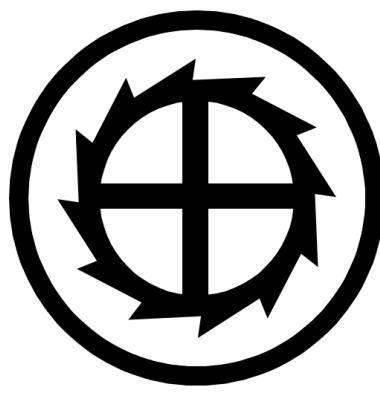


GOLDEN RULES

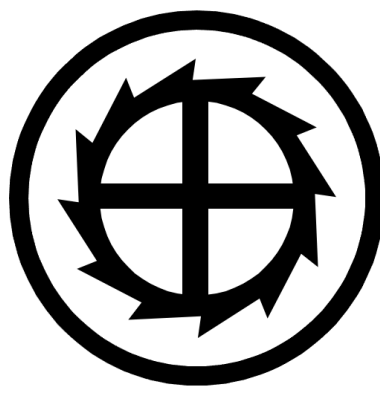
- 1. Check in with the shop personnel when you are entering the Shop to work.**
- 2. The Design Shop is to be used for school projects **only**.**
- 3. The Shop is only to be used with proper supervision: shop manger, shop monitor, or class instructor must be present.**
- 4. You must complete the Shop Orientation **and** pass the orientation test before using equipment.**
- 5. Make sure all guests [anyone not currently enrolled in the class] check in with the shop personnel and abide by all rules [including wearing safety precautions] while in the Shop. Guests may not work with the equipment.**
- 6. Eye protection: safety glasses, goggles, or face shields are required to be worn while operating equipment in the shop.**
- 7. Proper ear protection should be worn while working in the Shop.*No music
Headphones***
- 8. Wear Closed Toe Shoes Only! No flip-flops, sandals, high heels, etc. are to be worn while working in the Shop.**
- 9. Loose clothing, hair, jewelry, etc must be properly secured before operating equipment**
- 10. No Horseplay! Running, fooling around, etc may contribute to an accident.**
- 11. Be Alert! Please consider the safety of all students while working in the Shop.**
- 12. Report all accidents of any kind to Shop personnel.**
- 13. Do not operate any tool while under the influence of drugs, alcohol or any medication.**
- 14. Always clean your work area and check out before leaving the Shop.**



GENERAL RULES

1. **SEEK INSTRUCTION AND ADVICE.** Never use any type of tool for which you have not received specific instruction on its proper and safe use by the shop supervisor, shop monitors, or class Instructor even if you have previous experience. You must know the tool's application and limitations, as well as the specific hazards of its operation before using any tool. If you are unfamiliar with any tools, ask one of the appropriate shop personnel to assist you.
2. **KEEP WORK AREA CLEAN.** Cluttered areas and benches invite accidents. Keep book bags, extension cords and other material out of the walkways. Always be alert to other people in the area.
3. **DO NOT PERFORM SET-UP OR LAYOUT WITH THE MACHINE RUNNING.** Turn the machine on only when ready to perform operation.
4. **NEVER ADJUST THE MACHINE'S SETTINGS WITH THE TOOL RUNNING.**
5. **FAMILIARIZE YOURSELF WITH THE MACHINE BEFORE USING IT.** Always know where the on/off switch is. If an emergency situation arises, turn off the power first (if possible).
6. **ALWAYS CHECK MACHINE SETTINGS BEFORE USE.** The previous user may have left the settings wrong or loose. Always reset the tool to its zero position when done.
7. **PERFORM A DRY RUN WITH THE MACHINE OFF AFTER CHANGING SETTINGS.** Make sure that all adjustments are tight and locked, and that movement is free.
8. **USE THE RIGHT TOOL.** Don't force a tool or attachment to do a job for which it was not designed.
9. **SECURE THE WORK.** Use clamps or a vise to hold the work when practical. It's safer than using your hand and frees both hands to operate the tool. The saw will likely throw the wood violently than cut it unless it is firmly fixed against the table and fence.
10. **ALWAYS HOLD THE LONG SIDE OF THE CUT.** Keep hands a safe distance from the blade.
11. **BOTH ENDS OF WOOD MUST BE SUPPORTED, EVEN AFTER THE CUT.** The free end of a cut must not bind with the blade after the cut is made.
12. **DO NOT CUT SMALL PIECES ON CIRCULAR SAWS.** Always keep hands at least 6" away from circular blades. Clamp small pieces or fashion a jig or hold-down. Otherwise, use hand tools to make cuts on small pieces.
13. **DO NOT CUT IRREGULARLY SHAPED, WARPED, OR SPLIT WOOD.** The wood must sit flat against the saw's table and fence.
14. **DO NOT CUT WOOD CONTAINING NAILS OR OTHER FOREIGN MATERIALS.** Metal will dull blades, instantly cause sparks, and become dangerous projectiles.
15. **USE CAUTION WHEN CUTTING THROUGH KNOTS.** Knots will often fragment unpredictably, turning into dangerous projectiles.





GENERAL RULES

16. **DO NOT START MOTORS WITH THE BLADE TOUCHING THE WOOD.** Allow the blade to reach full speed before beginning the cut.
17. **MAKE CUTS WITH SLOW STEADY FEED.** Do not try to cut too quickly or abruptly. Always be prepared to stop the cut. Sudden movements invite a loss of control.
18. **KEEP HAND OUT OF THE CUT PATH AT ALL TIMES.** Always be aware of your hands in relation to the blade. Always be aware of the cut path.
19. **Be Patient!** Always let machine come to a complete stop before removing scraps.
20. **DO NOT OVERREACH.** Keep proper footing and balance at all times. Do not reach over or across blades and moving parts. Do not reach under machines that are on.
21. **DO NOT USE DULL OR DAMAGED BLADES.** Stop cutting and alert shop personnel if cutting is difficult.
22. **DISCONNECT TOOLS THAT APPEAR TO BE DAMAGED OR MALFUNCTIONING.** Alert shop personnel. Never reconnect tools found disconnected without the permission of shop personnel.
23. **REDUCE THE RISK OF UNINTENTIONAL STARTING.** Make sure switch is in “OFF” position before plugging in power cord.
24. **NEVER LEAN ON TOOL.** Serious injury could occur if the tool is tipped or if the cutting tool is accidentally contacted.
25. **DIRECTION OF FEED.** Feed work into a blade or cutter against the direction of rotation of the blade or cutter only.
26. **NEVER LEAVE TOOL RUNNING UNATTENDED. TURN POWER OFF.** Don't leave tool until it comes to a complete stop. Do not turn your back on running tools.
27. **TOOLS ARE NOT ALLOWED TO LEAVE THE SHOP. THE SHOP DOES NOT LOAN TOOLS. NEVER TAKE A TOOL FROM THE SHOP**
28. **NO TREATED LUMBER ALLOWED IN THE SHOP.**
29. **REMOVE ALL NAILS FROM SALVAGED WOOD BEFORE WORKING.** There is a metal detector, which can be used to locate any nails in the wood.
30. **NO LEAD ALLOWED! DO NOT USE ANY MATERIALS CONTANING LEAD BASED PAINTS.** If you are unsure about the composition of the painted materials, it will be assumed that the paint is lead based.
31. **KEEP AISLES AND WORK AREA CLEAN AND CLEAR.**