

Class: _____

Quarter: _____

Instructor: _____

General CAED Shop Safety Guidelines

1. Know your locations of:

- Fire extinguishers and pull stations
- Eye wash/douse showers
- First aid kits
- Hazardous materials and spill kits
- Location and use procedures for engineering equipment

2. Laboratory procedures for personal protective equipment shall be followed as noted:

- Eye protection should be worn at all times while in the shop and while constructing your projects.
- Work gloves should be worn as needed to protect your hands.
- Ear protection should be worn as needed to protect against loud noises.
- N95 masks should be worn as needed to protect against small particulates.

3. Appropriate laboratory attire must be worn at all times:

- Sleeved shirt and pants as well as closed-toe shoes required at all times. No loose clothing
- Long hair must be tied back at all times.
- It is recommended to remove neckties, bracelets and other loose clothing/jewelry be removed prior to working in the lab.

4. No person shall work alone.

- At least two people should be working together after hours as well as weekends and holidays.

5. No loud radios are allowed.

6. No musical headphones/earbuds are allowed while operating power tools/equipment.

7. Lab area must be kept clean. Users are responsible for keeping the designated area organized and clean.