

Shop and Personal Safety

The proper use of tools, machines, and materials is necessary for shop safety. Here are some basic rules while working in our shop:

- You are required to wear safety glasses when working near power tools. Where you are advised that the noise level will be significant, you are required to wear ear (hearing) protectors.
- When using machines or hand tools, give the job at hand your full attention.
- Never talk to someone who is working on a machine tool. Wait until they stop, they step back from the machine, or they turn the machine off.
- Do not call out to anyone else or do anything that would distract the attention of someone working on a machine tool.
- Use disposable gloves when working with glues and solvents.
- When compressed air is used for cleaning, wear eye protection. Take care to direct chips, shavings, and dust away from other students. Never allow the stream of air to come in contact with your body.
- Do not lean on machines. Stand clear when they are running.
- Paint, lacquer thinner, acetone, alcohol, chemicals, and other finishing or cleaning materials are to be used in a well-ventilated room. They are never used near an open flame.
- Always be aware of the path of hand cutting tools. Ensure that chisels face away from you. Know where they will enter and leave the work. Know how far they will travel when they leave the work.
- When using any tool, always think ahead of what will happen to your hands and fingers if the tool slips or fails.
- Wear closed-toe shoes.
- Keep hair tied back so it does not obstruct vision.
- Make sure sleeves are snug or rolled above elbows.

Here are some basic safety rules when working in your shop:

- Completely dry your hands before touching electrical switches, plugs or receptacles.
- Nails, tacks, and other non-digestible materials are never to be placed in one's mouth.
- Guards and other safety devices are for the protection of the operator and must always be in place. Do not operate a machine without the appropriate guards in place.
- Do not look into planers or sanders to see if the blades or drums are spinning or cutting.
- Repairs or adjustments are to be made on shop equipment only when permission has been given. Do not tamper with shop equipment.
- Advise fellow workers if you change a blade or cutter so they know the cutting or working habits of the machine have changed.
- Keep floors, aisles, and passageways dry, and clear of stock, tools, and materials.

- Before turning the power on, make any necessary pre-adjustments.
- Secure the material or stock adequately.
- Use push guides or blocks to keep hands away from the work. Ensure that the push guides will not slip off the work.
- Know where the power switch is located for quick turn off in an emergency.
- Do not operate equipment above rated speed.
- Inspect blades, drills, wheels, and similar tools for satisfactory operating condition. Turn machines off if a vibration begins.
- Do not wear dangling earrings or necklaces.
- When work is complete, turn off machine and remain with machine until it has stopped.
- Secure your work area by cleaning all tools and returning to specified location.
- Clean your work area as well as participate in total shop clean up.
- Observe safety instructions of the specific power tool.

General shop suggestions:

- Check measurements and lines before you cut. "Measure twice, cut once!"
- Re-think each procedure before you begin.
- Have a safety kit with band-aids readily available.
- Share this document with other woodworking and luthierie friends.