

# Wood Research Laboratory (WRL)

## General Safety Rules

**\*NOTICE\*** Rules and guidelines listed on this page are only reminders. Persons must read lab safety manual, machine manual, and be trained by WRL Manager. You must also have signed “Safety and Facilities Instruction Program Checklist”.

### Safety Rules

- Don't attempt to use any machine or tool unless trained and authorized by WRL Manager.
- **Never** use a tool or machine for any purpose other than that for which it was designed.
- Always wear safety glasses.
- Use other forms of PPE (personal protection equipment) when necessary.
- No loose clothing/hair, no sandals or jewelry.
- Report all accidents and injuries however slight including near misses.
- Know locations of OFF switch and power disconnect.
- Keep tables, conveyors and other machine surfaces clear of material, tools, and debris.
- Don't remove guards unless authorized by supervisor and return promptly when finished.
- Keep floor clear of dust and debris especially around operating area of machine tools.
- If machine is malfunctioning, stop immediately and report to supervisor.

## General Safety Rules Cont.

### Safety Rules

- Lockout machinery when changing blades, cutters, or performing maintenance (this includes electrical, pneumatic, hydraulic, and dust collection lockout).
- Never wear gloves when operating machinery or portable power tools unless authorized by supervisor.
- Never work alone in the shop.
- Any work that requires special setup must be approved by supervisor.
- The operator of a machine must start and stop machine and must be at machine unless it is off and has come to a complete stop.
- Do not approach or distract any one who is operating a machine or tool.
- Clean up after yourself. This includes putting all tools away, vacuuming, sweeping, emptying trash, and tearing down setups. Setups may be left if approved by supervisor.
- Read and understand all signs and posters involving current lab operation.
- If you are unsure about anything in the shop, ASK.
- **USE COMMON SENSE!**