

# Safety Rules Handbook

August 1

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This book contains safety rules for all pieces of equipment found in the Collision Repair Program. There is a safety test (which must be passed with a 100%) for each piece of equipment in the shop.

Expires 6-1-17

## *GENERAL SHOP/LAB SAFETY RULES*

1. Safety Glasses (clear or amber lens only) must be worn at all times while in the shop/lab area!
2. **Absolutely no horseplay.**
3. Report any unsafe conditions and **ALL** injuries to the instructor immediately.
4. Always walk-do not run.
5. Students will not operate any machine until the instructor has given proper operating and student has passed the safety test.
6. Only the operator should “turn on” the machine.
7. Never interrupt a machine equipment operator.
8. Always be sure the machine switch is in the “off” position and the machine has stopped before leaving the machine.
9. Do not operate machines if feeling sick or tired.
10. **Cell phones in the shop area are for learning ONLY!!**, they will be locked in a drawer upon entry to shop if this rule is broken.
11. Keep the work area and floor free of all debris.
12. No baggy or oversized clothes are allowed in the CRT program, long hair must be confined and facial hair must pass fit test.
13. ***No jewelry is allowed in the shop/lab area.***
14. Be considerate of others safety.
15. Know where fire extinguishers are and how to use them.
16. Be aware of where others are in the work area and what they are doing.
17. Do not carry any sharp objects in your pockets.
18. Wear gloves when working with chemicals, rough or sharp objects, glass or other dangerous materials.
19. **Properly** store equipment when not in use or when finished.
20. **Practice safety at all times.**

## ***General Classroom Behaviors***

1. Be prompt (10 minutes early) to class.
2. **NO JEWELRY IS ALLOWED!!**
  - a. This includes; tongue, ears, eyebrow, nose, lips, chin, cheeks, necks, navel and fingers; remove it before entering the class.
3. Hats may be worn in the straight-ahead position **only**.
4. Profanity is prohibited.
5. No food or drinks are allowed.
6. When entering class if tardy, do not interrupt others, scan your tardy slip into your documents folder.
7. Keep your feet on the floor not on shelves.
8. The computers are for work not for personal use.
9. Bring all required materials to class every day (book, paper, pen, etc)
10. Return any magazines or books to the bookcase before leaving class.
11. Any items left out on the table or floor will be thrown in the trash at the end of your session.

***Any violations to these and all safety rules will result in loss of points from your daily and/or skill grades!***

## **Air Impact and Air Ratchet Safety Rules**

Safety glasses must be worn in the shop at all times.

Never engage the power without the tool being attached to a nut or bolt.

Always select the correct tool (size) for the job being performed.

Make certain the socket and/or extension are securely attached to the tool before connecting it to power.

When using the impact wrench only use impact (black) sockets.

Before connecting the tool to power always inspect it for cracks, leaks or missing parts.

Check the air pressure (inlet pressure) before connecting the tool to power; it should not exceed 90psi.

Always add 1 or 2 drops of oil in the air inlet before connecting power to ensure long tool life.

## **Bondo Hawg and D.A. (Dual Action) Sander Safety Rules**

Safety glasses must be worn in the shop at all times.

Always check tools for damages such as leaks, missing guards, broken parts, etc. and do not use if any damages are found.

Check air pressure before connecting to power, it must be at 90 psi for proper safe, proper operation.

Tool must be disconnected from power before attaching or replacing sand paper discs.

When attaching sand paper to tool, make certain it is centered or it will fly off and damage a vehicle or possibly cut you.

To avoid damage and contamination, never lay the tool face down on the sandpaper; always lay it on its side.

Never try to stop a spinning pad with your hand, always wait for it to stop spinning on its own.

## **Chisels and Punches Safety Rules**

Safety glasses must be worn in the shop at all times.

Never attempt to use a dull chisel.

Always drive chisels and punches away from your body. (Never Toward you)

Never use a chisel or punch for a pry bar, the steel is extremely hard which makes it very brittle.

Do not lay a punch or chisel down on a flat surface where it could roll off onto the floor and cause an accident. (slip and fall)

Always carry punches and chisels with the sharp end facing down toward the ground.

