

Safety Rules for Agriculture Education

GENERAL RULES

1. If you are not sure you thoroughly understand the job, ask for further instruction from the instructor or lab technician, not other students.
2. Work at a speed that is consistent with safety.
3. Report all injuries and obtain treatment immediately.
4. Remove splinters from work benches, tables, bins, etc. before someone is injured.
5. Obey all warning tags and signs. They are posted to point out hazards.
6. When carrying long pieces of equipment such as pipes or ladders, watch both ends or use two people.
7. Long sleeve shirts are required when welding. Short sleeve shirts or long sleeves rolled above the elbow are required when machining.
8. Identify the location of the nearest fire extinguisher. Know about the type of fire upon which it can be used. Know the location of the nearest fire alarm.
9. No smoking or tobacco dipping.
10. No horseplaying.

MACHINE TOOLS

Machine tools are defined as stationary power driven machines used to shape, cut or form metal. Turning machines, boring machines, milling machines and grinding machines are examples of machine tools..

1. Unless you have been taught to operate a machine, do not use it.
2. Do not operate any machine unless you have the instructor's approval, ask before using it.
3. Do not attempt to make any repairs or adjustments, other than operator controls, to any equipment.
4. Immediately inform your instructor if you suspect something is wrong with the machine you are using.
5. Ensure that all protective guards are in place before starting any machine. Do not start any machine unless you have assured yourself that all of the guards are in place.
6. Do not attempt to defeat or override any protective devices installed on the machine.

7. Do not leave any machine running while unattended. Before leaving a machine you are using (regardless of how long you will be away from it) shut it off and wait for it to stop.
8. Do not take any “short cuts” or chances when operating the machines.
9. Do not wear any jewelry or loose fitting clothing. Long hair must be tucked and covered. Shirt sleeves will be rolled above the elbow.
10. Do not use compressed air to remove chips or shavings from the machines or parts.
11. Do not attempt to clear chips or measure the part while the machine is running.
12. Do not engage in conversations with others while operating machinery.

PAY ATTENTION TO WHAT YOU ARE DOING AT ALL TIMES!

HAND TOOLS

1. Use only tools that are in good condition. If a tool is in poor condition, turn it over to your instructor.
2. Burred or mushroomed heads on chisels, star drills, hammers, etc. must be dressed before using them.
3. Replace rough, broken or loose tool handles before using them.
4. Equip files with handles before using them.
5. Do not use wrenches with sprung or spread jaws.
6. Be sure the jaws of wrenches are adjusted to fit tightly on the nut, bolt or pipe before putting strain on the wrench. Always pull on the wrench if possible.
7. Do not use screwdrivers with rounded or broken points, or bent shafts.
8. When using a screwdriver, place the work on a bench or some solid object. NEVER hold the part in your hand.
9. Use tools correctly. Do not use screw drivers as pry bars or chisels. Do not use wrenches as hammers
10. Protect or cover sharp edges of tools with a shield when they are being carried about.

POWER TOOLS

Portable power tools have hazards similar to stationary machine tools. There are additional risks associated with handling the tool. Typical injuries caused by portable hand tools include burns, cuts, and strains. Other sources of injury include electric shock, particles in the eyes, fires, falls, explosions and falling tools.

1. Do not leave cords or hoses lying on the floor where they may be a trip hazard.
2. Do not hang cords or hoses from nails, bolts or sharp objects.
3. Keep cords and hoses away from oil, hot surfaces and chemicals.
4. NEVER use personal power tools in the school shop unless they have been safety checked approved by the instructor.
5. Always wear eye protection when operating a portable power hand tool.
6. Use an appropriate respirator when the use of a power tool may generate airborne dust, powders, etc.
7. Never operate a power tool in the presence of combustible materials or liquids. Sparks from the tool itself, or from contact of the active tool with the work or surrounding area can easily ignite combustibles.
8. Tools which generate excessive dust or debris may not be used in the machine shop area.

MATERIAL HANDLING

Strains, sprains, fractures and bruises are common injuries related to the handling of materials. They are caused primarily by improper lifting techniques, carrying too heavy of a load, incorrect grip, failure to observe foot and hand clearances, and failure to wear protective equipment.

1. Inspect material for splinters, burrs, and rough or sharp edges.
2. Keep your hands free of oil or grease, wipe off any grease or slippery objects before you move them.
3. Keep a firm grip on the object to be moved.
4. If an object is heavy or clumsy get help lifting it. Discuss beforehand how the object is to be moved and set down.
5. Be sure the path over which an object is to be moved is clear of obstructions before you start.
6. Always lift with your legs and not your back.
7. Watch pinch points, especially when setting the object down.

GENERAL ORDER AND HOUSEKEEPING

1. Keep all work areas and walk ways clear.
2. Keep tools neatly placed on top of work benches. Tools must not be laid on the floor.
3. Do not block exits, electrical panels, fire extinguishers, or fire alarms.

4. Place all trash in proper receptacles.
5. Place oily rags in the red covered rag receptacle. Do not put any other trash in these containers.
6. Clean your machine and the floor around it. Use brushes and dust pans, do not use your hands to clean up chips.
7. If your work makes a lot of chips, stop and sweep them up from time to time.