

## General Rules of Conduct and Safety

The following rules must be observed to insure your safety and the safety of others in the classroom and laboratory.

1. Your concern for safety should begin even before the first lab or shop activity. Always read and think about safety before starting an activity.
2. Perform laboratory work only when your teacher is present. Unauthorized or unsupervised laboratory experimenting is not allowed.
3. Know the location and use of all safety equipment in your laboratory. These should include the eye wash station, first aid kit, fire extinguisher, and safety shower (if available).
4. Wear safety glasses or goggles at all times in the wood and metal shop. Wear protective clothing and eye protection at all times as directed by the instructor. Tie back loose hair and secure loose clothing.
5. Avoid unnecessary movement and talk in the laboratory.
6. Any accident, however small, should be reported immediately to your teacher.
7. No horseplay, running, etc. is allowed at anytime in lab/shop or classroom.
8. Do not use equipment unless you have been instructed on its use and safety precautions, and given permission to do so.
9. Keep all tools stored in their correct location while not in use.
10. Make sure all safety devices, guards and other items of protective equipment are in place and working at all times.
11. Keep your work area clean and clear of hazards.
12. Do not put hands and fingers close to moving parts while using saws, and drills, etc.
13. Know where all tools, chemicals, and equipment are located in the shop.
14. Always use the proper tool for the job.
15. Do not stand closer than 6 feet to power equipment being operated by someone else.
16. Know where the emergency cut-off switch is located if one is available.
17. Recognize the color coding for shops and observe all regulations regarding color coding:

Safety RED =	DANGER
Safety ORANGE =	WARNING
Safety YELLOW =	CAUTION
Safety BLUE =	INFORMATION
Safety GREEN =	SAFETY
Safety WHITE =	TRAFFIC MARKINGS
18. Take responsibility for the safety of yourself and others. Follow tool and equipment safety manuals.
19. Obey rules and guidelines as well as the instructions of your teacher.
20. Use good judgment for safety sake. If in doubt, ask!!
21. Avoid wearing loose clothing and jewelry around machinery or other places where this could create a hazard.