## **Drill Press Safety Rules**

Safety glasses must be worn in the shop at all times.

Before leaving the drill press, always shut off the power, let motor come to a complete stop, and then brush all shavings off of press and table. (clean up when finished)

Make certain the power is off before inserting the chuck key and changing bits.

Always adjust the table height so that you do not drill into the table.

Face shield or goggles must be worn when operating the drill press.

Never make any adjustments with the power on or connected.

## **Electric Buffer Safety Rules**

Safety glasses must be worn in the shop at all times.

Inspect power cord for bare wires, cracks or missing insulation, do not use if any of these conditions are found.

Never use the tool if the ground, tool or your hand and feet wet or in water.

Do not attempt to stop a spinning pad with your hand.

Do not lay a buffer with a spinning pad down on the ground.

Always keep a firm grip on the tool with both hands at all times.

When buffing make certain the pad is always spinning off of an edge, NEVER ON.

Always disconnect the tool from power before changing pads.

## **Electric Drill Safety Rules**

Safety glasses must be worn in the shop at all times.

Inspect power cord for bare wires, cracks or missing insulation, do not use if any of these conditions are found.

When drilling deep holes; back out the drill bit often to keep the hole cleaned out.

Make certain the drill bit is securely fastened in the chuck and the chuck key is removed before connecting the drill to power.

Apply firm, steady pressure to the drill, let the drill bit do the cutting and do not force it.

Use a brush to sweep away chips; do not use your hand.

Never use your hand to stop a turning drill.

When your work is complete, remove the drill bit from the drill to prevent damage to drill and the bit.

## **Files Safety Rules**

Safety glasses must be worn in the shop at all times.

Always push the file in one direction, never pull it backwards.

Use a wire brush to clean out the teeth as necessary, never strike against something.

Never use the file for a pry bar, chisel, or anything else other than a file.

Do not use a file with a loose, broken or missing handle.

## **Frame Machine Safety Rules**

Safety glasses must be worn at all times in the shop.

Never apply pressure to a chain that is twisted.

Securely fasten the step to the frame machine and check it before attempting to step up on it.

Operating pressure on the frame machine must no exceed 5,000 psi.

All 3 pulling towers must be moved to the front of the frame machine and pinned, before lowering or raising the rack.

Check the frame machine for leaks; do not use the frame machine if it has any oil leaks.

Inspect power cord for bare wires, cracks or missing insulation, do not use if any of these conditions are found.

Never walk behind the frame machine when it is being raised or lowered.

Do not over extend any of the hydraulic rams.

Make certain all hose valves are closed except for the one (s) you are using.

Do not position yourself close to or in line with chains, clamps or other accessories while pressure is applied to the frame machine.

## **Grinders (Bench and Portable) Safety Rules**

Safety glasses must be worn in the shop at all times.

Disconnect tool from power when making adjustments to or changing wheels.

Make certain all guards are in place before using tool.

Adjust the tool rest to within  $\frac{1}{4}$  " from the bench grinder wheel.

Do not leave the grinder until the power has been shut off and the wheels have stopped spinning.

When using the portable grinder, do not let the cord get wrapped up in the wheel.

## **Hacksaw Safety Rules**

Safety glasses must be worn in the shop at all times.

Never crowd or force the saw to make a cut.

Do not hang saws or lay saws above your head, they might get knocked off and hurt you.

Do not leave saws hanging out of tool boxes or sticking out from under a table.

When using the hacksaw always position yourself to get a solid footing and a square cut, use slow deliberate downward strokes with your index finger on the side of the handle.

## **Hammers Safety Rules**

Safety glasses must be worn at all times.

Always use the proper size, type, and shape of hammer for the job being performed.

Always check the hammer handle for cracks or damages and do not use if damaged.

Always check to make certain the hammer head is securely attached to the handle.

Never ever strike to hammers together, they could chip off and hurt you.

You can use a file to resurface a hammer face if necessary.



## **Heat Gun Safety Rules**

Safety Glasses must be worn in the shop at all times.

Do not lay a hot heat gun down where it can cause damage.

Always inspect the electrical cord for bare wires, cracks or missing insulation before using.

Make certain the power switch is in the off position before connecting to power outlet.

