**Workshop Safety Contract**

*Shop safety is NOT something to be studied at the start of a training program and then forgotten; most accidents are caused by carelessness or by breaking safety rules. Remember this when your instructor insists on safe work practices. If you are DILIGENT and follow instructions with care, machining operations can be safe and enjoyable. Safe work practices should become a force of habit! Study all safety rules carefully and constantly apply them. When in doubt about any task, ask or get help!*

SAFETY FOR THE SHOP

* Keep the shop clean. Wood scraps should be placed in the scrap bin. Never allow them to remain on the bench or floor.
* Exercise extreme care when machining unfamiliar materials. Inhaling fumes or dust from some of the exotic materials can cause serious respiratory ailments.
* The shop is a place to work, not play. It is NOT a place for "horseplay". A "joker" in a wood shop is a "walking hazard" to everyone. Daydreaming also increases your chances of injury.
* Never operate power tools or equipment under the influence of drugs, alcohol, or medication.
* Secure help when moving heavy machine accessories or large pieces of wood stock. Back injuries are usually long-term injuries!
* Dress properly. Tie back lose fitting clothing/hair and remove rings/jewelry when operating machinery.
* Wear appropriate safety gear. Safety glasses are in the safety cabinet and should be returned there when not used. In noisy areas, use hearing protection. Disposable plastic gloves are stored in the tool cabinet and will protect your hands when using solvent­-based and water­-based finishes.
* Always protect your eyes when in the machine shop and when using power tools.
* Know your job! It is foolish, and often disastrous, to operate machines without first receiving proper instructions. Get additional help if you are NOT sure what must be done or how a task should be performed.
* If using flammable materials or tools which have a risk of fire/heat, know where the closest fire extinguisher is.
* If you do not feel like the shop is upholding the standards outlined in this contract, please let me know and hold me accountable just as I will with you.

GENERAL MACHINE SAFETY

* Avoid operating a machine until all guards are in place.
* Before using a tool, make sure you are appropriately trained in its use, safety, hazards and maintenance. To meet this criteria, you simply need to demonstrate your knowledge of the tool and sign off on the appropriate power tool safety sheet.
* Let me know when you begin using a power tool – when I hear a saw I just like to know that it’s someone using it for a meaningful purpose and not just a random act of power tool infatuation.
* Clamp or appropriately secure your work before use.
* Stop the machine before making adjustments or measurements. Resist the urge to touch a surface that has been machined while the machine is running. Severe injury can result.
* Keep the floor around the machine clear of oil, wood chips and scraps.
* It is NOT considered good practice to talk to anyone while you are operating a machine. You might become distracted and injure yourself, or someone else.
* Do not talk to distract somebody else while they are operating a machine. Injury may result.
* NEVER attempt to remove chips or scrap with your hands or while the machine is operating or powered on. The machine must be at a dead stop​and you must use a brush or push stick.
* Secure prompt medical attention for any cut, bruise, scratch, burn or other injury. No matter how minor the injury may appear, report it to your instructor.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(student’s name) have read, been instructed and agree to follow all of the safety rules set forth in this contract. I realize that I must obey these rules to insure my own safety, and that of my fellow students and instructors. I will cooperate to the fullest extent with my instructor and fellow students to maintain a safe shop environment. I will also closely follow the oral and written instructions provided by the instructor. I am aware that working in wood shop is a privilege and not a right, and any failure to take proper safety measures can result in my removal from the shop.

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Student Signature & Date

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Parent/Guardian Signature & Date