

To the Industrial Technology student and his/her parent/guardian,

To assist in maintaining our inventory, supplies, and safety and supervision of everyone in the Industrial Arts classes, we wish to advise you that a video camera system has been set up in several of the Industrial Arts classrooms. The system will be on continuously, both during the instructional day and after school hours.

Signs are posted in the areas under surveillance as part of our public notification.

Sincerely,  
Industrial Technology Department

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We have read and sign the Warren Hills Industrial Technology Video Surveillance Policy.

Student Name - Printed \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_  
(Teacher)

This form is to be kept on file by the student's shop teacher.

To the Industrial Technology student and his/her parent/guardian,

The Warren Hills industrial technology teachers are very concerned with the safety challenges inherent in the shop classes. To assure that all students will have a safe learning experience in our shops, much time is devoted to safety instruction, safety review and safety monitoring. An integral part of our safety programs is the enforcement of the New Jersey Requirement for Eye Protection as stated in the Administrative Code. This document states that the board of education shall require each student to wear industrial quality eye protection while attending an industrial arts shop where eye injury is a possibility.

To satisfy our own commitment to safety and to comply with the State's eye protection requirements, the industrial technology department will supply every student with the required eye protection and the teachers will follow the enforcement policy below:

1. Within the first few days of a shop class, the teacher and the students will review the eye protection policy for the industrial technology shops. Each student will be given a copy of the form, which outlines the eye protection policy, the student's responsibilities and the consequences of noncompliance. The tear off section of the form must be signed and dated by the students and a parent/guardian and returned to the teacher before the student may participate in any hands-on shop activities. During the first two cycles of class (eight school days), in all shop courses in which eye protection is required, teachers will routinely and repeatedly stress the required and proper use of eye protection.

During this time period, which typically involved a concentration of safety instruction, safety review and/or safety testing, students in violation of eye protection expectations will be reminded about eye safety concerns, proper eye protection usage and the consequences of noncompliance. There will be no disciplinary consequences for students who cooperatively correct their eye protection violation during this period.

2. At the start of the third cycle of classes (the ninth day of classes), in all shop courses in which eye protection is required, students will again be reminded about the consequences of future eye protection violations as stipulated below and enforcement will begin:

**First Violation:**

The **student** will stop work immediately and will be sent to the main office. There the student will be given a packet of eye injury case studies and related eye safety information. The student will be told to read the material and to complete the included written reinforcement activities. The student may not return to the shop until this assignment is completed.

A parent/guardian will be notified by the teacher regarding this violation and will be reminded of the consequences of a further violation.

**Second Violation:**

The **student** will stop work immediately and will be sent to the main office. The student will not return to class and the procedure for removal from the class and placement into a study hall will be initiated. **Students removed from shop classes for safety reasons will lose credit for the class and will not be scheduled into another class for credit.**

The parent/guardian will be notified that the student will be removed from the class and placed in a study hall.

Thank you for becoming familiar with the eye protection policy. To indicate that you have had an opportunity to become familiar with the policy and understand the serious consequences of noncompliance, please sign, date and return the form below.

Sincerely,  
Industrial Technology Department

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We have read and become familiar with the Warren Hills Industrial Technology Eye Protection Policy. We understand the serious consequences of noncompliance with this District and State mandated policy.

Student Name - Printed \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_  
(Teacher)

This form is to be kept on file by the student's shop teacher.

## **IT'S THE LAW!!!**

### **REQUIREMENT FOR EYE PROTECTION**

(a)The board of education of every school district shall require each pupil and teacher in the pupil schools of the district to wear industrial quality eye protection devices while attending classes in vocational or industrial arts shop or laboratories in which caustic or explosive chemicals, hot liquids or solids, hot molten metals or explosives are used or in which welding of any type, repair or servicing of vehicles, heat treatment or tempering of metals or the milling, sawing, stamping or cutting of solids materials or any damage to the eyes. Visitors to such classrooms or laboratories shall also be required to wear such protective devices.

