

## **SAFETY BRIEFING HANDOUT**

### **THE FOLLOWING SAFETY RULES ARE TO BE OBSERVED AT ALL TIMES WHILE IN THE WORKING SHOP AREA:**

In case of a **medical emergency** and/or accident, no matter how small, **report it to the Instructor at once.**

**Safety glasses** are to be worn at all times while in the shop area. Remember also to wear your safety glasses while passing through any other shop on campus.

All **RINGS, WATCHES, NECKLACES, ETC.** WILL BE REMOVED while in the shop work area.

**DO NOT WEAR LOOSE-FITTING CLOTHING** in the shop area. It can become entangled and draw you into a piece of operating machinery.

If you **HAVE LONG HAIR**, it is best to keep it pulled back and tied into a ponytail to prevent it from getting caught in equipment.

Shoes or boots should have soles that do not puncture easily. Footwear with steel safety toes is also advisable.

Keep your hands and tools free of dirt or oil. Your hand may slip, causing injury to yourself or others.

Know where the First-Aid kit and fire extinguishers are located and have one on hand when working with fuel and welding.

Each individual in a shop is responsible for safety practices. These practices must be followed until they become automatic habits.

### **WHEN HAND TOOLS AND OTHER EQUIPMENT ARE USED, OBSERVE THE FOLLOWING SAFETY RULES:**

Never operate machinery or equipment until you are familiar with its operation. Accidents are sometimes caused when the operator does not understand the potential dangers.

Hand tools should be kept clean and in workable condition.

Use the right tool for the job. Never carry sharp tools or parts in your pockets. They can puncture the skin or seats.

Have the Instructor demonstrate the proper procedure for using any special tools or piece of equipment if you are unsure of how to operate it safely.

All tools will be treated as tools, NOT TOYS!! Take care of all tools, equipment and training aids as if you had to purchase them.

Floors and walkways must be kept clear and unobstructed at all times. Do not leave the hoist in the walkway. Creepers must be standing up when not in use. NEVER lay tools or parts on the floor.

As a component is removed, it should be placed in such a manner as to prevent it from rolling or falling off the workbench.

When lifting a part by hand, make sure your hands are free of grease and oil and that you have a firm grip. Lift with your legs not your back.

Make yourself aware of everything your co-workers are doing in a shop in which you have to work. Your accident or injury might come from someone else's carelessness.

**NO HORSEPLAY!!!!!! Horseplay WILL NOT BE TOLERATED IN THE CLASSROOM OR IN THE LAB/SHOP AREAS.**

**IT IS NOT TOLERATED IN THE WORKPLACE.** Start good shop practices now!!! The most agonizing accidents are those that occur due to HORSEPLAY!

**REPORT ANY CARELESS BEHAVIOR TO YOUR INSTRUCTOR IMMEDIATELY.**

**Remember: You are ultimately responsible for your own safety as well as the safety of your co-worker. Keep safety in mind at all times, and always focus on Safety First!**