



# Tools & Machines – General Shop Safety



**All employees and students must receive documented training before operating any type of equipment, machine, or tool in a woodworking or metal shop. Woodworking and metal work are DANGEROUS. It is important that safe and proper operating procedures are understood and followed.**

Using the machines and tools with respect and caution will considerably lessen the possibility of personal injury. If normal safety precautions are overlooked or ignored, severe injury may result. If you do not understand the task, equipment interfaces, or safety precautions, get advice from your instructor or supervisor. This Code of Safe Practices provides fundamental shop safety procedures that should be followed in all woodworking and metal shops. Review other Codes of Safe Practices on table saws, circular saws, hand and power tools, and welding, brazing and soldering for more specific details on those pieces of equipment and work activities.

## General Safety Guidelines

1. Receive and complete fundamental shop safety training and tool/machine/equipment specific training prior to beginning work in a wood or metal shop.
2. Wear proper shop attire including full-length pants (or equivalent) and closed-toe shoes.
3. Wear the proper personal protective equipment (PPE):
  - a. Safety glasses, goggles, and, when necessary, a face shield. Note: the use of a face shield by itself does not qualify as wearing appropriate eye protection.
  - b. Hearing protection devices when power tools and woodworking machines are in use even if you are not the operator.
  - c. Appropriate shop attire when using hand and power tools including full-length pants (or equivalent) and closed-toe shoes.
  - d. Tight-fitting work gloves only for handling materials. Never wear gloves while working with power tools.
  - e. Consult with the EH&S Department and refer to the UC PPE Policy for more information.
4. Store food and drink in designated locations away from the shop work areas.
5. Never consume food and drinks in the shop work areas.
6. Leave your rings, watches, necklaces, other jewelry, and loose clothing in your locker or bag.
7. Restrain long hair to keep it away from machinery, tools, and points of operation.
8. Store cell phones, MP3 players, and other personal electronic devices. Never use these devices in the shop

work area.

9. Maintain clean and organized work areas. Plan ahead to avoid rushing and allow sufficient time to clean up after a project or task is completed.
10. Inspect tools and machinery prior to starting to ensure they are safe to use.
11. Shut off and disconnect all power tools and machinery from their power source prior to making adjustments or changing out components; wait for the machine/tool to come to a complete stop.
12. Never leave machinery or power tools running unattended.
13. Report all injuries, spills, or emergencies to the shop supervisor immediately.
14. Report tool, machine, or equipment malfunction or damage to the shop supervisor immediately. Never attempt to repair these items unless trained to do so. Shop supervisors will properly lockout and tagout equipment requiring repair.
15. Sweep up and clean away saw dust and scraps as needed throughout the work process to keep the floor free of slip, trip, fall hazards and the work area clean. Sweep and clean again prior to leaving the area.
16. Never dump hazardous wastes down the drain. Consult the EH&S Hazardous Waste Program for proper disposal of wastes.
17. Wash hands thoroughly after completing work in the shop.

**WARNING:** The dust generated by certain woods and wood products may be injurious to your health.

Always operate machinery in well-ventilated areas and provide for proper dust removal.

Use local exhaust ventilation when it is available.

Use appropriate PPE as instructed by the shop supervisor and EH&S.

*Talk to your supervisor if you have any questions about this information.*