



DEVELOP shop safety and rules – for example:

- District specific policies
- Emergency procedures
- Training and testing processes for machine use
- Use of PPE including always wearing protective eyewear
- Limit access if tardy
- Appropriate clothing – no open-toed shoes or loose-fitting clothing
- Machine guards
- Limit interactions with people using machines
- Do not leave the machine while it is running
- When appropriate, securely attach machines to floor
- Liability considerations for afterhours use or use of shop by non-employees
- Any donated tools and machines should be inspected by a competent person
- No loose hair or jewelry
- Tool maintenance and sharpening
- General housekeeping including clean up and returning tools to proper storage
- No horseplay
- Immediately take out of service any machine or tool that is broken
- Lock out/tag out for machines that are off limits to students or in need of repair
- Consider first aid training for all users
- First aid equipment and supplies
- Always get help for special projects and questions
- Know all specific safety rules and machine use for each piece or machinery and all hand tools
- Don't allow tools or machines from home
- Store all backpacks, coats, etc. before entering workspace

VERIFY fire extinguishers, general maintenance, filter changes and general operation of equipment is up-to-date

VIEW Springfield School District's instructional website for sample videos and safety instructions:

<https://sites.google.com/a/springfield.k12.or.us/thswoods/>

