

HIGH SCHOOL METALS SHOP SAFETY

Safety education is a major facet of the instructional program in metal working. It cannot be dealt with as something separate; but rather, it must be an integral part of every lesson and the principles of safety must be applied in every metal working operation. The entire program should be based on correct technical information, judgment, and positive behavior. Guards and safety devices are helpful but they cannot do the thinking and planning. A good shop safety program means that the pupil must have a safe environment in which to work, that safe practices must be an integral part of the training, that careful and constant supervision must be provided, that the teacher must possess a knowledge of the factors that cause accidents, and that he must at all times set the example in following safe practices. Before a student may work in the shop he/she must study the following precautions, pass the safety test with a 100%, and have the instructor's permission to work in the shop.

GENERAL SAFETY PRACTICES

Wearing Apparel

1. Remove sweaters or other bulky clothing.
2. Keep long sleeves buttoned at the wrist or rolled above the elbows.
3. **Safety glasses will be worn in the shop at all times.** Goggles or face shield will be worn when working on machines such as the grinder, foundry, and angle grinder.
4. Remove all rings, watches and any other jewelry.
5. No open toed shoes allowed in the shop.

Shop Conduct

1. Only one person will be at a machine while it is in operation.
2. Machines will not be operated when the instructor is out of the room.
3. Always turn the power off when you leave the machine.
4. Running, scuffling or horseplay will not be permitted in the shop at any time.
5. Always hand tools to the person who requests them. Do not throw the tool or slide it along the bench.
6. Avoid making unusual noises that may startle the operator of a machine.

Personal Protection

1. When the fire alarm sounds, stop work immediately. Turn off machines and walk to the assigned exit.

2. If you feel ill, report to the instructor.
3. Report all accidents, no matter how small, to the instructor immediately.
4. If you see oil or grease on the floor, wipe it up; if you see any metal scraps, paper or wood on the floor, pick them up; you may be preventing an accident.
5. Be sure your hands are dry before touching any electrical plug or switch.
6. Keep hand tools off the machines to prevent vibration from drawing them into the machines or falling on the floor.
7. When climbing to reach high objects, use proper precautions so that you do not slip or fall.
8. When lifting heavy objects, have someone help you.
9. Lift heavy objects by bending at the knees and lifting with your legs, not by bending at the waist and lifting with your back. If necessary, have someone help you.
10. Each student should know how to use the fire extinguishers.
11. Do not use solvents or thinners as hand cleaners.
12. Never put nails, screws, etc., in your mouth.

Safe Handling of Combustible Materials

1. Oily waste and finishing clothes must be disposed of properly. A safety can is provided for this. **USE IT!** Never throw finish or oily rags into shavings or into the scrap box.
2. All shavings and metal scraps should be swept up and placed into a container that is emptied daily.
3. Paint, enamel, stain, varnish, lacquer, lacquer thinner, shellac, alcohol, kerosene, turpentine, machine oil, and any other flammable material should be stored in a metal cabinet. Each can or container should be tightly covered.