

## **GENERAL SAFETY PROCEDURES**

- 1. Read and follow the safety measures contained in POLICY OF GWG, relating to the use of the shop (Policy no. 7, adopted 4/12/04)**
- 2. Note that this document does not replace the specific safety instructions associated with individual machines.**
- 3. Always comply with the directions and requests of the shop supervisor. You must be “checked out” by a supervisor on each machine before using it. If you plan to use a machine in a manner that is unfamiliar to you always consult the supervisor.**
- 4. Familiarize yourself with the Shop and what other members are doing. Never disturb a person when they are using a machine, wait until machine is off.**
- 5. Check to see that the work area is clean, with no loose items on the machine or on the floor around the work area. Be aware of electric cords and air hoses.**
- 6. Inspect equipment prior to use to insure proper operating condition. Guards are not to be removed or disabled. Notify supervisor if problems are found.**
- 7. Be aware of the recommendations related to specific machines in relation to eye and hearing protection. Notify others present before using machines with noise hazard or that otherwise require their attention.**
- 8. Be aware of any fire hazard. Aerosol spray cans are permitted but no other spraying. Rags and brushes used in finishing are to be placed in the metal bucket containing water, which is located by the overhead door. NOTE: these materials must be taken with the member when they leave the shop. Plastic bags are available for transport. Do not put into dumpster or in the shop trash containers.**
- 9. Smoking is allowed, but specific precautions are required in the shop to prevent fires. Run water on butts before disposal. If other members in the shop have a problem with smoke, please go outside.**
- 10. Wear proper clothing. Loose clothes, especially sleeves are to be avoided. Shoes should have good traction and offer some protection from falling objects. Long hair should be secured out of harms way. Jewelry should not be worn while operating machines, especially lathes.**
- 11. Know the location of all exits, fire extinguishers and the First Aid kit.**
- 12. Do not use the shop when excessively fatigued, or when under the influence of drugs or alcohol. Recent change in prescription medication that could affect level of alertness requires some consideration.**
- 13. Do not leave any machine that is running unattended. Wait at the machine until the blade/cutters have totally stopped.**
- 14. Finally, a clean shop is a safer shop. Members are responsible for cleaning the machines they use and the areas around them. All hand tools are to be returned to their proper locations, and all left over material is to be disposed of, or otherwise removed from the shop.**