

MACHINE SHOP SAFETY GUIDELINES

MCMASTER UNIVERSITY, SCHOOL OF THE ARTS

All students must read and familiarize themselves with the following general and safety guidelines for proper usage of hand tools, stationary and hand power tools. Failure to follow the guidelines may result in loss of machine/tool and/or studio privileges

1. NEVER deviate from safe operating procedures. All machines and tools will inflict serious injuries if misused.
2. NEVER operate a machine or tool you have not received individual instruction from the Studio Art Technologist or Instructor on.
3. NEVER operate machinery if you feel ill, fatigued or under the influence of alcohol or drugs. You must be able to concentrate on the task at hand.
4. Tie long hair back and remove loose clothing or jewelry before using machines
5. CSA approved Impact Resistant Safety Glasses MUST be worn while using any tool.
6. Proper foot wear is required while working in Studio Facilities. Only CSA Approved Steel Toe shoes/boots are to be worn in the Studios.
7. ALWAYS make sure tool is off before plugging it in.
8. NEVER carry a tool by the power cord.
9. ALWAYS disconnect a machine from the supply of electricity before changing cutters or blades. Unplug hand power tools and make sure keyed electrical box is in the off position for stationary machines.
10. Check that all adjusting keys are removed before switching on power tools.
11. NEVER make adjustments to guards, blade height, or machines while blades and cutters are moving.
12. NEVER remove machine guards. If a process requires the removal of a guard the Studio Art Technologist MUST remove the guard, and be present during the operation.
13. Check your machine setting and run through the procedure in your mind before switching machines on.
14. ALL WOOD must be free of nails, screws or foreign objects before being used with machinery. Carefully check all wood yourself before using it.
15. Keep fingers clear of blades, using push sticks and shoes whenever necessary.
16. Areas around all power tools must be kept clean and clear of debris.
17. ALWAYS turn on dust extractor system, making sure the proper vent is open and close all vents that are not in use.
18. NEVER interrupt anyone operating a machine. If there is immediate danger approach in operator's field of vision.

19. NEVER reach over or behind a moving blade to remove waste or offcuts.
20. ALWAYS feed material against the rotation of the blade. NEVER pull work through the table saw from behind.
21. NEVER attempt to free a stalled blade or material while machine is on and the blade is turning.
22. Unplug and return all tools after use. All Stationary power tools must be locked out when not in use.
23. When in doubt ASK!