

General Shop Safety

I. Competencies

Given the instruction in this unit each student will be able to pass a written test on general shop safety with a minimum of 100 percent accuracy.

II. Instruction Material and Procedures

1. Wear clothing which is conducive to work in the mechanics laboratory, i.e., coveralls, shop coats, etc. Shop clothing should not be loose, baggy or highly flammable.
2. Approved safety glasses must be worn at all times in the mechanics laboratory unless special eye or face protection is required. Approved safety glasses should be industrial quality. The Z 87.1 logo and the manufacturers emblem must be on the safety glasses for them to be industrial quality.
3. Wear hearing protection devices when using or when others are using loud equipment in the mechanics laboratory.
4. Wear other personal protective equipment as needed by specific shop jobs, i.e., respirator for painting, etc.
5. Do not visit and disturb others during the laboratory period. Stay busy on your assigned work; if completed check with the instructor for further directions.
6. Do not hurry or rush, avoid cutting corners and unsafe work practices. Do not allow yourself to get caught up in rush situations.
7. When working in the mechanic's laboratory talk in a low tone of voice. Loud boisterous talk and noise makes others jittery and uncomfortable, which may lead to accidents.
8. Notify the instructor immediately in case of injury, accident or fire.
9. Notify the instructor in case defective tools and equipment. Out of order signs should be placed on the tools and equipment until the necessary repairs are made.
10. Avoid horseplay or other hazardous scuffling and pushing while working in the mechanics laboratory.
11. Clean your work station and return all tools to their proper storage before leaving the mechanics laboratory.
12. Never leave the laboratory without the instructor's knowledge and permission.
13. Be alert and think each action through before it is performed. If in doubt about how to perform a procedure, check with the instructor before proceeding.
14. Never use power equipment or tools which have not been demonstrated to you. Before using any piece of power equipment you should pass the written test on safety and operation of the equipment item, as well as, a hands-on performance test.

15. Become familiar with the laboratory color coding system and observe the warnings issued by each color while working in the mechanics laboratory. Ex: Red = danger, yellow = caution and orange = warning.
16. Remove loose jewelry and secure long hair while working in the mechanics laboratory.
17. Remind visitors to wear safety glasses while visiting in your mechanics laboratory.
18. Never attempt to work with tools or equipment in the mechanics laboratory if under the influence of drugs or alcohol.

III. Safety Test

General Shop Safety Test

Name _____ Date _____ Class _____

Multiple choice – Place the letter of the most correct answer on the answer sheet.

1. The student should notify the instructor immediately in case of _____.
 - a. accident
 - b. injury
 - c. defective equipment or tools
 - d. all of the above

2. A student is permitted to leave the agricultural mechanics laboratory only _____.
 - a. with the instructor's permission
 - b. to go to the office
 - c. to go to the bathroom
 - d. to get a drink

3. Which of the following is not allowed in the mechanics laboratory?
 - a. Working and cleaning
 - b. Carelessness and horseplay
 - c. Thinking and doing
 - d. All of the above

4. Students should never _____ while working in the mechanics laboratory.
 - a. listen
 - b. shout
 - c. talk
 - d. hear

5. Students should not rush laboratory work because it may lead to _____.
 - a. premature failure
 - b. structural collapse
 - c. accidents and injury
 - d. a bad laboratory project

6. Approved safety glasses or goggles must be worn _____.
 - a. only in hazardous areas
 - b. at all times unless other special eye and face protection is required
 - c. in the classroom and shop
 - d. none of the above

7. At the end of class, the laboratory should be _____.
- left as is at the end of class
 - cleaned and all tools returned to their proper place
 - checked by the shop foreman
 - checked by the instructor
8. Approved safety glasses can be identified by _____.
- the color of the lens
 - the thickness of the lens
 - the Z 87.1 logo and manufacturer's emblem
 - the description given on the box
9. Shop clothing is unsafe if it is _____.
- loose
 - baggy
 - flammable
 - all of these
 - none of these
10. While performing work in the mechanics laboratory, one should not _____.
- get the tools to work with on your own
 - return tools and supplies to their storage areas
 - stay at your designated work station
 - disturb other workers
11. Loud noises in the mechanics laboratory causes others to be _____.
- happy
 - sad
 - prone to accident
 - talkative
12. If tools and/or equipment become defective, one should _____.
- fix them
 - report them to the instructor
 - put an "out of order" sign on them
 - none of these
 - only b and c
13. Before using power tools, beginning students should _____.
- think the action through before performing
 - take a rest
 - secure another student to help
 - none of these

14. The “orange” color coding system refers to _____.
- danger
 - caution
 - warning
 - disaster
15. If a visitor comes into the mechanics laboratory, one should _____.
- make him/her leave because of unsafe conditions
 - invite him/her into the laboratory and demonstrate what you are doing
 - have them take the safety test
 - issue them a pair of safety glasses
16. If a fellow student shows up for shop class under the influence of drugs or alcohol, what should you do to protect their safety?
- Notify the instructor
 - Discourage them from working with the power tools and equipment
 - Both a and b
 - None of the above
17. The personal protective equipment which should be worn when operating the planer is _____.
- gloves
 - ear protectors
 - safety glasses
 - all of these
 - only b and c
18. The Z-87.1 logo and manufacturing emblem on shop safety glasses tells the users specifically that the glasses are _____.
- industrial quality
 - safe
 - made in the USA
 - meeting OSHA standards