

## \* Shop Safety Do's, Dont's and Emergency Contacts \*

### Do's

1. Always use common sense and good professional judgment.
2. When in doubt, seek help and advice.
3. Apply for a Hot Work Permit when planning hot work such as welding, soldering, or grinding.
4. Ensure that any chemicals which are used or stored together are compatible.
5. Dispose all oily rags in UL listed metal containers for oily rags.
6. Keep chemical containers closed when not in use.
7. Keep all chemicals in their original labeled containers.
8. Read the MSDS of the material you plan to use.
9. Follow all manufacturers' recommendations and requirements.
10. Use only electrical devices and equipment that are UL listed.
11. Implement good housekeeping, accidents are more likely in areas with poor housekeeping.
12. Eliminate all potential tripping hazards in the work area.
13. Have established procedures for the closing of shop operations during emergencies and power outage.
14. If a device emits an unusual odor, turn it off and unplug it immediately. Do not use the device until it is repaired.
15. Wear safety glasses.
16. Ensure that spills are cleaned immediately and safely.

### Don'ts

1. Don't leave running machinery unattended.
2. Don't leave running heat producing devices unattended.
3. Don't work alone, particularly when doing work that can potentially create hazards.
4. Don't use flammable or combustible materials in unventilated areas or near potential ignition sources.
5. Don't conduct sensitive or potentially dangerous work when you are not focused, e.g., due to lack of sleep or similar issues.
6. Don't use electrical devices with frayed or damaged cords or exposed wiring.
7. Don't use makeshift equipment unless approved by the shop supervisor.
8. Don't continue using a device if it consistently trips the circuit breaker.
9. Don't use corridors, exits and other means of egress for any storage or work.
10. Don't block fire doors in an open position.
11. Don't attach any items to sprinkler piping and keep activities away from sprinkler heads. Sprinklers can discharge large amounts of water in a short period.

### Contacts:

- Emergencies: **9-1-1**
- Campus Police: 303-492-6666
- FM Service Center: 303-492-5522