



Physical

- Keep the floor clear of trip hazards.
- Immediately clean up scrap materials, dust, and debris generated by work.
- If you carry something, make sure you can see over it or around it.

Electrical

- Plug each power strip directly into a wall outlet.
- Use round extension cords only.
- Plug items that continuously draw electricity into wall outlets.
- Use Ground Fault Circuit Interrupter (GFCI) protection in a wet area or within 6 feet of a water source.

Chemical

- Do all spray painting and use solvent based adhesives and aerosol products inside a spray booth.
- Wear the required personal protective equipment for each task.
- Keep all chemical containers closed when not in use.
- Label all chemical containers with their chemical contents and hazard warnings.
- Know the locations of emergency equipment (i.e. first aid kits, eyewashes, landline phones).
- Keep areas in front of eyewashes and showers clear and without obstructions.
- Clean up chemical spills immediately wearing proper PPE. Call EHS at **785-3555** for spill cleanup assistance, as necessary.

Tools

- Follow all posted Student Shop or Student Print Shop Rules.
- Wear safety glasses with side shields when using tools.
- Inspect tools before every use.
- Use tools that are appropriate for the work performed. An incorrectly sized tool may lead to slippage, awkward postures, and ultimately injury.
- Secure all small and short work pieces with a vise or clamp.
- Return paper cutter handles to the lower position after each use.

Fire

- Keep a clear path to and through emergency exit door(s) at all times.
- Keep areas in front of fire extinguishers and electrical panels clear and without obstructions.
- Dial **911** from any telephone in case of an emergency.



Physical

- Don't use equipment without training and authorization.
- Don't leave items on stairs, even for just a moment.
- Don't work at heights greater than 4 feet without fall protection, unless working off of an approved ladder.

Electrical

- Don't use frayed/damaged electrical cords or cords with ground prongs removed.
- Don't use extension cords in place of permanent wiring, flat or light-duty cords, daisy-chained (one extension cord plugged into another) cords, or overloaded cords (the wire size must be sufficient for the current draw).

Chemical

- Don't use products containing Methylene Chloride (Dichloromethane).
- Avoid using products that contain toxic chemicals, carcinogens or reproductive hazards. Examples include paints/inks that contain Cadmium, Chromium, Lead, and Mercury.

Fire

- Don't smoke inside the building.
- Don't use open flames or perform operations that will produce sparks.

Tools

- Don't use tools that are damaged or missing guards and shields.
- Don't use unapproved tools without review and approval from EHS.