

# SAFETY RULES

## WOODWORKING SHOP

### Employee Safety

Heavy machinery and materials often pose risks in a woodworking shop. Make sure employees know how to handle heavy equipment and what to do in case of an emergency by incorporating safety guidelines.

#### WorkSAFE Tips

- Employees must wear seat belts when driving on company business.
- Report to work free from the aftereffects of drugs or alcohol.
- Horseplay is prohibited.
- Report maintenance needs, hazards, injuries or incidents before the end of the shift.
- Do not use equipment unless you have been trained or 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, or kinked extension cords.
- Do not bypass safety switches.
- Use push sticks to move wood stock through table saws.
- Clean up and remove any slip, trip and fall hazards from around woodworking machines.
- To reach items, use a proper foot stool or ladder and never stand on chairs, tables or machines.
- To prevent fires, keep sawdust cleaned from building structural components.
- Keep fire exits, extinguishers and alarm pull stations clear, unblocked and unlocked.
- Fire and emergency lighting should be in working order, and backups should function.
- Know the severe weather shelter locations within the building.
- Get help when lifting heavy objects like supplies, components or tools.
- Use pallet jacks, dollies or carts to move heavy objects.

*These advisory materials have been developed from national standards and sources believed to be reliable, however, no guarantee is made as to the sufficiency of the information contained in the material and Missouri Employers Mutual Insurance Company assumes no liability for its use. Advice about specific situations should be obtained from a safety professional.*

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