Never work alone. A shop manager, monitor or partner must be present at all times.

Training and approval is required to operate any power equipment.

Appropriate personal protective equipment must be worn at all times. This generally includes safety glasses or goggles, and gloves for sheet metal. Appropriate shoes and clothing must be worn.

All appropriate guards and shields must be secured and in place prior to operating equipment. Exceptions must receive prior training or assistance from the shop manager.

Inspect equipment. If equipment does not appear to be operating normally, report the issue to the shop manager.

Before beginning work:

- Secure loose clothing including ties, scarves and loose sleeves.
- Remove jewelry before beginning work. This includes rings, necklaces, bracelets, lanyards and watches.
- Secure long hair. Hair must be contained and pulled back so it cannot come in contact with machinery. This includes beards.

Aisles, exits and access to emergency equipment must be kept clear.

Food and drinks are permitted in designated areas only.

Compressed air must not be used to clean skin or clothing.

Stop any person you see working unsafely if it is safe to do so. Report continued unsafe practices to the shop manager.

Shop managers and monitors have full authority to prohibit shop or tool access and/or use at any time.

Do not distract others. Concentrate on your task. Distracting others by horseplay or loud music is forbidden.

Personal electronic devices such as music players, cell phones, earphones, etc., must not be used when working at any machine. Loud music is prohibited.

Attend all running machines. Never leave a running machine unattended. Exceptions must receive prior approval from the shop manager.

Never work impaired. You must be alert at all times. Do not work under the influence of alcohol or drugs.

Health, safety or other concerns? Notify the shop manager if you have health concerns that could impair or limit your ability to work safely (seizures, physical limitations, medication, lack of sleep, illness, etc.).

Obey and adhere to all additional local shop rules.

Report all injuries and accidents to the shop manager.