



# Shop Safety Tips

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## General Shop Safety

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### Personal Protective Equipment

- Always wear Personal Protective Equipment such as safety glasses, ear plugs and a dust mask. It's recommended to have goggles and a face shield for those operations that really throw wood chips.
- Before operating any power equipment, remove all loose clothing and roll up your sleeves above the elbows and tie back long hair.
- DO NOT WEAR GLOVES when using rotating or reciprocating machines.
- Always wear shoes that cover the top of your feet and toes to avoid foot injuries.
- Think through the operation before performing it. Know what you're going to do, and what the machine will do.

### Slips, Trips and Fall Prevention

- Keep the floor around power equipment clean and free of scrap material, sawdust, oil, wax and grease. Clean the floors often and pick up items to avoid slips, trips or falls.
- Place cords and vacuum hoses out of the path of travel.

### Safety Tips

- Give your work your undivided attention. Looking around, carrying on a conversation and "horseplay" are careless acts that can result in serious injury.
- Keep the machine guards in place at all times. If the guards are removed for maintenance or any special reasons make sure that you use extreme caution and replace the guards immediately.
- DO NOT over reach. Maintain a balanced stance at all times, so that you do not fall or lean against blades or other moving parts. Always position yourself with the kick back zone in mind.
- Be aware that each tool has a limitation. Use the correct tool. Do not cut smaller or larger material than the tool is designed for. Do not force a tool attachment, guard or hold down to do more than it was designed to do.
- Be aware of the kickback zones. Take every precaution to protect yourself and others around you.
- Always keep your hands and fingers away from blades, rotating parts, pinch points, electrical plugs, and maintain the 12" length and 3" wide minimum rule. Use push sticks, hold-downs and feather boards when possible. Use suitable support if the stock does not have a flat surface. Make sure all material is held firmly on the table and against any fence. If the stock is wider than 3", the operator's hand generally has more control than a push stick.
- Never remove small cut-offs, chips or scrap that lie next to any rotating blade or cutter until the blade or cutter has come to a COMPLETE stop.



# Shop Safety Tips

## Power Tool Operation

- Never leave a power tool or machine running and unattended.
- Make sure that the motor switch is in the OFF position on a power tool before connecting the tool to the power supply.
- Always unplug any tool before changing cutters and blades. Make sure all adjustments and changes are tightened properly.
- Always follow the manufacturer's recommended procedures for any maintenance. It's a good idea to keep a maintenance record for each tool in your shop.
- Always allow the tool to reach its full operating speed before starting the work. Feed the work carefully and only as fast as the machine will cut it easily.
- If a tool is not performing properly, or out of adjustment in some way, shut the power off immediately, unplug the tool and then troubleshoot the problem.

## Hand Tool Safety

- Start a hand saw cut with the dominant hand on the saw handle and position the saw against the thumb onto the mark. When the teeth bite, push downward (or upstroke depending on the saw) to complete the first cut and release pressure on the upward stroke.
- Screw drivers can account for puncture injuries, so do not attempt to hand-hold objects being screwed. If the work is unstable, use a vice, clamp or workbench.
- Chisels or any cutting blade tool should be kept sharp and hands clear of the line of work.
- When cutting with a chisel, the safest chisel stroke is away from the body and your hands.
- Cuts on the hand or other parts of the body can be experienced with a chisel if the material is not secure. Clamp the material in a vice or onto a surface to avoid injuries or damage from movement of the material.
- The dominant hand should hold a chisel handle and hold the blade of the chisel firmly in your free hand, stabilizing the chisel into the cut. If it is necessary to use a mallet, do not strike wood chisels with a metal hammer because the hammer may fracture the chisel handle and create flying particles.