

# WORKSHOP SAFETY RULES

## In the workshop:

1. Students must be supervised at all times in the workshop.
2. No Running or messing around in the workshop.
3. Wear good strong shoes. Training shoes are NOT suitable
4. Wear sensible clothing. No shorts, trailing laces/cords or jewellery, and ensure long hair tied back.

## Using machinery or equipment:

1. Always listen carefully to the instructor and follow instructions. If you do not understand fully, ask your instructor to explain again.
2. Personal Protective Equipment (PPE) or clothing must ALWAYS be worn.
3. Do not use any of the workshop machinery or equipment if you have not been shown how to use it safely by the instructor.
4. No machinery to be connected to power source until permission is given by your instructor.
5. Know how to turn off / stop machinery in an emergency. If you see an accident, turn off all electrical power to machines immediately.
6. Always be patient, never rush in the workshop. Do not hurry your work, take your time and ensure you follow the instructions.
7. Where a machine has a guard ALWAYS ensure you use it.
8. Keep hands away from moving/rotating machinery.
9. Use hand tools carefully, keeping both hands behind the cutting edge.
10. Report any damage to machines/equipment as this could cause an accident.

**NO RULES = NO TOOLS!**