

Shop Wide Rules

- **Wear safety glasses** when the shop is in operation, wherever you are working, not just when you are using a machine yourself.
- **Protect your hearing**
- **Do not wear anything that might be caught by a machine.** This includes rings, wristwatches, other jewelry, loose-fitting clothing, long sleeves, and gloves. Tie back long hair.
- **Do not wear open-toed shoes, sandals, or flip-flops**
- **Ask for help.** Unless you are *sure* that you know what you are doing and can handle it yourself, ask for help.
- **Stand comfortably.** Maintain a balanced stance at all times so that you do not fall or lean against the machine you are operating.
- **Maintain a 2-foot perimeter.** Make sure you keep people, obstructions, and any debris that might impair traction at least 2 feet away from the machine you are using.
- **Use the dust collector.** If the machine you are using has a dust collector, make sure it is on and the blast gate for the machine is open before starting.
- **Observe the 3-inch rule.** Always keep your hands and fingers 3 inches away from the blade of a power saw, the bit of a drill press, the abrasive medium of a sander and any other moving parts of a woodworking machine.
- **Stay behind the blade.** Never place your hands or fingers directly in line with any blade where you could cut them if you slipped.
- **If it's broken, don't use it.** Report malfunctions, missing parts, etc. to the foreman immediately.
- **Tidy up after you set up.** Clear the work area of any wrenches, chuck keys or other adjustment tools before turning on a machine.
- **Avoid surprises.** Inspect your stock carefully for knots, twists, nails, staples, other foreign material, etc.
- **Wait until it starts.** Do not start a machine with the blade, bit, or abrasive medium in contact with your workpiece. Wait until the machine is running at normal operating speed.
- **Don't force it.** If you need to use excessive force with any woodworking machine, something is wrong. Stop and consult the shop foreman.
- **Wait until it stops.** Never clear small pieces while the blade, bit, or abrasive medium is moving. And don't leave a machine work area until the machine is off *and has come to a complete stop*.
- **Unplug it.** Always disconnect the power before changing a blade or performing any other maintenance operation.
- **Use the correct guard.** Before using any power tool, be sure all guards are in place and working properly.
- **Clean up.** When you are through with any machine or hand tool, clean the work area with brush, broom and dustpan or vacuum, and put away whatever you took out.