

SAFETY RULES

Woodworking Shop Safety Rules

The company expects workers to follow its safety rules. By signing, you will be held responsible for following these safety rules. Disciplinary action could result when these safety rules are not followed. These safety rules are for your safety only. Please use these safety rules on the jobsite to keep yourself and others safe.

WorkSafe Tips

- Employees must wear their seat belts when driving on company business.
- Report to work free from the aftereffects of drugs or alcohol.
- Horseplay is prohibited.
- Report maintenance needs or hazards before the end of your work shift.
- Report incidents or injuries before the end of your work shift.
- Do not use equipment unless you have been trained and authorized.
- Wear eye protection when using woodworking equipment.
- Lock and tag machines that are being serviced.
- Lock and tag machines when changing blades or cutting edges.
- Use only sharp cutting tools. Remove dull tools from service.
- Do not remove shields or guards provided on shop machinery.
- Do not use damaged, worn, kinked extension cords.
- Do not bypass safety switches.
- Use push sticks to move wood stock through table saws.
- Remove slip and trip hazards from around woodworking machines.
- To reach items, use a proper foot stool or ladder and never stand on chairs or machines.
- Remove trip hazards when they are discovered.
- Clean up spills or debris when they are discovered.
- To prevent fire keep sawdust cleaned from building structural components and piles of sawdust cleaned up.
- Keep fire exits clear, unblocked and unlocked.
- Fire exit and emergency lighting should be lit and battery backups should function.
- Keep fire extinguishers and fire alarm pull stations clear.
- Clean up spills of liquids, lubricants or water.
- Know severe weather shelter locations within the building.
- Get help to team lift heavy objects like supplies, components or tools.
- Use pallet jacks, dollies or carts to move heavy objects.

Employee _____

Date ___/___/___

Supervisor _____

Date ___/___/___

WorkSAFE

Smart, Accident-Free Environments