

Health and safety is not a discreet subject; it is vital to consider it on an ongoing basis at all times.

- On average, more than one person is killed every workday in Ontario as the result of an industrial accident.
- Your health and safety is your responsibility as well as your employers.

Ontario Occupational Health & Safety Act

- Enforced by Ministry of Labour.
Visit at <http://www.gov.on.ca/LAB/>
- Provides workers with basic rights including the right to be made aware when in danger or potential danger or hazard exists, and the right to participate.
- Workers have responsibilities including wearing safety equipment, and not taking on work that they have not been trained for.

Safety

Working procedures to be followed by all trainees starting a skill course that involves the use of shop facilities at George Brown College.

Mechanical Technology Department

1. Prior to entering a Technical skill course, any Medical consideration must be explained to the trainee by Health Center personnel and a Medical Waiver form duly signed.
2. Prior to entering a technical skill course, a copy of working procedures, safety rules and regulatory practices shall be given and explained to the trainee by a Faculty Member after which the waiver form is duly signed, dated and placed in the trainees file.
3. Prior to shop training or at the beginning of the appropriate technical course, each trainee will take a safety course (lathe safety for example) with a corresponding safety test for accreditation.
4. Safety will be learned throughout the course as an integral part of total training. Safety procedures on specific machines can only be learned as part of the machine's set-up and operations. Hence Safety will be a component of the competency evaluation.
5. Safety procedures specific to a particular shop will be posted.
6. Each Faculty Member involved in these Technical Courses will keep a copy of these workshop procedures available for ready reference and will ensure their application at all times.

Safety in The Shop

- Keep the shop clean. Metal scraps are placed in the scrap bin and should not remain on the floor or bench.
- Exercise extreme care when machining unfamiliar metals. Never machine or handle unfamiliar material.
- Magnesium chips burn with great intensity under certain conditions. Applying water only intensifies the fire.
- Inhaling fumes or dust from some exotic space - age materials can cause serious respiratory ailments.
- Approved respirator and protective clothing must be worn when machining some materials.
- The shop is a place to work, not play. A joker in a machine shop is a walking hazard to everyone.
- **Medication:** many cold remedies recommend not operating machinery.
- **Compressed Air:** avoid compressed air to remove chips from machines, flying chips can cause serious eye injuries.
- **Oily Rags:** must be placed in an approved safety container, oily rags can ignite by rapid oxidation or burning of oil without an external source of heat.
- **Appropriate Clothing:** severe injuries, even death can occur if clothing, hair or jewelry are caught in moving machinery.
- **Eye Protection:** wear eye protection in the shop; use personal safety glasses.
- **Know Your Job:** it is unwise and disastrous to operate machines without receiving proper instruction.

Tool Safety:

- Pointed tools: never carry sharp, tools in pockets

Fire Safety:

Combustible materials are classified into four categories. Extinguishers have colour coded symbols to identify their use.

- **Class A Fires:** involve combustible materials: paper, wood, textiles. They require the cooling and quenching effect of water.
- **Class B Fires:** flammable liquid and grease fires require blanketing or smothering of dry chemicals or carbon dioxide.
- **Class C Fires:** electrical equipment fires require non-conducting extinguishing agents to smother the fire
- **Class D Fires:** extinguishers containing heat absorbing dry powder are used on flammable metals, such as magnesium and lithium.

**Mechanical Technology Department: Working Procedures
Safety Rules and Regulatory Practices (as outlined in The Occupational Health and Safety Act)**

1.00 Introduction

- George Brown College has found it necessary to establish and enforce a number of rules for the safety and comfort of trainees. This is to ensure their orderly and efficient conduct, to protect property of the college and the property of its trainees and to comply with the appropriate legislation. Trainees are required to comply with the following rules at all times while on College premises. Failure to comply may result in suspension or discharge.
- These **Working Procedures - Safety Rules and Regulatory Practices** have within them a common thread of working conditions and standards reflecting the industrial environment.
- Any Trainee who knowingly suffers any physical disability or ailment that may in any way adversely affect his/her or other trainee's safety must report to the Health Center in order to have the situation assessed.

