



Information Sheet

WORKSHOP SAFETY

Topic	Information
Accidents	Immediately report all accidents or injuries to your teacher so that proper treatment can be given and the dangers removed or dealt with.
Behaviour	Workshops are hazardous environments—adopt a calm, careful attitude at all times. Walk, don't run, avoid pushing, bumping or startling others, and don't throw things.
Clothing	Dressing appropriately for the job is a very important consideration when working in a shop area. Tuck in loose clothing, remove all jewelry and tie back long hair to prevent them from getting caught in machinery. Wear sturdy, protective shoes and use the protective gear provided, i.e., eye and hearing protection. Students wearing high heels or sandals will not be permitted in the shop.
Emergencies	Know what to do in an emergency! Be familiar with all emergency equipment in the shop, including fire extinguishers, power shut off buttons, fire blankets, first aid kits, and eye wash stations.
Eye protection	Eye protection must be worn if there is any chance of injury or irritation of the eye.
Housekeeping	Clutter and spills pose unnecessary hazards—tripping, slipping, bumping into things, dropping things off messy work surfaces—so keep the floor and work areas clear and clean, store your tools, materials and projects away safely and securely, and keep aisles and exits free of obstructions at all times.
Mental condition	Most accidents occur when people are tired, rushed or under the influence of alcohol or drugs, so think SAFETY. If you are tired, stop and rest. If you are rushed, slow down. If you are under the influence of alcohol or drugs—DO NOT WORK in the shop area.
Personal responsibilities	When working in a shop environment, be aware of the risks your work may pose to others, especially when using equipment such as arc welders, compressed air, and grinders. If you see something dangerous or consider your work environment to be unsafe, report it so that it can be fixed. If you feel unsafe about a particular activity, consult with your instructor before proceeding. Conduct regular safety checks on yourself, your material and your tool.
Working conditions	Set up your work area so that it is well-organized, well-lit, and adequately ventilated. To prevent unnecessary strain, make sure that you are in a comfortable working position.

Name: _____ Date: _____