

HOLMEN MIDDLE SCHOOL
TECHNOLOGY & ENGINEERING
GENERAL SAFETY RULES

1. Follow all safety rules at all times.
2. Never use any machines unless you have passed the safety tests and have permission from the teacher.
3. Walk, never run or throw any items.
4. Report any injuries to the teacher.
5. Never cut toward your body, or point any sharp item at your body or anyone else.
6. Never play in the lab. Always concentrate on your task.
7. Never talk to anyone while you or they are operating any machine.
8. Stay at least 3' away from the machines unless you are the operator of that machine. Stay behind the safety lines on the floor.
9. Report any damaged tools or machines to the teacher. If a machine is not operating correctly, turn it off, wait until all moving parts have stopped; then tell the teacher about the machine.
10. Use leg and arm muscles, never use back muscles, to lift heavy objects. Ask someone to help you.
11. Check all hand tools for loose handles or any damage; report any damage to the teacher.
12. Keep your area neat. Place tools in the middle of the work area. Put scraps in the scrap box.
13. Carry only a few tools at a time.

14. Use all tools and machines in the correct way and only for the correct purposes.
15. All safety guards must be kept in the proper position while machines are being operated.
16. Never put any objects in your mouth or ears.

RULES FOR SAFETY APPAREL

1. Always wear safety glasses or safety goggles. If glasses or goggles are damaged, report the damage immediately to the teacher.
2. Ear protection must be worn around any machine or area where activities are occurring that are excessively loud. Check with your teacher about when and in which areas ear protection is to be worn.
3. Sandals shall not be worn in the lab.
4. Roll up sleeves; tuck in bows, ties, or any loose piece of clothing. Put up hair that touches your shoulder. Do not use tools or operate any machine when wearing any clothing that is loose.
5. Wear the proper breathing protection when working in areas where dust or fumes exist.
6. When working with materials that are sharp or can splinter, wear the proper type of gloves.
8. Remove all finger jewelry and other loose jewelry when working in the lab.