



## General Rules

- Eye protection must be worn where appropriate or when the tutor advises
- Obtain first aid immediately for any injury. Report all accidents to mitigate hazards in the future.
- Do not operate machinery that you have not been authorized to use.
- Keeping the foot traffic to a minimum provides for a safer and more comfortable working environment.
- Do not attempt to oil, clean, adjust or repair any machine while it is running. Performing maintenance on moving machinery exposes you to additional hazards.
- Ensure that all machine guarding is in place and functioning properly. Inform the tutor if the guarding is damaged or malfunctioning.
- Do not leave machines running unattended.
- Do not try to stop the machine with your hands or body. Let the machine come to a stop naturally.
- Always keep hands, hair feet etc. clear of all moving machinery at all times. Be aware of all moving parts, especially cutting tools and chucks.
- Double-check that tooling and work pieces are properly supported and clamped prior to starting the machine.
- Heavy or unwieldy work pieces often require special support structures to machine safely. Ask for help if you are unsure if your work piece requires additional support.
- Remove chuck keys, wrenches and other tools from machines after making adjustments..
- Be sure you have sufficient light to see clearly when performing any job. Well lit work-spaces are much safer and less straining on the operator.
- If you do not know how to do something – ASK! Do not engage in any activity that may have unusual risk. Trust your judgment. Check with the tutor if you have any doubts about what you are doing.



## Cleanliness Rules

- Keep floors clean
- Store materials in such a way that they cannot become tripping hazards. Immediately return all excess material to its proper storage place.
- Put tools away when not in use. This prevents loss of tools and also makes them available to others.
- Place all scrap in bins.
- Stop work 10 minutes prior to the time you need to leave the shop. This will provide ample time to clean and replace tools to their homes.

## KEEP THE SCHOOL CLEAN AT ALL TIMES

- It is all of our responsibility to keep the shop clean. There is no excuse for a cluttered/messy workspace.



Unit 3, 18a Balloo Avenue, Bangor, BT19 7QT  
[www.laganlutherieschool.org](http://www.laganlutherieschool.org)