Authority: NJSA Conduct of Schools 18A: 40-12.1  
NJ Administrative Code 6:3-1.14

For additional information contact:

New Jersey Society to Prevent Blindness  
303 George Street  
New Burnswick, NJ 08901

Mr. Bill Smith, Director of Facilities/Equipment and Safety controls

Division of Vocational Education & Career Preparation  
New Department of Education  
225 State Street, West  
P.O. Box 2019  
Trenton, NJ 08625  
(609) 292-6325

I HAVE BEEN AWARE OF AND UNDERSTAND THE ABOVE SAFETY RULES

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

**Eye Protection**

According to State Law, safety glasses are to be worn by everyone when the shop is in operation. Continued violations will result in a parent conference and removal from the course with no credit.

**Secure Approval**

Secure your instructor's approval for all work you plan to do in the shop. The instructor is the one to decide if the work can and should be done and will suggest the best, easiest and safest way to do it.

**Injuries**

Report all injuries, even minor cuts and scraps, to the instructor

**Fire Protection**

Apply and handle finishing materials only in approved areas. Close cans of finishing materials and thinners immediately after use. Use flammable liquids in very small quantities. Be sure the container is labeled. Dispose of oily rags and other combustible materials immediately or store them in an approved container. Secure the instructor's approval before you bring any flammable material into the shop.

**Consideration of Others**

Be thoughtful and helpful toward other students in the class. Be sure that the work you are doing does not endanger someone else.

**Carrying Tools**

Keep edged and pointed tools turned down and do not swing your arms or raise them over your head while carrying them. Carry only a few tools at one time unless they are in a special holder. Do not carry sharp tools in your pocket.

**Tool Selection**

Select the proper size and type of tool for your work. An expert never uses a tool unless it is sharp and in good condition. Inform your instructor if tools are broken, have a loose handles or need adjustments.

**Using Tools**

Hold a tool in the correct position while using it. Most

edged tools should be held with both hands with the cutting motion away from you and other students. Be careful when using your hand or fingers as a guide to start a cut. Test the sharpness of a tool with a piece of paper or a piece of scrap wood. Do not use your finger.

**Clamping Stock**

Whenever possible, mount the work in a vise, clamp or special holder. This is especially important when using chisels, gouges or portable electric tools.

**Bench organization**

Keep your project materials carefully organized on your bench with tools located near the center. Do not pile tools on top of each other. Never allow edged or pointed tools to extend out over the edge of the bench. Close your vise when it is not in use and see that the handle is turned down. Keep drawers and cabinet doors closed.

**Working Speed**

Do not “rush and tear” through your work. The good craftsman knows that a steady, unhurried pace is safest and will produce the best work.

**Floor Safety**

The floor should be kept clear of scrap blocks and excessive litter. Keep projects, sawhorses and other equipment and materials you are using out of traffic lanes. Wipe up immediately any liquid spilled on the floor.

**Material & Project Storage**

Store and stack your project work carefully in assigned areas. If the storage is overhead, be sure the material will not fall off. Straighten the lumber rack when you remove a board. Do not leave narrow strips protruding from the end of the storage rack, especially at eye level.

**Clothing**

Dress properly for work. Remove coats, jackets, jewelry and roll up sleeves. It is advisable to wear a shop apron that is tied snugly. Pull back long hair

**Clean Hands**

Keep your hands clean and free of oil and grease. You will do better and safer work and the tools and your project work will stay in good condition.

**Lifting**

Protect your back muscles when lifting heavy objects. Have someone help you and lift with your arms and

leg muscles. Secure help with long boards, even though they may not be heavy.

**Protective Foot Wear**

Shoes must be worn in the shop area; No one wearing sandals will be allowed to enter any shop area. The minimum footwear must cover the entire foot.

