

General Safety Guidelines

Note the emergency shut-off locations, waste removal and safety guidelines of shop space.

Clean up material waste and machine surfaces immediately. Check before and after use. Keep floor and general work areas clean.

Properly inspect the tool before completing an operation. You do not know how it was used and who used it before you. Make sure you know where the manual is located and have read the manual before use.

Do not work on machine or tool tables. These must be kept clean, true and free of residue always.

If you take a tool or material out, make sure it goes back to its original location before proceeding to your next operation. If you have an idea for a new process or flow, please communicate this appropriately.

Wear the proper PPE for the location you are working. Safety glasses and closed-toed shoes are not negotiable. Long hair is always tied back. Wear gloves when material handling, not when operating machinery.

Report all minor and major injuries to the instructor.

If you are changing a blade or performing maintenance on the machine, please remove power and follow lockout/tagout procedures.

If you are unsure of an operation or setup, ask.

If something looks, feels or sounds wrong, please turn off the machine and notify instructor.

Never talk or touch anyone while they are at or using a tool or machine.

Be helpful, mindful, aware and positive in all interactions.

I agree to follow all the above general safety guidelines for this shop space and other safety considerations put forth by the instructor during and after the training. The instructor always reserves the right to protect the safety of the students and the learning environment, including removing students who do not comply with any of the above guidelines.

PRINT NAME

SIGNATURE

DATE