

Universal Shop Safety Rules



Personal Protective Equipment (PPE)

- Make safety your top priority.
- Wear appropriate PPE as required.
- Always wear close-toed shoes/boots.
- No loose-fitting clothing/jewelry.
- No dangling strings, ties, or scarfs.
- No head phones, earbuds, or loud music.
- Tie long hair up and back.



Behavioral

- Ask for help if unsure about a task.
- No unauthorized vehicles in the shop.
- Practice good housekeeping.
- Dispose of all waste properly.
- Use the buddy system. Do not work alone.
- Never work if you are impaired.
- No horseplay, distracting, or disruptive behavior.
- Only work on authorized tasks.
- Report all safety concerns to supervision or OEHS.
- Report all injuries immediately.

Equipment/Tools

- Do not use equipment without being properly trained and authorized.
- Do not remove machine guards from equipment/tools.
- Be aware of hand and body placement.
- Do not make adjustments to powered-up equipment.
- Do not use “out of service” equipment.
- Report damaged equipment immediately.
- Return equipment/tools to proper storage areas.

