a person working with power tools. This eliminates the possibility of distracting or bumping into the person working.
13. Materials should only hang over the edge of a bench while you are sawing or drilling though them.
14. Use brooms, Brushes and Dust Pans when cleaning up sawdust or material scraps on the floor and tables.
15. Sawdust and liquids left on the floor can cause a safety hazard. They should be cleaned up immediately to prevent slipping.
16. Remove nails, screws, staples, etc. from used material before placing it in scrap bins.
17. When using any edged cutting tool (x-acto knives etc.) always cut away from yourself. Failure to do so may cause you to be injured if you slip.
18. Be aware of splinters and sharp edges on all materials including metal, wood and plastics.
19. Sharp and or pointed tools should be carried:
	1. Blade down
	2. By the handle
	3. At your side
20. Pass sharp and or pointed tools by the handle or place them on a table and let the other person pick them up.
21. Blades on cutting tools should be kept sharp and in good condition. Dull tools are unsafe because more force is needed to make the tool work and this extra force can cause you to slip and hurt yourself or others.
22. Keep hands and fingers a safe distance from blades, cutter and moving parts.
23. Never carry tools in your pockets.
24. Use a tool that is the right size and type for the job you are doing.
25. Follow the correct procedures for every tool you use.
26. Only use tools in the manner they are intended to be used for. Screwdrivers are only to be used for tightening and loosening screws.
27. Hands should be kept clean. Oily, Greasy or sticky hands can lead to accidents.
28. Use a vice or clamps when drilling, cutting or shaping to secure materials.
29. Only use tools and equipment after:
	1. You have passed the safety quiz.
	2. You have been properly instructed on how to use it.
	3. You have permission from the instructor.
30. Do not use broken or damaged tools; report them to the Instructor immediately.
31. Report broken or malfunctioning tools immediately to the instructor.
32. Leave guards on all machines in place as provided by the manufacturer and use them exactly as directed.
33. All adjustments should be made to machines before they are turned on or after the blade, cutter or moving parts have come to a complete stop.
34. Start and stop all machines by yourself.
35. Do not leave a machine until it has come to a complete stop.
36. Operate the machine yourself. All tools and machines are designed to be used and only safe when operated by one person.
37. Give tools and machines your undivided attention. Do not look away or talk with anyone while using machines.
38. Do not leave machines unattended while they are running or parts/ blades are still in motion.
39. Machines and tools should be unplugged before changing blades, opening covers or cleaning them.
40. Working while distracted can lead to serious injuries. Do not work while distracted, tired or you are in a hurry.
41. You are responsible for your own safety. You can be a danger to yourself and others if you behave unsafely or if you allow your classmates to behave unsafely