



TECHNOLOGY EDUCATION

Basic Safety Rules

1. Know the location of all fire extinguishers. Know which extinguisher contains the right fire-fighting agent for each type of fire:
Class A — wood & paper products
Class B — flammable liquids
Class C — electrical equipment
2. Always wear eye protection. Even if you're not doing anything, other people are and a flying piece of wood or metal from their job can easily injure you.
3. Always clean up sawdust; it can be just as slippery as a spilled liquid, oil or grease.
4. Don't use screwdrivers as chisels or pry bars.
5. Never carry sharp tools in your pockets.
6. Wear suitable clothing. Remove or fasten loose clothing, neckties, or jewelry. Roll loose sleeves to elbows.
7. Don't work with oily or greasy hands.
8. Plan your work before you start. If you're cutting a large piece of wood, ask for help before you start cutting. Don't wait until you're in trouble.
9. Secure all small work & short work in a vise or with a clamp.
10. Don't pry or hammer with a file. It may shatter.
11. Securely fasten long hair or hair styles that could create a hazard, or wear a hair cover.
12. Handle all sheet metal carefully. A metal edge can be as sharp as the tool which cut it.
13. Handle sharp-edged tools & pointed tools with care. Carry pointed tools with the points down. Carry all tools so they don't pose a danger to the people around you.
14. Report any equipment that doesn't seem to work properly.
15. Report all injuries, no matter how slight, when they occur. Even if it doesn't seem serious, it can become infected days later if not properly treated.
16. Wear the proper safety equipment for the job.
17. Keep the aisles clear. Don't leave extension cords where someone could trip over them. If they must go across an aisle, fasten them to the floor.
18. Place oily rags & other combustible materials in approved metal containers.
19. Cut away from yourself when you use chisels and other edged tools.
20. Don't distract or crowd around people while they're working.