Use caution when working with the heat gun, it can cause damage to a vehicle or yourself.

Pay attention where the hot air is traveling past your work area as to not damage any part of the vehicle that you are working on.

## **Hydraulic lift Safety Rules**

Safety glasses must be worn in the shop at all times.

Remove everything from the lift area before lowering lift.

Keep feet away from lift area when raising or lowering.

Never operate a damaged lift.

Inspect the lift for bare or cracked wires before operating, if damages are present do not operate.

Never rock the vehicle when it is on a lift.

Do not override any fail safe controls.

Use height extenders when it is necessary to ensure a good contact lift point.

Position the vehicle with the center of gravity toward the middle of the lift.

## **MIG Welder Safety Rules**

Safety glasses must be worn in the shop at all times.

Never perform maintenance on a MIG welder with the machine plugged into power or with it running.

Always stand on the side of the bottle when opening the regulator valve.

Always fully open the gas bottle.

Never look at the tip of the gun while dislodging a stuck electrode.

Never hold your finger over the tip of the gun while feeding wire to the tip.

Do not kink, step on, run over, or drag anything over the lead; always wrap it up loosely when finished.

Do not hold the ground in your hand or to the work surface while welding.

Never weld without a welding helmet.

Use a shade 10-12 for MIG welding.

Always wear protective leathers (gloves, bib, apron, shoes) while welding.

## **Oxyacetylene Torch Safety Rules**

When using torch use a 4-6 lens shade in your welding goggles.

Have an A-B-C fire extinguisher near you when using the torch.

Keep all cylinders chained in cart or to a wall; never leave them standing loose.

Never use a cylinder without a label.

Never exceed 15 psi working pressure on the acetylene bottle gauge.

Keep a tank wrench on the acetylene bottle while using and never open the bottle beyond a ½ turn.

Always have your leathers on (gloves, bib, apron, and shoes).

Unroll your torch hoses and step away from the cart; do not attempt to work on top of the cart.

## **Paint Booth and Prep Station Safety Rules**

Safety glasses must be worn in the shop at all times.

The curtains on the prep stations and the doors on the paint booth must be kept shut at all times when spraying.

The exhaust fans must be turned on and turned to exhaust before any spraying in the prep station.

For safety and to get a cleaner paint job, always ground the object in which you are painting in the spray booth.

You must know where your fire fighting equipment is before entering the spray area.

No eating and/or drinking is allowed in the spray area.

No smoking is allowed in the paint booth or the prep station.

No electrical tools or spark inducing items are allowed in the spray area when spraying.

Always check the booth seals for water and air leaks.

Remove all debris from the spray booth and prep station immediately.

Gloves, goggles, respirator, paint suits and hood sock must be worn in spray area when spraying.

## **Paint Shaker Safety Rules**

Never turn the paint shaker on while it is empty.

Never attempt to hold or restrain the paint shaker

Never hold a can in the paint shaker by hand; always use the clamp.

Always snug the clamp around the can before starting the paint shaker.

Never service the paint shaker until the power has been disconnected.

## **Panel Beater Safety Rules**

Safety glasses must be worn at all times in the shop.

Machine must stay plugged into electrical outlet when not in use.

Adjust timer setting on machine prior to using.

Battery must be fully charged for proper operation.

Electrode tip must be firmly pressed against damaged surface before engaging switch.

Electrode tip must be kept at 1/8<sup>th</sup> of an inch diameter.

Ground cable must be attached the panel in which you are working.

Ground cable must be must be attached to bare metal.

Electrode tip becomes extremely hot and loses its strength with continuous use. (Be Careful)

Do not touch ground cable and electrode together when switch is engaged.

Metal (STEEL) must be clean and free of all grease, oils, paint etc.

## **Pressure Washer Safety Rules**

Never start the pressure washer checking the oil and gas.

Always have water running through the pump before starting the machine.

Never place any body parts over the wand nozzle when using the machine.

Do not point the wand at anyone.

Do not drive a vehicle or roll a jack over the pressure hose.

Always check connections before starting the machine.

Use extreme caution when using the pressure washer so that you do not damage the surface being cleaned.

## **Razor Blades Safety Rules**

Safety glasses must be worn at all times in the shop.

