



# Shop Safety Rules

- ▶ **Never work alone.** Always use the buddy system.
- ▶ **Never use machinery without the approval** of the supervisor and completion of training.
- ▶ **Never use damaged or malfunctioning equipment.**
- ▶ **Never distract a machine operator when they are working.** If you must communicate, wait until the operator can give you their full attention.
- ▶ **Never wear loose clothing** in the shop—including ties, scarves, jewelry, and loose sleeves. No open-toed shoes allowed in the shop.
- ▶ **Never use cell phones while in the shop.** Headphones/earbuds are also prohibited.
- ▶ **Never work if you are tired.** Take frequent breaks to stay alert.
- ▶ **Never use compressed air** to clean skin or clothing.
- ▶ **Never bring food or drink into the shop.** Store food and drink at the entrance to the shop prior to working.
- ▶ **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 safety glasses.** Some operations and equipment may require additional personal protective equipment (PPE).
- ▶ **Always remove jewelry** before working—including rings, necklaces, bracelets, and watches.
- ▶ **Always secure long hair, including 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

### Life-Threatening Injuries:

**9-911 (campus phone) or 911**

Medical – Police – Fire

Then notify Carleton Security Services at  
**4444 (campus phone) or 507-222-4444**

### Non-Life-Threatening Injuries

**4444 (campus phone)**

**or 507-222-4444**

Carleton Security Services