

SHOP RULES

1. All students must be trained in the proper and safe use of shop equipment. Training must be completed and a “Safety Sign-Off Form” filled out, before students may begin work.
2. Safety glasses must be worn at all times while working in the shop.
3. Long pants and shoes are to be worn while working in the shop. Shorts, sleeveless shirts, baggy clothing and sandals are not permitted.
4. Remove all watches, rings, jewelry, neckties etc. before starting work. Long hair must be tied back behind the head or worn under a hat.
5. Never talk to or distract a fellow student who is operating equipment.
6. Never leave a machine while it is running or before it has come to a complete stop.
7. Clean up your tools and work area before leaving. (Allow at least 15 minutes)
8. All hand and power tools must be signed out before use. All overnight tool loans must be cleared with the technician before removing tools from the shop.
9. A “Materials Use Form” must be completed and initialed by the technician before any raw materials or hardware will be issued.
10. A drawing is required for all projects **before** students may begin work.
11. If you are not familiar with the operation of a piece of equipment, **don’t use it!!!**
When in doubt **ASK!**
12. Report all injuries immediately.
13. The shop may be used only when an instructor is on duty. No exceptions!