

Materials Technology Safety Rules

The safe use of hand tools and machines is very important. Each year, thousands of people are injured while working with tools and machines. Whether we are working for a company, at home, or in the school laboratory, there are common safety rules we must always follow.

Tool and Equipment Safety Rules

1. Get proper instruction and permission before using a tool or machine.
2. Keep the work area clean and organized.
3. Keep all cutting tools sharp (Sharp is safe, if used properly, dull is dangerous).
4. Always use the correct tool or machine for a particular job.
5. Always use guards and safety equipment on tools and machines.
6. Report all damaged tools and machines to the instructor.
7. Be sure machines and portable power tools are off or unplugged when you change their settings.
8. Handle tools and equipment with care. Abuse of tools can cause accidents.
9. Allow only one person in a machine safety zone at a time. Only one operator at a time.

Personal Safety Rules

1. Always wear safety glasses, goggles, or a face shield while operating tools and machines.
2. Keep your hair away from moving parts. Tie back your long hair.
3. Do not wear loose-fitting clothes, or any type of open toed shoes while you are using tools and machines or working in the materials lab.
4. Roll up your sleeves before you operate tools or machines.
5. Know where all emergency shut-off switches (3) are located.
6. Know the proper procedure for fire drill evacuation or other type of safety drill.
7. Remove all jewelry before using tools and machines.
8. Allow a safe distance between your hands and blades, cutters or moving parts.
9. Give the tool and machine your undivided attention when using it.

Laboratory Safety Rules

1. Clean up spills immediately. Place oily rags in a safety container.
2. Keep the materials lab clean, organized, and safe by following the clean up schedule.
3. No horseplay or fooling around is permitted in the materials lab.
4. Place tools back in their proper places when you finish using them.
5. Report any injury, no matter how small, to the instructor immediately.
6. Use care in handling large, heavy, or long material.
7. Do not use extension cords for permanent connections.
8. Cooperate with your classmates in the management of your Technology Education Safety Program.

I have read the above safety rules. I will do my best to put these rules in practice at all times in the Technology Education Department Materials Labs. You will need to pass the safety test (90% or better) before being allowed to work in the Materials Lab.

Student (print name)

Student Signature and Date