I HAVE BEEN AWARE OF AND UNDERSTAND THE ABOVE SAFETY RULES

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

## **Hammers & Mallets**

1. Always inspect the hammer before use. Loose hammer heads or nails stuck in the claw might fly off and cause injury.
2. If a hammer head is loose on the handle, immediately take it to the instructor.
3. Never use a hammer to anything but unhardened nails and nail sets; use a ball-peen hammer for still chisels and punches
4. Never strike two hammers together. The faces are very hard and a blow might cause a chip to break off and fly out at a high speed.
5. Knuckles can be injured if you “choke up” too far on a hammer when striking a blow.
6. Unless the blow is truck squarely the hammer ma bounce off the work and cause injury.
7. Place a hammer on the bench carefully; a falling hammer can cause serious injury.

## **Screwdrivers**

1. Do not use a screwdriver as a chisel. The tool can slip and cause a deep puncture wound.
2. Never carry a screwdriver in your pocket. If you fall, the tool could cause a serious injury.
3. NEVER use a screwdriver to pry anything open, there are other tools in the shop for that purpose.
4. NEVER strike a screwdriver with a hammer or mallet, the tips are brittle and could break and injure.
5. Make sure to use the proper screwdriver for the job; NEVER use a slotted screwdriver for a Phillips screw.

## **Chisels**

1. When using a chisel, always chip or cut away from yourself. Use a soft-headed hammer or mallet to strike a wooden chisel handle. A metal hammer or mallet may cause the handle to split.
2. Do not use a chisel as a screwdriver. The tip of the chisel may break and cause an injury.
3. Never carry a chisel in your pocket. If you fall, the tool could cause a serious injury.
4. ALWAYS chisel away from yourself and anyone else in the shop.
5. NEVER use a dull chisel; there are tools to sharp the chisels in the shop.

## **Jack & Block Planers**

1. All work must be clamped or put in a special jig when using the planers.
2. Always plane with the grain
3. Inspect all planer before using them.
4. NEVER remove the blade from the planer and use it.
5. NEVER plane towards other students or towards your yourself

## **Hand Saws**

1. All work being cut must be clamped properly to the table.
2. Maintain a margin of safety, keeping your hands and fingers at a safe distance from the blade.
3. Always concentrate on your work; becoming distracted can cause injuries.
4. Do not test the sharpness of the blade by running your finger across the teeth.
5. Store the saw so you will not accidentally reach into the teeth when you pick it up.
6. When you are using a coping saw or a hacksaw, make sure the blade is under proper tension. If the blade should break when you are on the cutting stroke, your hand might strike the work and cause injury.

## **Clamps & Vises**

1. With different types of clamps and vises in the shop, be sure to use the proper clamp or vise for the job.
2. To prevent damage to your project when clamping, use scrap pieces of wood.
3. Never over-tighten the clamps or vises.
4. Never close the clamps on anything other than wood or approved materials.

## **Nail Sets, Scratch Awls & Center Punches**

1. Take special care with these sharp pointed tools.
2. Never use one of these tools in place of the other.
3. Each tool has a specific duty, be sure to use the proper tool for the proper activity.
4. Whenever possible, use a mallet with these tools instead of a hammer.

### **Utility Knives**

1. Always carve away from your body
2. Always wear safety gloves when carving or using utility knives
3. Return the knife to the teacher when you have finished using the knife.

### **Allen Wrenches, Combinations Wrenches & Adjustable Wrenches**

1. Always pull on a wrench; you have more control over the tool and there is less chance of injury
2. Select a wrench that fits properly; loose fitting wrench may slip and round off the corner of the bolt head or nut.
3. Never hammer on a wrench to loosen a stubborn fastener, unless the tool has been designed for this job.
4. It is dangerous practice to lengthen the wrench handle for additional leverage; use a larger wrench.
5. When using wrenches, clean grease and oil from the floor in the work area, this will reduce the possibility of slipping and losing your balance.
6. Do not use a wrench on moving machinery.