Never lay a razor blade down on a table, bench, and vehicle or throw it on the floor; it must be disposed of properly sealed container when finished.

Never carry a razor blade in your shirt pocket, in your mouth, behind your ear or anywhere else except in your hand.

If you leave the body shop with a razor blade in your possession it will be looked as a weapon and you will be dealt with accordingly.

When using a razor blade, pay close attention to what you are doing so you do not cut yourself or the vehicle in which you are working on.

## **Reciprocating Saw Safety Rules**

Safety glasses must be worn in the shop at all times.

Keep fingers away from blade at all times when in operation.

Turn off the saw immediately after finishing the cut.

Never use a saw if your hands, feet or the tool are wet.

When cutting, always check your blade clearance on the back side.

Disconnect tool from power before changing the blade.

## **Screwdriver Safety Rules**

Safety glasses must be worn at all times while in the shop.

Never use a screwdriver as a punch, chisel, wedge or prybar.

Inspect the screwdriver for damage, such as a broken handle, bent shaft, or broken tip.

Never hold an object in your hand while trying to remove the screw from it.

Always use correct tool for the job being performed.

### **Sockets and Extensions Safety Rules**

Safety glasses must be worn at all time in the shop.

Never leave sockets or extensions lying on the floor or laying on a table, they could cause a slip and fall hazard.

Chrome sockets can not be used in place of an impact socket.

Never use an extension without a check ball in the end of it.

Do not use a socket or extension that has damage such as a split, crack, or a matted end.

Always inspect the sockets for cracks and splits before using, if any are present report label it and report it to the instructor.

Always use the correct type and size of socket and extension for the job being performed.

## **Stomp Shear**

Safety glasses must be worn in the shop at all times.

When cutting steel plate metal on the shear 18 gauge (ga) is the thickest you can cut with out damaging the shear.

Always keep your fingers clear of the paws and the blade.

When making a cut with the stomp shear always make certain that your ground foot is outside of the yellow line on the floor.

Never try to catch the metal that is falling on the backside of the shear.

Do not stack metal on top of one another and try to cut it; even if it is under the maximum height allowance.

To achieve a straight and square cut you should use a square to verify the guide is 90 degrees to the blade.

When cutting aluminum on the shear; the maximum thickness is 3/32".

When using the stomp shear you will need to try and drive your foot thru the floor in order to get enough pressure to make the shear work correctly. It is called a "stomp shear" for a reason.

## **Sun Gun Safety Rules**

Safety glasses must be worn in the shop at all times.

Never look directly into the light when it is on.

Do not drop the light or hit it against anything.

The sun gun is not a high powered flashlight; it has an extremely bright lamp (equivalent to sunlight) and gets very hot.

Do not set the sun gun down on the vehicles surface it will scratch it.

The sun gun is used for color matching or locating certain paint defects only.

The sun gun has a built in fan for cooling, do not try to alter it.

## **T-Handle, Roloc, Cutoff Saw and 5” grinder Safety Rules**

Safety glasses must be worn at all times in the shop.

Always check the tool for damage, missing guards, air leaks and damaged discs before using; do not use if any of these are present.

Always add 1 to 2 drops of air tool oil to air inlet before using any air tool.

Always disconnect tool from power before changing disc, wheel or servicing.

Never try to stop a spinning wheel with your hand.

Always wait for the tool to stop spinning before sitting it down on the floor.

Before connecting tool to power make certain the air pressure does not exceed 90 psi.

Always use the tool in a manner so that the wheel is spinning off of the surface; never on.

Never use a dull disk; it must be sharp.

## **Utility Knives Safety Rules**

Safety glasses must be worn at all times while in the shop.

Always cut away from your body; never towards.

Always use a sharp blade; never use a dull one.

Always be aware of what is under the surface in which you are cutting.

Do not damage the surface underneath/

## **Wrenches Safety Rules**

Safety glasses must be worn at all times while in the shop.

Never leave a wrench lying on top off anything, it can fall off and cause an injury.

Do not hammer on a wrench for extra strength or torque.

Always try to pull a wrench toward you, if you must push; push with an open hand as to try and avoid an injury.

Always get the correct size wrench for the bolt or nut.