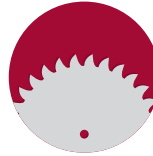


UNIVERSAL SHOP SAFETY RULES



Behavioral

- ▶ Ask for help if uncertain
- ▶ No bicycles, skateboards or scooters
- ▶ Keep work areas clean and clutter free
- ▶ Dispose of all waste material properly
- ▶ Do not work alone
- ▶ Never work while impaired
- ▶ Do not distract equipment operators
- ▶ No horseplay or disruptive behavior
- ▶ No unauthorized work permitted
- ▶ Report all safety concerns to shop manager
- ▶ Report all injuries/accidents promptly



Equipment/tool

- ▶ Do not use equipment without training and authorization
- ▶ Do not operate equipment without guards in place
- ▶ Keep fingers clear of cutting devices
- ▶ Never turn away from moving/rotating equipment
- ▶ Make adjustments when equipment is fully stopped
- ▶ Do not use damaged or “out of service” equipment
- ▶ Report damaged equipment immediately
- ▶ Return equipment/tools to proper storage locations
- ▶ Do not bring outside equipment/tools into the shop
- ▶ Do not remove equipment/tools without authorization



Personal Protective Equipment (PPE)

- ▶ Make safety your first priority
- ▶ Eye protection is required
- ▶ Wear PPE as required
- ▶ Closed toe footwear required
- ▶ No loose fitting clothing/jewelry
- ▶ No dangling strings, ties or scarfs
- ▶ No head phones, earbuds or loud music
- ▶ Tie long hair back and up