2.00 Safety Rules:

- 2.01 Comply with regulations and intent of the Occupational Health and Safety Act.
- 2.02 C.S.A. approved safety glasses with side shields must be worn at all times within the shop and laboratories that are so designated.
- 2.03 Long hair, which in the opinion of the instructor would be hazardous, must be covered with a hair net (hat) in the shop.
- 2.04 No ties or neck gear (scarves, necklaces) to be worn in the shop.
- 2.05 Long shirt sleeves must be rolled up above the elbow.
- 2.06 No jewelry, that could cause injury, is to be worn in the shop, this includes:
 - a) necklaces, unless worn under upper garment
 - b) rings
 - c) watches
 - d) any jewelry that, in the opinion of the instructor, could be a safety hazard in the shop.
- 2.07 Safety gloves must be worn when deemed necessary by the department and / or the instructor (welding, heat treatment).
- 2.08 Approved safety shoes or boots must be worn and laced up at all times in the shops.
- 2.09 Additional eye protection, goggles, face shields, must be worn when deemed necessary by the department and / or the instructor.
- 2.10 Trainee will not use any machine, or piece of equipment, or work station without:
 - a) first obtaining instruction
 - b) obtaining permission from the instructor
- 2.11 Use safety equipment provided (shields, guards).
- 2.12 Report absence of safety equipment and hazardous conditions to the instructor.
- 2.13 Do not remove or bypass safety equipment.
- 2.14
 - a) All machines must be checked to ensure that no previous damage was incurred.
 - b) Any damage, intentional or otherwise, must be reported by the trainee to the instructor.
 - c) Do not attempt to correct or operate any damaged, misaligned or unknown equipment without the instructors permission.
- 2.15 Do not use tools, equipment, or machinery in a dangerous manner.

- 2.16 Do not engage in horseplay.
 - a) Behaviour and attitude in the shop are an integral part of the overall course evaluation. This includes safe, clean up and general work habits.
- 2.17 Any spills of any kind to be reported and cleaned up immediately.
- 2.18 No trainee shall handle heavy equipment or material in an unsafe manner.
- 2.19
 - a) Non - compliance with personal safety wear and general safety rules will result in disciplinary action. Subsequent non-compliance will result in a one day suspension which could lead to termination.
 - b) Misuse and abuse of equipment will result in specific disciplinary action taken against the trainee or trainees responsible.
 - c) Any trainee who is injured at the college or during work experience must report to the instructor.

Regulatory Practices

- 3.00 Any trainee committing any of the following offences will be subject to disciplinary action.
- 3.01 Insubordination, threatening or using abusive language or using abusive language to Instructors.
- 3.02 Threatening, intimidating, coercing, interfering, with or using abusive language to other trainees.
- 3.03 Theft, abuse, carelessness or misuse of College property, tools and equipment, or of the property of other trainees.
- 3.04 Falsifying attendance sheets.
- 3.05 False reporting of reason for absence due to an alleged sickness or injury.
- 3.06 Disorderly, drunken or immoral conduct on the premises, bringing into or consuming in the shops any alcoholic beverages or drugs.
- 3.07 Sleeping, loafing or loitering.
- 3.08 Tardiness, repeated absences, and failure to report absence and reason for such absence.
- 3.09 Refusal or failure to obey College safety rules or any commonly accepted safety practices.
- 3.10 Washing (or otherwise preparing to leave) or dressing prior to allowed time or permission of the instructor.
- 3.11 Entering the shop or remaining in the shop outside scheduled shop time without permission of the instructor.
- 3.12 Willfully holding back, hindering, or limiting trainee progress, or influencing others to do so.
- 3.13 Concealing or otherwise disposing of scrap resulting from defective workmanship.
- 3.14 Careless workmanship.
- 3.15 Unauthorised possession of College property or products (tool crib tools).
- 3.16 Unauthorised posting, removal or defacement of any bulletin, sign or notice on the premises.
- 3.17 Smoking in a prohibited area.
- 3.18 Consuming food and/ or beverages in a prohibited area.
- 3.19 Leaving the shop area during assigned hours without authorization.
- 3.20 Leaving a machine or equipment unattended when it is in operation.
- 3.21 Misuse of compressed air.
- 3.22 Failure to clean shop area and/or equipment used will result in shop privileges being revoked by Professor or Chairperson.

