**FBRI Machine Shop Safety Rules**

**Hours of Operation**

**Monday – Friday**

**8:00am – 5:00pm**

**ACCESS TO THE SHOP DURING NON-HOURS OF OPERATIONS IS STRICTLY PROHIBITED**

* Tools and Machines may only be used by AUTHORIZED PERSONNEL
* Safety training must be completed before using any shop equipment
* Only work with tools and machines that you have been authorized to use
* No loose clothing including ties, necklaces, floppy sleeves, jewelry, etc.
* Long hair MUST be tied back
* Safety glasses must be worn at all times
* Open-toed footwear is not permitted in the shop
* Safety guards must be in place at all times, ensure guides and fences are tight
* Report damaged safety guards, machines and tools to the Facility Manager
* Report unsafe issues to the Facility Manager
* Keep the work area clean
* Do not remove tools from the shop
* Put tools away when you are done using them
* Never leave tools unattended
* Disconnect power when changing blades or bits
* Never walk away from a machine while it's still in motion
* Never adjust a machine while it's running
* Do not work small pieces on power machinery use hand tools
* Always secure the work piece with clamps or a vise
* Never remove metal chips, turnings, or shavings with your hands
* No eating in the shop area
* Report all injuries (even small ones) to the Facility Manager

**Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**