### **Files & File Cleaners**

1. Never use a file without a handle. Painful injuries may result.
2. Use a file card to clean the file, NOT your hand. The chip can penetrate your skin and cause a painful infection.
3. Files are very brittle and should never be used as a pry.
4. Use a piece of cloth to wipe the surface being filed. Short burrs are formed in filing and can cause serious cuts.
5. Never hammer on or with a file, it may shatter and chips fly in all directions.

I HAVE BEEN AWARE OF AND UNDERSTAND THE ABOVE SAFETY RULES

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

1. Always be sure to have the instructor's approval to operate a machine. He/She knows you and the machine and can best make the decision as to whether you have the ability to operate it safely.
2. Wear appropriate clothing. Remove coats and jackets, tuck in your shirt, tie back long hair, remove jewelry and roll up your sleeves. Wear a shop apron and tie it snugly if preferred.
3. You must be wide-awake and alert. Never operate a machine when you are over-tired or ill.

4. Think through the operation before performing it. Know what you're going to do and what the machine can do.
5. Make all the necessary adjustments before turning on the machine. Some adjustments on certain machines will require the instructor's approval.
6. Never remove or adjust a safety guard without the instructor's permission.
7. Use approved push-sticks, push-blocks, feather board and other approved safety device. Some operations may require the use of special jigs or fixtures.
8. Keep the machine tables and working surfaces clear of tools, stock and project materials. Keep the floor clear of scraps and excessive litter. If machine is covered with excessive saw dust or materials, take the time to clean off before use.
9. Allow the machine to reach its full speed before starting to feed the work.
10. Feed the work carefully and only as fast as the machine will cut it easily.
11. Maintain a margin of safety specified for the machine. This is the minimum distance your hands should ever come to the cutting tool while it is in operation.
12. If the machine is dull, out of adjustment or in some way not working properly, shoe the power immediately and inform the instructor.
13. You are the one to control the operation. Start and stop the machine yourself. If someone is helping you, be sure they understand this and know what they are expected to do and how to do it.
14. Do not allow your attention to be distracted while operating the machine. Be certain that you do not distract the attention of other operators.
15. Stay clear of machine being operated by other students. Dee that other students are out of the way when you are operating the machine.
16. When you have completed an operation on a machine, shut of the power and wait until it stops before leaving the machine or setting up another cut. **Never** leave a machine running or unattended.

17. Machines should not be used for trivial operations, especially on small pieces of stock. Do not play with machines.
18. Do not “crowd around” or wait in line to use a machine. Ask the present operator to inform you at your workstation when they have finished. Common standards of courtesy may slow you down, but they will make the shop a more pleasure and a safer place to work.

I HAVE BEEN AWARE OF AND UNDERSTAND THE ABOVE SAFETY RULES

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

### **Belt Sander**

1. Be certain the belt is correctly mounted. The belt **MUST** be in the center of the rollers! The adjusting knob is on the side of the sander.
2. Inspect the paper to verify that it is useable and not torn!
3. Make sure the sander’s on-off switch is OFF before plugging in!

4. Clamp down to work bench ALL material being sanded!
5. The sanding machine must be at full operating speed before applying it to the wood surface.
6. When sanding, do so in a well-ventilated area, preferably away from other machines and finishing material.
7. Use a vacuum or a dust collector to collect dust while sanding to prevent the dispersal over a large area.

### **Palm Sander**

1. The palm sander is usually used as a finishing sander; make sure when using on a wood surface that it is used with the grain.
2. Inspect the sandpaper to verify that it is not torn before using it.
3. The palm sander must be operated at full speed before applying it to the wood surface.
4. DO NOT plane sander near the edge of the work bench because it can fall off the table and be damaged.