Jeff Litwin
Chairperson
Mechanical Technology Department

Machine Shop : General Safety Precautions

1. Be certain all machines have safety guards before operating.
2. Replace guards immediately after any repairs.
3. Do not attempt to oil, clean, adjust, or repair any machine while it is running.
4. Do not try to stop the machine with hands.
5. Check that vises, work, lathe chuck and cutting tools are securely clamped on each machine before starting.
6. Follow safe lifting practices.
7. Observe all safety rules while working with another student.
8. Long hair must be tied up at all times when on the shop floor.
9. Do not run in the shop.
10. Do not engage in horseplay.
11. All injuries must be reported to the Instructor, Faculty Member immediately.
12. All safety hazards must be reported to the Instructor, Faculty Member immediately.
13. In case of fire alarms leave the building by the closest exit immediately, remain outside until cleared by a Fire Officer and Faculty Member.
14. Safety glasses must be worn in the shop area and designated work area at all times.
15. Sleeves must be rolled up past the elbows while working on rotating equipment on the shop floor and designated work areas.
16. Safety shoes must be worn at all times while in the shop area and designated work areas.
17. No jewelry to be worn at any time on the shop floor and designated areas.
18. Do not wear neckties, loose or torn clothing of any kind.
19. Clean up any fluids on the shop floor and designated work areas immediately with absorbent.
20. Always keep work area clean and tidy.
21. Always clean machines after work is completed.
22. Do not use equipment without Instructor approval and without formal training.
23. Do not play around with an air hose.
24. Above all, *Be Safety Conscious At All Times.*

Bench Hand Tools

1. Always wear safety glasses.
2. Select screw drivers to fit the screw being used.
3. Select the proper allen key (metric or imperial) for the appropriate bolt or set screw.
4. Do not use a hammer to hit a screw driver handle.
5. Never grind a screw driver to a chisel edge.
6. Select open ended or wring wrenches to fit the job.
7. Always pull a wrench toward you rather than push it away from you.
8. Never use a hammer that has a loose head or split handle.
9. Always use a file with a handle.
10. Never use a file as a pry bar.
11. Do not blow filings in a haphazard manner.
12. Select correct tap drills (taper, plug, bottoming) for the job.

13. Center punch the work only on a steel plate, at the end of a wooden bench or in a vise.
14. Never center punch work on a Surface Plate.
15. Never punch letter stamps in work placed on a Surface Plate.
16. Never place bench tools (hammers, files, chisels) on the Surface Plate.

Milling Machine Safety

1. Always wear safety glasses.
2. No gloves to be worn when using the Milling machine
3. Only one person to operate the milling machine at a time.
4. Use only the labeled Milling machines for fly-cutting.
5. Use only cutters that are the correct size and correctly sharpened.
6. Make sure cutting tools, vises and work pieces are clamped tight and rigid.
7. Turn the machine off and stop spindle before changing work- piece or measuring.
8. Always use the proper ring wrench to tighten the drawbar.
9. Never over-tighten a draw bar or it could snap.
10. Do not use an adjustable wrench to tighten the drawbar or vise.
11. Always use a vise handle to tighten a vise.
12. Never leave the wrench on the draw bar after tightening or loosening a collet or chuck.
13. Never place hands close to a revolving cutter.
14. Use a brush to remove sharp metal chips.
15. Avoid touching sharp cutting edges of a tool when changing cutters.
16. Always stop spindle when using the brush to remove chips.
17. Never reach over a revolving cutter.
18. Use protective shields when flycutting.
19. Never leave chuck key in the drill chuck.
20. Always keep floor clean and dry to prevent slipping.

Drill Press Safety

1. Always wear safety glasses.
2. No gloves to be worn when using the Drill Press.
3. Only one person to operate the Drill Press at a time.
4. Use only sharpened and correctly sized drills.
5. Calculate the safe RPM for the drill and the material being drilled.
6. Never leave chuck key in the drill chuck.
7. Do not stop the spindle with your hands.
8. A drill stop must be used at all times, set-up to the left of the work being drilled.
9. Never attempt to hold work under the drill by hand. Always clamp to the table.
10. If work should slip from the clamp, do not try to stop it with hands.
11. Round work pieces must be held in a Vee groove.
12. Long hair must be tied back, head must be kept well away from the spindle.

Lathe safety

1. Always wear safety glasses.
2. No gloves to be worn when operating the Lathe.
3. Only one person to operate the Lathe at a time.
4. Always ensure that the lathe chuck and workpiece are fully secure before engaging power.
5. Always remove chuck wrench from chuck as soon as work is tightened.
6. Never try measuring or touching a rotating work piece
7. Do not shift or change gears while lathe is running.
8. Calculate correct RPM for the material and diameter of work.
9. Ensure familiarity of all levers before commencing work.
10. Ensure that drills and lathe cutting tools are properly sharpened.
11. Adjust center height of lathe tool to the center of work piece.
12. Reduce overhang when setting up cutting tools.
13. Ensure correct rotation of lathe spindle before cutting (ccw rotation in most cases).
14. Do not lean over the chuck when filing, always use the left hand method.
15. Never reach over a revolving cutter.
16. Always stand slightly to the right of a revolving chuck.
17. Always use a brush or hook to remove metal chips, never use your hands.

