**EAST HIGH SCHOOL**

**TECHNOLOGY EDUCATION**

**GENERAL LAB SAFETY RULES**

1. Safety is the most important aspect of your woodworking experience. Pay close attention to the instructions and demonstrations given by your instructor.

2. Dress properly for your work. Remove your coat. If you wear long sleeves be sure they are fitted and buttoned at the cuffs or roll them up.

3. You must wear safety goggles at all times when working in the woodshop area.

4. While operating a tool or machine, attention must be directly made to that machine and avoid looking up or talking to another person.

5. Think through the operation before performing it. Know what you are going to do, and what the machine will do.

6. Remove ties and confine long hair before operating any power equipment.

7. Conduct yourself in a manner conducive to safe shop practices. Keep your hands clean and free of oil or grease. You will do better and safer work, and the tools and your project will stay in good condition.

8. Disconnect the power from any portable tool or power machine when changing a blade, disk, belt, or bit.

9. When you have completed an operation on a machine, turn off the power, wait until the blade has come to a dead stop before leaving the area or setting up another operation.

10. Never leave a machine running or unattended under any circumstances.

11. Do not crowd around an operator or wait in line to use a machine.

12. No horseplay or rough housing is allowed in the classroom or woodshop.

13. When carrying tools, make more than one trip if there are more than two tools and be sure the sharp edges are pointing down.

14. When using any sharp tool, be sure you always cut away from yourself and see that other students are clear of the area.

15. Avoid making unusual noises that may startle the operator.

16. Do not play any pranks or damage other students’ projects in the workshop.

17. Keep the shop neat and clean by doing your individual clean up job.

18. Know the proper procedures to follow in keeping the work areas clean and orderly.

19. Advise the instructor immediately of any machine that is out of adjustment, broke, or not functioning properly.

20. Never sit or lean on the machines or work benches.

21. You must understand the term "margin of safety" and abide by it at all times. MARGIN OF SAFETY - is the distance you keep your hands away from the rotating cutter and the size of the material to be used on a machine.

22. Remember at all times that you must guarantee safety for two: You and the other people in the shop class. The machine cannot think, but you can. Make safety a habit.

23. Do not throw pencils, etc. at other students while working in the classroom woodshop.

24. The operator must know what he/she is doing and how to do it.

25. To avoid accidents, safety must be foremost in your mind at all

times.