

RESEARCH LAB SAFETY RULES AND PROCEDURES AGREEMENT

To ensure that experiences at school are safe, positive learning experiences, students and parents should read, discuss and sign this Research Lab Safety Rules and Procedures Agreement.

General Woodworking and Woodshop Safety Rules: ([Adapted from leeswoodprojects.com](http://leeswoodprojects.com))

1. Only use woodworking machines and tools you have knowledge of or have been trained to use.
2. Always read and understand the owner's manual prior to using a tool or piece of equipment.
3. Always wear safety equipment such as goggles, face shields, dust masks, and hearing protection appropriate for the type of tool or equipment being used.
4. Dress appropriately. Do not wear gloves, ties, scarves, loose fitting clothing or jewelry around moving equipment. Also, do not wear sandals, open toed shoes, or go barefoot in the shop. Only wear gloves temporarily when handling or stacking rough lumber for storage purposes.
5. Avoid distractions at all times. Do not listen to a radio. If you must converse with another person, first turn off the equipment you are using.
6. Keep the working area and floor clean and free of wood scraps, clutter, oil spills, etc. Always use a brush to clean off sawdust or wood scraps from the machine or work area being used.
7. Make sure the safety guards are in position and operating properly for all equipment used.
8. Do not stand in water or use any electrical equipment in the rain or any inclement weather.
9. Be sure all equipment is properly grounded before use.
10. Always use the correct tools and equipment for the job. Never use a tool or attachment on a machine for which it was not designed.
11. Always check stock for nails, screws, staples, loose knots or other defects before using.
12. Before plugging in a machine, make sure the switch is in the off position. Also make sure the on/off switch is within a convenient reach.
13. Keep the power cords away from equipment while operating. Also, electrical cords should not be strung across the floor to prevent tripping. If possible, install power cords or wiring overhead or under the floor. If an extension cord must be used, be sure that it has the correct wire size and has a ground plug.
14. Concentrate on the work at hand at all times. Do not day dream and keep your hands and fingers at a safe distance from blades and any rotating parts while working.
15. Always use a push stick to push the stock into the cutting area whenever possible.
16. Always clamp stock securely when cutting, sanding or drilling.
17. Never make an adjustment with the power on. If possible unplug the machine when changing blades, bits, etc.
18. Make sure all blades, bits, drills, etc. are sharp and in good working condition before using.
19. Lighting is important. Clearly reading scales and measuring devices, plus visualizing blades, bits, drills, and the cut lines on wood stock is imperative.
20. Do not use a machine until it is running at full speed.
21. Never walk away from a machine while it is still running. Turn off the power and wait until it has come to a full stop.
22. If a machine does not sound right, there are unusual smells emitted, or smoke is visible, turn the machine off immediately and check for the problem before reusing.
23. Avoid unsafe operations where a sudden slip could cause your hand to move into a blade or cutting tool.
24. Make sure the floor space is clean and clear of debris or spills that could cause an accident.
25. If possible, do not stand directly behind any stock being cut, planed, or jointed. In the event of a kick-back, serious injury could result.
26. Keep all machines, equipment, and tools clean, oiled, sharpened, and in good repair.
27. Keep used oily and stained rags in a covered metal container. This will help prevent spontaneous combustion.
28. Keep an ABC class fire extinguisher in a convenient location. The ABC class will extinguish all classes of fires.
29. Discard or sharpen dull blades, cutters, chisels, drill bits, lathe tools, etc. Dull tools may not provide the quality of work desired and could result in accidents.
30. Keep lumber stored in a safe and dry place. Lumber should never be stored near equipment or working areas.
31. Use a wooden box to store cut-off material, or small stock that could be used for future projects.
32. If possible, use an exhaust ventilation system to remove sawdust and chips from the machines.
33. Never use drugs, alcohol, or medication that would impair vision or judgment in a woodshop environment.