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Tips on Shop Safety

A shop has many potential hazards. To work safely in the shop, you need to know what you are doing and follow safety procedures.

- Don't play around or distract others who are working.
- Don't wear loose clothing, jewelry, or long hair around power tools.
- Only use tools you have been trained to use.
- Use the correct tool for the job, and be sure it is properly adjusted. If you are not sure, ask your supervisor.
- Use the proper personal protective equipment for the job, like safety glasses or hearing protection - ask your supervisor before you start.
- Broken, worn, or improperly adjusted tools should not be used - tell your supervisor.
- A sharp tool is safer than a dull one, because you won't need to fight it - tell your supervisor if tools need sharpening.

(see other side)

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- Electrical cords should not be broken or frayed, and three prong plugs should have all three prongs. Don't unplug them by pulling on the cord.
- Keep guards and shields in place on power tools, air compressors, and other shop equipment.
- If you must work under or around a raised machine, be sure it is safely supported by blocks or jackstands. Machines that can roll should be chocked.
- If you are working on a powered machine, follow lockout/tagout procedures so it cannot be started. Ask your supervisor if you don't know how.
- Never leave a running power tool unattended.

Housekeeping Tips:

- Handle and store flammable liquids safely.
- Clean up spills immediately and store oily rags in a covered metal container.
- Put tools away, and keep the floor clear of grease, loose parts and tripping hazards.
- Report all injuries to your supervisor.

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