

## 40 basic shop safety rules

1. Keep your work area clean and orderly; neatly arrange equipment and material. Do not allow parts, metal, wires, scrap or other material to accumulate on the shop floors or in work areas. Place drink cups, cans, bottles, paper, lunch scraps, etc., in the proper containers.
2. Report every injury to your supervisor immediately, no matter how slight or insignificant the injury may seem.
3. If you are unsure about the safe operation or process of a job, request assistance from your supervisor.
4. Report any unsafe conditions to your supervisor immediately. Rely on your judgment and knowledge of safety to guide you.
5. Horseplay is forbidden. Do not disturb or interfere with other technicians when they are performing their job.
6. Be certain all safety guards are in place before operating any machine or equipment. Guards must be replaced as soon as repairs or servicing on a machine has been completed and before the machine is put into operation.
7. Verify the safety of all personnel before energizing or operating any equipment.
8. All equipment must be locked out prior to any repairs or maintenance. Never attempt to open the switch or operate any equipment that is under repair. Lockouts may only be removed by authorized personnel.
9. When a machine is de-energized for the purpose of changing setup or making minor adjustments, the operator must pull the switch controlling this machine. This will allow the equipment to come to a complete stop, enabling the operator to lock and tag out this machine. He must then push the start button to ensure the machine is definitely de-energized.
10. Never tie down, block out or otherwise make inoperative any type of safety device, attachment, method or guard.
11. Observe all caution and danger signs. Be alert and pay attention to horns, alarms or verbal commands. Be sure to follow the requirements on Material Safety Data Sheets (MSDSs).
12. Never oil, remove guards or attempt to repair machinery while it is in motion. Do not climb on machinery while oiling or greasing. Repairs of machinery must only be made by authorized personnel or manufacturer's representatives.
13. Do not use electrical equipment while standing on damp or wet surfaces or when your hands are wet.

14. Only electricians or authorized personnel are permitted to perform electrical work. Do not use electric cable, weld leads, extension cords, etc., unless they are properly grounded and insulated.
15. Personal protective equipment (PPE) required in each shop must be worn as specified. Safety-toe shoes, bump hats, safety glasses with sideshields, goggles, faceshields, respirators and other forms of protective equipment or clothing are for employee protection. Steel-toe safety shoes should be the high-top style.
16. Gloves should not be worn when operating drills, lathes or other types of machinery that contain rotating spindles or cutting tools.
17. Wear clothes that are suitable for work. Long-sleeve shirts must be worn when burning, welding, grinding or performing other types of work where sparks or hot metal are present or where the work involves the use of acids or similar substances. Do not wear synthetic fabrics.
18. Neckties, rings, watches and loose or ragged clothing create a hazard when operating drills, lathes or other rotating or moving equipment or machinery.
19. When lifting an object, lift with your legs and not with your back. Keep your back straight.
20. Observe "No Smoking" areas. Never smoke near compressed oxygen and gas cylinders, paint operations, flammable storage rooms, near gasoline or fuel stations, battery recharging stations or at any locations that contain a combustible or explosive atmosphere or condition.
21. If using a scaffold, it must be erected safely and contain a fully planked and secured floor. Handrail, midrail and toe boards must be used. Loose rope is not acceptable for a handrail. Use a ladder or other proper means for gaining access to the work areas. Secure scaffolds to prevent tipping.
22. Effectively rope off areas below scaffolds or other projects if passing below the operation poses a potential hazard to anyone.
23. If oil, grease, paint or any other slippery substance is discovered on the floor, wipe it up immediately to prevent a fall.
24. Flammable liquids such as gasoline, solvents, and thinners, must be stored in approved safety cans with flame arresters.
25. Properly barricade floor openings, open manholes, machine foundations, etc. If the lighting is poor, install red warning lights.

26. Be familiar with the locations and operation of fire extinguishers. In case of a fire, sound an alarm and, if possible, get help to extinguish the fire. Report all fires to your supervisor.
27. Never use an air hose for cleaning or dusting yourself off. Never point an air hose at anyone. Special cleaning guns must be used when cleaning with air; approved safety guns must not exceed 30 pounds per square inch (psi). Never use an air hose for dusting off brake shoes and parts.
28. Never stack material or product so that it obstructs safety equipment, aisles, ladders, steps, electric boxes, etc. Always pile large or heavy material on the bottom and smaller material on top.
29. When storing material, stay clear of objects being moved or handled by any type of conveyance. Be sure to keep your hands and body clear of moving parts, machinery, hoists, etc.
30. Wear seat belts when driving a company vehicle, your own vehicle or a customer's.
31. Compressed oxygen and gas cylinders must be properly secured at all times. Caps must be installed when not in use. Only lift cylinders in approved racks or cages. Never use cylinders as rollers. Keep a shutoff wrench on each acetylene cylinder that is not equipped with a valve.
32. Clamp or secure equipment or material to prevent it from shifting or rotating when drilling, grinding, operating a lathe, etc.
33. Employees with long hair must tie their hair back or tuck it under their bump cap so it won't be caught in any rotating machinery or parts.
34. Never work on a tire with a rim ring attached to it without first placing the tire in a protective tire cage or using a chain to secure the rim to the tire.
35. Never remove a tag labeled "caution," "danger," etc., without authorization. Safety tags are to be in place on air-hoist controls.
36. Never use an air hose to blow dust from brake drums. Use an approved HEPA vacuum device or wet-wash method.
37. Work trousers should be cuffless and extend over the shoe to prevent sparks from entering the shoe. Burns of this type are painful and slow to heal.
38. Follow shop rules and OSHA/EPA guidelines for personal safety. Follow manufacturer's recommendations for equipment.

39. Follow shop rules and EPA guidelines for disposal/recycling of used oil, antifreeze, refrigerants and wastes.

40. Follow safe procedures when attempting to fill an inground lift. Follow manufacturer's guidelines. First depressurize the hoist. Never place any part of your body over the fill plug. Use hoist plugs that contain bleeder screws.