I HAVE BEEN AWARE OF AND UNDERSTAND THE ABOVE SAFETY RULES

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_



1. Be certain the belt & disk is correctly mounted! The belt must track in the center of the drums. DO NOT operate any sander if the abrasive paper is torn.
2. Check the guards and the table adjustments to see that they are in the correct position and securely locked in place.
3. Use the table, fence and other guides to control the position of the work whenever possible.
4. Small or irregular shaped pieces should be held in a clamp or a special jig or fixture, DO Not use your fingers.
5. When sanding the end grain of a narrow piece on the disk sander, always support the work against the table.
6. Sand ONLY on the side of the disc that is moving DOWN towards the table! Move the work along this surface so it will not burn.
7. Always use a push stick or a block when sanding thin pieces on the disc sander.
8. DO NOT use power sanders to form and shape wood where the operations could be better performed on other machines.
9. Hand tighten sandpaper spindles on the spindle sander. Tightening the spindles with tools will cause the spindles to bind or break in the machine.
10. Sand only clean, new wood. DO NOT sand work that has excess glue or finish on the surface. These materials will clog and ruin the sandpaper.
11. Frequently wiping off or blowing off saw dust from wood will help keep sandpaper free of clogs and keep in newer longer.

I HAVE BEEN AWARE OF AND UNDERSTAND THE ABOVE SAFETY RULES

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

## Drill Press Safety Rules

1. Check the speed setting to make sure it is correct for your work. Holes over 1/2" should be bored at the lowest speed.
2. Use only an approved type of bit. See your teacher if you need help.
3. ALWAYS inspect the bit before using. Don't use a dull or cracked bit.
4. Mount the bit securely into the chuck. ALWAYS remove the key before you start the machine.
5. Ease up on drill pressure as the drill starts to break through the bottom of the material.
6. Your work should be placed on scrap wood so the bit can go through your project and into the scrap piece.
7. Small or irregular shaped piece MUST be clamped to the table.
8. Feed the bit smoothly into the work. When drilling deep holes you should withdraw the bit frequently to clear away shavings and cool the bit.
9. When using a special set-up or the hole saw kit, have the teacher inspect it BEFORE turning on the machine.
10. When adjusting the table, up or down, ALWAYS use another student for assistance.
11. **ALWAYS** hold work in a vise or clamp to the drill table.

I HAVE BEEN AWARE OF AND UNDERSTAND THE ABOVE SAFETY RULES

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

# Band Saw Safety Rules

1. The wheel guard doors must be closed and the blade properly adjusted before turning on the machine.
2. Adjust the upper guard assembly so that it is approximately ¼” above the wood.
3. Allow the saw to reach full speed before starting to feed the work.
4. The wood must be held flat on the table when cutting.
5. Feed the wood only as fast as the teeth will remove the material easily.
6. If the saw stalls in a cut, turn the power off and reverse the blade by hand to free it.
7. Maintain a 4” margin of safety! Your hands MUST be at least 4” away from the blade when the saw is running.
8. Plan saw cuts ahead to avoid backing out of curves whenever possible.
9. Make turns carefully and use relief cuts so that the blade does not twist and break.
10. STOP the machine before backing out of a LONG curve cut.
11. ROUND stock should NOT be cut unless mounted securely on a jig and the teacher is present!
12. If you hear a clicking noise, turn the machine OFF! This indicates a cracked or broken blade. If the blade breaks shut the saw off, unplug it and contact your teacher, DO NOT open the wheel doors yourself!
13. Turn the saw off as soon as you are finished with your work. Apply the foot break to stop the blade, NEVER walk away with the blade in motion.

## Scroll Saw Safety Rules

1. Be sure the saw is in good working order and the saw blade is in tact and sharp before using.
2. Always set the speed of the saw to the correct speed for the type of blade being used and the type of material being cut.
3. Be certain the blade is properly installed with the blade being vertical and the teeth on the blade pointing downward.
4. Always unplug the saw when changing the blade.
5. After changing the blade, roll the machine by hand to see if there is clearance for the blade and that the tension sleeve is properly set.
6. Make sure the guard or pressure foot is set to prevent the work from rising off the table.
7. If the saw stalls in a cut, turn the power off and reverse the blade by hand to free it.