Metal Saw Safety

1. Do not lean over the saw while in operation.
2. Always wear safety glasses.
3. Ensure correct RPM of the saw for material being cut.
4. Ensure the correct pitch of blade for material being cut.
5. Always inspect the blade for missing or damaged teeth before cutting.
6. Support long material with a support table to prevent falling material.
7. Always use a wooden stick to feed material into the blade. Never use your hands.
8. Always remove waste material after job completion.
9. Always adjust the blade guide as close as possible to the work to prevent vibration.

Grinders : Pedestal Type

1. Always wear safety glasses.
2. Before engaging power check that grinding wheels are secure by rotating by hand.
3. Before engaging power adjust tool rests within 3mm or 1/8 in. from the face of the wheel.
4. Ensure safety shields are in place.
5. Only one person to operate grinder at a time.
6. Do not use a grinder with a broken wheel. Report this to the Instructor.
7. Inspect wheels for excessive gouging. Report to the Instructor for redressing procedures.
8. Be aware of the Aluminum Oxide (Grey) and Silicon Oxide (Green) wheels and applications.
9. Always stand to one side when engaging power. If a wheel breaks it occurs in the first minute.
10. Do not apply excessive pressure to the side of the wheel (it is not designed to withstand side force).
11. Use face of the wheel for grinding unless it is designed for side grinding.
12. Always grind across the full face of the wheel to create even wear and prevent gouging of the wheel.
13. Always shut off power to the grinder after use.

Grinders : Surface, Cylindrical, Cutter

1. Always wear safety glasses.
2. Always ring test and balance wheels.
3. Select appropriate wheel for material being ground.
4. Flange has a left hand thread to prevent loosening of the wheel in operation.
5. Ensure that blotters are on either side of the grinding wheel and do not over-tighten flange.
6. Ensure extraction system is on before grinding.
7. Ensure magnetic chuck is clean.
8. Always test the holding power of the magnetic chuck before starting machine.
9. Always ensure set-ups are rigid and grinding forces resolved before starting.
10. Stand to one side of the wheel, before engaging power
11. Never attempt to touch the wheel or job while grinding
12. Check that wheel properly clears job before starting.
13. Thoroughly clean the machine with a brush after completing work.

Machine Shop Clean-Up

Benches	Clear bench tops Clean bench tops Clean vises
Drills	Remove and return drill chucks Clean up all chips Wipe up any oil or coolant Clean drill vise Clean floor
Mills : Vertical / Horizontal	Remove tools, cutters Clean up chips from the ways and Tee slots Clean vise Return clamping tools Turn off readouts

Floor	Clean floor Clean up all oil and coolant Return drill chucks, collets
Grinders	Sweep floor Brooms , shovels to be placed at the back Clean up any spills with absorbent
Lathes	Brush metal dust off machine Wipe magnetic chuck Clean floor
Lathes	Remove tool bits Return lathe dogs, drill chucks Return lathe centers, tool holders Remove chips Empty chip tray Turn off readouts

Occupational Health and Safety Act

R.S.O. 1990, CHAPTER O.1

Notice of Currency:* This document is up to date.

*This notice is usually current to within two business days of accessing this document. For more current amendment information, see the Table of Public Statutes Legislative History Overview.

Amended by: 1992, c. 14, s. 2; 1992, c. 21, s. 63; 1993, c. 27, Sched.; 1994, c. 24, s. 35; 1994, c. 25, s. 83; 1994, c. 27, s. 120; 1995, c. 1, s. 84; 1995, c. 5, ss. 28-32; 1997, c. 4, s. 84; 1997, c. 16, s. 2; 1998, c. 8, ss. 49-60; 2001, c. 9, Sched. I, s. 3; 2001, c. 13, s. 22; 2001, c. 26; 2004, c. 3, Sched. A, s. 93.

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Occupational Health and Safety Act

R.S.O. 1990, CHAPTER O.1

Duties of workers

- 28. (1) A worker shall,
 - (a) work in compliance with the provisions of this Act and the regulations;
 - (b) use or wear the equipment, protective devices or clothing that the worker's employer requires to be used or worn;
 - (c) report to his or her employer or supervisor the absence of or defect in any equipment or protective device of which the worker is aware and which may endanger himself, herself or another worker; and
 - (d) report to his or her employer or supervisor any contravention of this Act or the regulations or the existence of any hazard of which he or she knows.

