

SAFETY GUIDELINES AND PROTOCOLS - TYPE C OPEN SHOP

1. General Safety Rules

Personal Protection Equipment (PPE)

- Safety glasses must be worn at all times in the workshop
- Closed-toe shoes are required
- No loose clothing or jewelry allowed
- Long hair must be tied back
- Use appropriate gloves when handling materials
- Wear ear protection when using loud machinery

Workshop Conduct

- No running or horseplay in the workshop
- No food or drinks allowed in work areas
- Maintain clean and organized workspaces at all times
- Report any accidents or injuries immediately to supervisors
- Never work alone - minimum 2 people must be present
- Follow all posted signs and warnings
- No unauthorized use of equipment
- Store materials and tools properly when not in use
- Be aware of others working around you

2. Machine-Specific Protocols

CNC Router

- Required supervision by Type C mentor
- Complete machine-specific training before use
- Secure all materials properly using appropriate clamps
- Check emergency stop location before starting
- Keep hands away from cutting area
- Never leave machine unattended while running
- Verify program before starting operation
- Ensure proper dust collection is functioning

CNC Laser

- Required supervision by Type C mentor
- Verify material compatibility before use
- Never operate with lid open
- Keep fire extinguisher nearby
- Proper ventilation must be maintained
- Follow specific material settings
- Check focus and alignment before operation
- No reflective materials allowed

Lathe

- Required supervision by Type C mentor
- Remove all jewelry and loose items
- Use face shield in addition to safety glasses
- Secure workpiece properly
- Keep tools sharp and in good condition
- Clean machine after use
- Never leave chuck key in chuck
- Use appropriate speeds for material

Stationary Equipment

Miter Saw

- Check guard operation before use
- Keep hands at least 6 inches from blade
- Allow blade to stop completely before lifting
- Use clamps when necessary
- Ensure material is firmly against fence
- Never cross hands while cutting

Drill Press

- Secure material with appropriate clamps
- Remove chuck key before starting
- Start at low speed for large bits
- Clear chips with brush, never hands
- Check drill bit condition before use
- Use proper speed for material and bit size

Grinder

- Maintain proper tool rest gap (1/8" maximum)
- Wear face shield
- Stand to the side during startup
- Never grind on the side of the wheel
- Check wheel condition before use
- Keep work area clean

3. Emergency Procedures

In Case of Injury

- Stop all work immediately
- Alert Type C mentor or supervisor
- Apply first aid if necessary
- Call emergency services if required
- Document incident
- Do not move seriously injured persons
- Clear area around injured person

In Case of Fire

- Hit emergency stop on relevant machine
- Alert everyone in workshop
- Use appropriate fire extinguisher
- Evacuate if necessary
- Call emergency services
- Meet at designated assembly point
- Do not re-enter building until authorized

Power Failure

- Hit emergency stops on all active machines
- Stay calm and in place
- Wait for emergency lights
- Follow mentor instructions
- Do not restart machines until power is stable
- Check all equipment before resuming work

4. Team Responsibilities

Before Work

- Sign in at arrival
- Review safety procedures
- Inspect PPE

- Check machine condition
- Plan work with Type C mentor
- Verify material specifications
- Clear work area

During Work

- Follow all safety protocols
- Keep area clean
- Report any concerns
- Ask questions if unsure
- Monitor machine operation
- Stay focused on task
- Maintain communication with team

After Work

- Clean workspace thoroughly
- Return tools to proper location
- Report any issues or maintenance needs
- Sign out before leaving
- Dispose of waste properly
- Secure all materials
- Turn off equipment

Acknowledgment of Safety Guidelines

I acknowledge that:

- I have read and fully understand all safety guidelines and protocols
- I will follow all safety rules and procedures at all times
- I understand that failure to follow these guidelines may result in removal from the workshop
- I will ask for clarification if I am unsure about any safety procedure
- I understand the risks associated with using workshop equipment

Team Number: _____

Participant Name: _____

Signature: _____

Type C Mentor Name: _____

Type C Mentor Signature: _____

Date: _____