I HAVE BEEN AWARE OF AND UNDERSTAND THE ABOVE SAFETY RULES

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

# Jig Saw Safety Rules

1. Be certain the blade is properly installed in a vertical position with the teeth point down.
2. Select the correct blade for the work and be sure it is properly mounted.
3. Disconnect the power cord before cleaning, changing blades, or making any adjustments to the saw.
4. Place the baser firmly on the work before turning on to start the cut.
5. Turn on the motor to check all settings are correct before coming in contact with the work.
6. DO NOT attempt to cut very sharp curves because the blade will twist and may break.
7. Make sure the work being cut is well supported and is clamped.
8. DO NOT use the jig saw for cuts where a firm and secure grip cannot be kept on the saw. A handsaw is still the best for some cuts and often faster.
9. Plan ahead of your cut to make sure that your blade doesn't cut into the tables or the clamps.

I HAVE BEEN AWARE OF AND UNDERSTAND THE ABOVE SAFETY RULES

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

# Planer Safety Rules

1. Adjust the machine to the correct thickness of the cut before turning on the power.
2. NEVER plane more than a 1/8" of wood at a time.
3. Stock should be at least 12" long, if you're not sure, contact the teacher.
4. Plane with the grain. NEVER attempt to plane across the grain.
5. Surface only new dry lumber that is free of loose knots and serious defects.
6. Stand to one side of the work being fed through the machine.
7. DO NOT LOOK into the throat of the planer while it is running.
8. Handle and hold stock only in an area beyond the ends of the table.
9. If the machine is not working or sounding proper, shut off the power at once and inform the teacher.
10. If need be, an operator can work with a partner to help catch the work on the outfeed table.

I HAVE BEEN AWARE OF AND UNDERSTAND THE ABOVE SAFETY RULES

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

# Jointer Safety Rules

1. Before turning on the machine, make adjustments for depth of cut and position of the fence.
2. Do not adjust the outfeed table or remove the guard with your teacher's approval.
3. The maximum cut for jointing an edge is 1/8" and for a flat surface (face) it is 1/16"
4. Stock must be at least 12" long and at least 3/8" thick unless a special feather board is used.
5. Feed the work so the knives will cut "with the grain."
6. DO NOT PLANE END GRAIN!!!
7. Inspect the wood before sending through the jointer. Use only new stock that is free of knots, splits, cracks and fasteners.
8. Keep your hands away from the cutterhead even through the guard is in position. Maintain at least a 6" margin of Safety!!!
9. Use a push stick or push block when planing a flat surface (face).
10. Do not apply pressure directly over the knives with your hand.
11. The jointer knives must be sharp. Dull knives will vibrate the stock and may cause kickbacks.

I HAVE BEEN AWARE OF AND UNDERSTAND THE ABOVE SAFETY RULES

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

## **Router and Router Table Safety Rules**

1. ALWAYS have the teacher visually inspect and approve your set up before using the machine.
2. Select an appropriate router bit for your application with help by the teacher.
3. Before changing the bits, be sure the router is UNPLUGGED.
4. Make sure the bit is properly seated and tightened in the machine. Also, tighten the router to the table.
5. Use the fence for all straight line shaping cuts and be certain it is properly secured with a clamp(s).
6. Use guards and hold-down devices whenever possible.
7. Use only wood that is straight, free of splits and knots.
8. Be certain to feed your material into the cutting bit. When the router is on, the bits will spin in a clockwise motion. Ask your teacher!
9. Make a trail cut on scrap wood that is the same thickness as your project.
10. The router MUST be a full speed before applying to the stock.