Idem

- (2) No worker shall,
 - (a) remove or make ineffective any protective device required by the regulations or by his or her employer, without providing an adequate temporary protective device and when the need for removing or making ineffective the protective device has ceased, the protective device shall be replaced immediately;
 - (b) use or operate any equipment, machine, device or thing or work in a manner that may endanger himself, herself or any other worker; or
 - (c) engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct.

Consent to medical surveillance

- (3) A worker is not required to participate in a prescribed medical surveillance program unless the worker consents to do so. R.S.O. 1990, c. O.1, s. 28.

Penalties

- 66. (1) Every person who contravenes or fails to comply with,
 - (a) a provision of this Act or the regulations;
 - (b) an order or requirement of an inspector or a Director; or
 - (c) an order of the Minister,

is guilty of an offence and on conviction is liable to a fine of not more than \$25,000 or to imprisonment for a term of not more than twelve months, or to both.

Idem

- (2) If a corporation is convicted of an offence under subsection (1), the maximum fine that may be imposed upon the corporation is \$500,000 and not as provided therein.

Defence

- (3) On a prosecution for a failure to comply with,
 - (a) subsection 23 (1);
 - (b) clause 25 (1) (b), (c) or (d); or
 - (c) subsection 27 (1),

it shall be a defence for the accused to prove that every precaution reasonable in the circumstances was taken.

Accused liable for acts or neglect of managers, agents, etc.

- (4) In a prosecution of an offence under any provision of this Act, any act or neglect on the part of any manager, agent, representative, officer, director or supervisor of the accused, whether a corporation or not, shall be the act or neglect of the accused. R.S.O. 1990, c. O.1, s. 66.

Certified copies of documents, etc., as evidence

- 67. (1) In any proceeding or prosecution under this Act,
 - (a) a copy of an order or decision purporting to have been made under this Act or the regulations and purporting to have been signed by the Minister or an inspector;
 - (b) a document purporting to be a copy of a notice, drawing, record or other document, or any extract therefrom given or made under this Act or the regulations and purporting to be certified by an inspector;
 - (c) a document purporting to certify the result of a test or an analysis of a sample of air and setting forth the concentration or amount of a biological, chemical or physical agent in a workplace or part thereof and purporting to be certified by an inspector; or
 - (d) a document purporting to certify the result of a test or an analysis of any equipment, machine, device, article, thing or substance and purporting to be certified by an inspector,

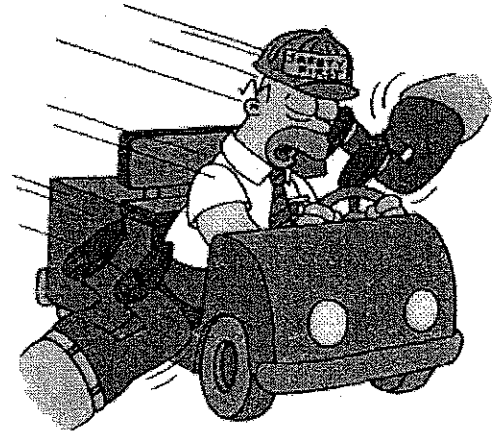
is evidence of the order, decision, writing or document, and the facts appearing in the order, decision, writing or document without proof of the signature or official character of the person appearing to have signed the order or the certificate and without further proof.

<http://www.gov.on.ca/LAB>
http://www.e-laws.gov.on.ca/DBLaws/Statutes/English/90o01_e.htm

Shop Safety

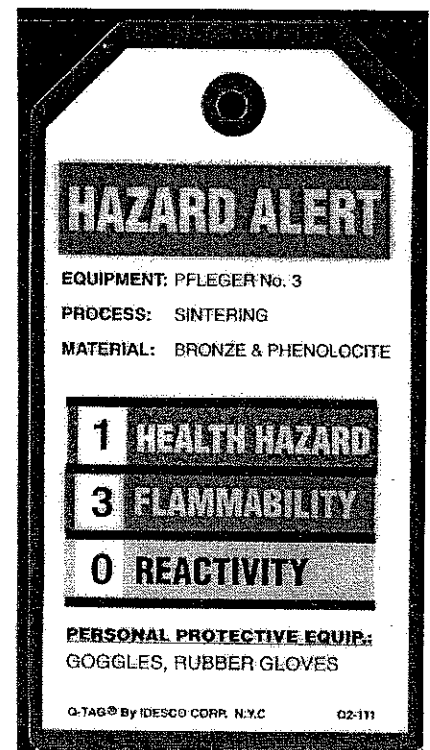
Shop Safety:

- Is something to be studied at the beginning of a training discipline and religiously practiced throughout one's professional and private life
- Most accidents are caused by carelessness or by not observing safety rules
- Study all safety rules carefully and constantly apply them
- When in doubt about any task or operation of any machine, Get Help!
DO NOT TAKE ANY CHANCES!
- All professional and successful machine trades- people observe and adhere to safety protocol in a shop environment; from receiving and cutting material in the shop to the operation and set-up of a 3,000 ton press
- A joker in a machine shop is a walking hazard to everyone



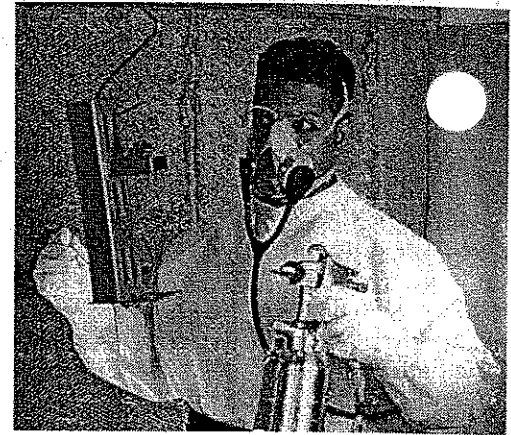
Safety in the Shop:

- Keep the shop clean, it is your responsibility to clean up after working on any shop equipment as well as clean-up around a machine or jobsite
- Metal scraps should be placed in the scrap bin
- Exercise extreme care when machining unfamiliar materials. Magnesium chips burn with great intensity under certain conditions. Applying water to burning magnesium will intensify the fire. Not only can serious burns result but equipment can be seriously damaged
- Inhaling fumes or dust from space-age and newer materials can cause serious respiratory ailments. Study the composition of an unknown material before handling it.
- Observe hazardous safety labels



- An approved respirator and protective clothing must be worn when machining some materials

- Wear a dust mask when machining operations produces airborne particles; as those from sand castings, plastics and grinding operations



- Wear eye protection in the shop, industrial prescription glasses can be ordered

- Machines must be fitted with effective vacuum systems as needed

- Many cold remedies recommend not operating machinery while taking medication due to drowsiness

- Avoid using compressed air to remove chips and cutting oil from machines. Flying chips can cause serious eye injuries

- Oily rags must be placed in an approved safety container to minimize combustion



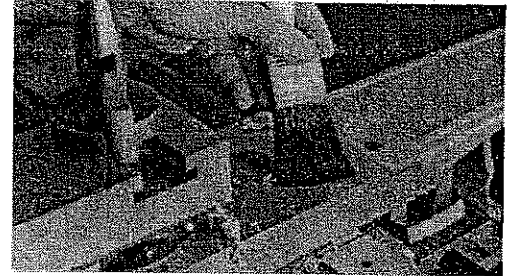
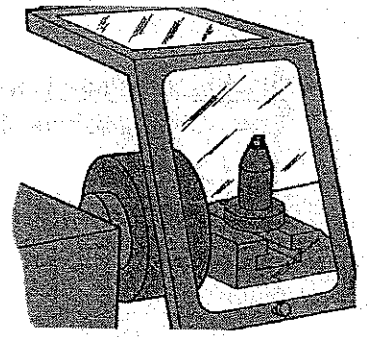
- When moving heavy metal stock and machine accessories, seek help to avoid back injuries

- Dress appropriately, avoid loose fitting clothing, remove jewelry, rings and watches, keep long hair tied back

- Know your job. It is foolish and disastrous to operate machines without receiving proper instruction

General Machine Safety:

- Operate machinery with all guards in place
- Stop the machine before taking measurements or before making adjustments
- It is considered an unsafe practice to talk to anyone while you are operating a machine
- Remove chips or cuttings with a brush or metal hook, only when the machine is stopped
- Secure prompt medical attention for any cuts, bruises, scratches, burns or any other shop related injury. Know where to find the first aid room.



General Tool Safety:

- Protect sharp – pointed tools with a piece of cork or plastic
- Ensure that all tools are properly sharpened and ground correctly before using. Inspect all cutting tools for chipped or broken edges
- Keep all tools in an orderly fashion

