

General Shop Safety

1. Wear clothing which is conducive to work in the mechanics laboratory, i.e., coveralls, shop coats, etc. Shop clothing should not be loose, baggy or highly flammable.
2. Approved safety glasses must be worn at all times in the mechanics laboratory unless special eye or face protection is required. Approved safety glasses should be industrial quality. The Z 87.1 logo and the manufactures emblem must be on the safety glasses for them to be industrial quality.
3. Wear hearing protection devices when using or when others are using loud equipment in the mechanics laboratory.
4. Wear other personal protective equipment as needed by specific shop jobs, i.e., respirator for painting, etc.
5. Do not visit and disturb others during the laboratory period. Stay busy on your assigned work; if completed check with instructor/teacher for further directions.
6. Do not hurry or rush, avoid cutting corners and unsafe work practices. Do not allow yourself to get caught up in rush situations.
7. When working the mechanic's laboratory talk in a low tone of voice. Loud boisterous talk and noise makes others jittery and uncomfortable, which may lead to accidents.
8. Notify the instructor/teacher immediately in case of injury, accident or fire.
9. Notify the instructor in case of defective tools and equipment. Out of order signs should be placed on the tools and equipment until the necessary repairs are made.
10. Avoid horseplay or other hazardous scuffling and pushing while working in the mechanics laboratory.
11. Clean your work station and return all tools to their proper storage before leaving the mechanics laboratory.
12. Never leave the laboratory without the instructor's knowledge and permission.
13. Be alert and think each action through before it is performed. If in doubt about how to perform a procedure, check with the instructor before proceeding.
14. Never use power equipment or tools which have not been demonstrated to you. Before using any piece of power equipment you should pass the written test on safety and operation of the equipment item, as well as, a hands-on performance test.
15. Become familiar with the laboratory color coding system and observe the warnings issued by each color while working in the mechanics laboratory. Ex: Red—Danger, Yellow—Caution, and Orange—Warning.
16. Remove loose jewelry and secure long hair while working in the mechanics laboratory.
17. Remind visitors to wear safety glasses while visiting in your mechanics laboratory.
18. Never attempt to work with tools or equipment in the mechanics laboratory if under the influence of drugs or alcohol.