I HAVE BEEN AWARE OF AND UNDERSTAND THE ABOVE SAFETY RULES

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

# Radial Arm Saw Safety Rules

1. Stock must be held firmly on the table and against the fence for all crosscutting operations. The ends of long boards must be supported level with the table, if needed.
2. Before turning on the motor be certain that all clamps and locking devices are tight and the depth of the cut is correct.
3. Keep the guard and anti-kickback device in position. DO NOT REMOVE them without your teacher's permission.
4. Always return the saw to the rear of the table after completing a crosscut. NEVER remove stock from the table until the saw has stopped.
5. Maintain a 12" margin of safety. To do this you must keep your hands this distance away from the path of the saw blade.
6. Shut off the saw and wait for the blade to stop before making any adjustments.
7. Be sure the blade has stopped before leaving the machine.
8. The table should be kept clean and free of scrap material and tools.
9. Secure approval from your teacher before making special cuts or special set-ups.

I HAVE BEEN AWARE OF AND UNDERSTAND THE ABOVE SAFETY RULES

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

# Miter Saw Safety Rules

1. Make sure the material being cut is firmly and securely held against the fence. Best practice is to have a clean, jointed edge against the fence. This will reduce the chance of “kickback”.
2. Wood being cut on the saw can NOT be wider than 10” and/or higher than the fence and must be at least 12” long.
3. The saw must be running at full speed before being applied to the wood.
4. Secure the miter angle selector by pressing the interlock and then rotating the base. After selecting the desired angle, lock the handle by pressing down on the interlock.
5. One hand must be on the trigger, while the other hand is a safe distance away from the blade. The margin of safety is 6 inches from the blade.
6. ALL angle cuts MUST be approved by the teacher **prior** to the cut being made. Do NOT make a cut & then ask the instructor if it was ok.
7. When possible and practical, clamp down the work to the table, making sure it is tight against the fence.
8. NEVER pull the saw through the work, the saw blade is always pushed back towards the fence.

I HAVE BEEN AWARE OF AND UNDERSTAND THE ABOVE SAFETY RULES

NAME: \_\_\_\_\_

# Table Saw Safety Rules

1. Be certain the blade is sharp and the right one for your work. See the teacher if you are uncertain.
2. The saw is equipped with a safety guard. DO NOT REMOVE IT!!!
3. Set the blade so it extends approximately 1/4" above the wood.
4. Stand to one side of the blade and DO NOT reach across it.
5. Before using the table saw, make sure no one is standing behind the operator or the blade in case of a kickback.
6. Maintain a 6" margin of safety with your hands to the blade.
7. Wood should be surfaces and at least one edge jointed before cutting.
8. Use only wood that is free of knots, splits, cracks and fasteners.
9. The position of wood MUST be controlled either by the fence, miter gauge or a push stick. NEVER cut stock free hand!!!
10. When ripping a piece of wood, use the rip fence. A miter gauge might be used along with the fence, but not just the miter gauge.
11. When crosscutting a piece of wood, use the miter gauge. Using the rip fence with any crosscut greatly increases the chance of a kickback.

12. STOP the saw before making any adjustments to the fence or blade.
13. NEVER reach over the saw blade, makes no difference if the saw blade is moving or not moving.
14. Use a push stick to remove small scraps of wood before you start the saw.
15. NEVER try to cut cylindrical stock on the table saw.
16. Students helping to “catch” or tail-off stock should NOT push or pull the material. The operator MUST control the feed and direction of the cut.
17. When cutting smaller pieces of wood ALWAYS use a push stick, NOT your hands.
18. When finishing with work, turn the saw off, wait for the blade to completely stopped and put ALL scraps in the scrap box.
19. When changing saw blades, make sure the main switch is off, or when possible, the plug is pulled or the power is turned off at the breaker box.
20. Dado blades or any other “special” blades MUST be changed after use!

