

Shop Safety Rules



- Never work alone.** Follow your shop's after-hours policy.
- Never use machinery without the approval** of the supervisor and completion of training.
- Never use damaged or malfunctioning equipment.**
- Never talk to or touch the machine operator.**
- Never allow student use of power machinery without the shop supervisor or a monitor present.** Undergraduates must check in with monitor upon arrival.
- Never use a cell phone or personal music player.** Store them at the entrance to the shop prior to working. Loud music is prohibited.
- Never work if you are tired.** Take frequent breaks to stay alert.
- Never use compressed air** greater than 30 psi pressure for cleaning equipment. **Never** use compressed air to clean skin or clothing.
- Always complete general and shop-specific training before using facility.**
- Always understand your operation before you begin** or ask the shop supervisor for help.
- Always wear personal protective equipment (PPE),** including glasses or face protection.
- Always remove jewelry** before working—including rings, necklaces, bracelets, and watches.
- Always secure loose clothing, hair, jewelry, and lanyards** that carry identification badges or any items that could be caught in moving parts and could draw you into machinery. This includes, but is not limited to scarves, religious and non-religious headgear, long hair and beards.
- Always use all guards and shields.** They must be secured prior to operating equipment.
- Always check wood for screws** or other embedded metal objects.
- Always clear dust and debris** before and after machine use.
- Always keep aisles, exits, and access to emergency equipment clear.**
- Always immediately report** all problems or concerns to the shop supervisor or monitor.

**Shop Supervisors
and Monitors May
Prohibit Shop Access
or Machinery Use
for Any Reason**

Emergency Information

911
Medical—Police—Fire

210-458-8515
Laboratory Safety Division

210-458-5304
Occupational Health & Safety

UTSA

Laboratory Safety

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