

Basic Shop Rules

Safety is your top priority when using the shop. If you are not sure what you are doing, ASK.

Make sure you are properly trained on any piece of equipment before you use it.

Wear appropriate clothing and personal protective equipment:

- Long pants, closed-toe shoes, side shield safety glasses
- Pull back and secure long hair
- No lanyards, loose clothing or jewelry.

Shop security and access:

- No one is allowed in the shops without proper training – only authorized individuals are allowed to use equipment
- It's best not to work alone. Notify a "buddy" off-site of your location and activities if you are working alone.
- If you find a piece of equipment is not working properly, unplug or disconnect the equipment and notify the shop supervisor immediately.
- Don't remove or bypass safety features such as guarding and emergency stops.
- Housekeeping – Work clean, leave all work areas in "Ready to Use" condition.

Emergency Procedures

- Be familiar with emergency stops on all equipment
- Know where the fire extinguishers, First Aid kit and emergency exits are located
- In the event of an evacuation, if it is safe to do so, turn off processes (water, flames, etc.), collect personal items, and calmly exit the building using the nearest exit. Proceed to your assigned evacuation assembly point. If you do not know the location of your evacuation assembly point, ask the shop supervisor
- If you are injured (even a minor injury) – seek medical attention, notify the shop supervisor.