21. Any type of special set-up MUST be checked by the teacher before power is turned on.

I HAVE BEEN AWARE OF AND UNDERSTAND THE ABOVE SAFETY RULES

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

# Wood Lathe Safety Rules

1. Before starting the machine, be sure that spindle work has the cup center properly imbedded, tailstock and tool rest are securely clamped, there is proper clearance for the rotating stock.
2. Before starting the lathe for faceplating work, check to see that the faceplate is tight against the spindle shoulder and the tool support has proper clearance.
3. Select turning speed carefully! Large diameter MUST be turned at the lowest speed, ALWAYS use the lowest speed to rough out work.
4. Wood with knots and splits should NOT be turned.
5. Glue-up stock should cure at least 24 hours before turned
6. Keep the tool rest approximately 1/2" to 3/4" away from the work.
7. Remove the tool rest for sanding and polishing projects.
8. Remove both the spur and cup center when they are NOT in use.
9. When you stop the lathe to check your work, also check and lubricate the center.
10. Keep the lathe tools sharp! Hold them firmly and in the proper position.

I HAVE BEEN AWARE OF AND UNDERSTAND THE ABOVE SAFETY RULES

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

# Drum Sander Safety Rules

1. Before turning on the machine, make adjustments for depth of sandpaper.
2. The maximum amount of sanding being done at one time is 1/8".
3. Stock must be at least 12" long and at least 1/2" thick.
4. Surface only new dry lumber that is free of loose knots and serious defects.
5. Stand to one side of the work being fed through the machine.
6. DO NOT LOOK into the throat of the planer while it is running.
7. Place boards being sanded in the middle of the belt, NEVER on the edges.
8. You may sand two boards at one time but never more than two.
9. Handle and hold stock only in an area beyond the ends of the table.
10. If the machine is not working or sounding proper, shut off the power at once and inform the teacher.
11. If need be, an operator can work with a partner to help catch the work on the outfeed table.

I HAVE BEEN AWARE OF AND UNDERSTAND THE ABOVE SAFETY RULES

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

# Panel Saw Safety Rules

1. Stock must be well supported in the framework of the saw in such a way that the kerf will not close and bind the blade during the cut or at the end of the cut.
2. During the cut, stand to one side on the cutting line.
3. By adjusting the saw direction, this saw is capable of making both rip cuts and cross cuts.
4. Make sure the saw is running at full speed before you send it through the material.
5. Clear away any remaining material from the saw support frame after your cut is made.

I HAVE BEEN AWARE OF AND UNDERSTAND THE ABOVE SAFETY RULES

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

# **Pressurized Air Hose And Nail Gun Safety Rules**

## **Pressurized Air Hose**

1. The air hose is used ONLY for projects, cleaning machines and your clothes.
2. Pressurized air should NEVER be put against your skin.
3. NEVER shoot any objects from the air hose!
4. Never shoot pressurized air at another student.
5. If safety of the air hose is abused, the hose will be removed.

## **Nail Gun**

1. Brad nail gun is used only for/on wood projects.
2. Never point/aim the nail gun at another person.
3. The teacher MUST know when you are using the nail gun.
4. If the nail gun jams, inform the teacher immediately.
5. Disconnect the air line BEFORE trouble-shooting a problem.

I HAVE BEEN AWARE OF AND UNDERSTAND THE ABOVE SAFETY RULES

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

# **Finishing Room, Storage Room & Lumber Room Safety Rules**

1. Safety glasses must still be worn while working in the finishing room, storage room and lumber room.
2. The finishing room, storage room and lumber rooms are just as vital a working area as the main shop area and should be treated as such.
3. NO tools, sanding or any woodworking should ever be done in the finishing room, storage room and lumber room.
4. All types of finishing must only be done in the finishing room.
5. The vent must be on while working in the finishing room.
6. Be respectful of other students' projects. If you think that any student's project is in the way or you might accidentally damage the project while you are working, inform the instructor immediately.
7. When finishing, wear an apron to protect your clothes or bring a change of clothing.
8. Report any spills or damage to the teacher.
9. Clean your mess up and properly store materials back in the yellow cabinet.
10. All used towels/rags are to be thrown out in the metal red container in the finishing room.
11. All finishes/paints and cleaning materials are not for human consumption!! Read all instructions on the can before using.

I HAVE BEEN AWARE OF AND UNDERSTAND THE ABOVE SAFETY RULES

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

