LANDING SCHOOL

Shop Safety Procedures

The two man rule is always in affect in all shops!

**DO NO HARM!** Be alert & always think safety. There are many potentially dangerous situations. Think about the operation if it feels unsafe *(STOP)* ask an instructor for help.

**Keep all shops and facilities CLEAN!** If you drop it pick it up, if you spill it wipe it up! Dispose of ALL dirty rags in the RED & YELLOW flame proof pails & empty these daily into dumpsters.

**After any & all milling operations CUT ALL SCRAP** into lengths no longer than 2’ and dispose of them immediately in either a garbage can or dumpster. This will assist in keeping the floor and areas around machinery clear of dangerous clutter.

**Wear safety glasses** *(Not Sunglasses)* wherever required or needed & always use blade & safety guards. Loose clothing, *(shirt sleeves/shirt tails, etc.)* or jewelry can attract moving parts, be aware.

**NO open toed shoes** such as sandals are allowed in any shop. Shirts are required during normal school hours in all classrooms, shops and fieldtrips unless notified otherwise!

**Be aware of other people** operating machinery, sometimes you will need to assist them or work within close proximity. Be cognitive of how you offer help or advice. Don’t startle people working on machines.

**Friends, family and visitors** are required to wear safety glasses and or hearing protection when in shops with running machinery.

**Return all LBS power tools** to their appropriate storage bin when finished with task. You are the front line of accountability with our equipment. Our tools are not to leave LBS property unless authorized by staff.

**Respirators** will be worn in the presence of dust, fumes, and vapors or at the suggestion of your instructor. Get used to wearing your respirator; you are the best advocate for your health.

**Secure your work.** Use clamps or vices to secure all work when using hand held power equipment. It gives you both hands to hold the machine.

**Keep your balance,** don’t over extend your reach and don’t try to lift what you know to be TOO HEAVY! Ask for help when lifting/moving heavy objects.
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**Disconnect electric tools** when not in use. Cords are the #1 cause for tripping, falls and dropping tools. Don’t carry plugged in tools around with your finger on the trigger. Check to see that the tool is un-plugged before maintenance or blade/bit changing and that the wrenches & chuck keys are removed before you energize the tool.

**When working outside** with electrical tools use only GFI (ground fault interrupter) outlets. All ladders, staging, stairs or ramps are to be inspected for their safety by program instructors prior to use by any student.
When working on or inside a stored boat check that:
Your location is known to your instructor
You have an inspected fire extinguisher on-board
Your ladder is secured & padded to the boat.
After use all ladders will be stored properly back inside along w/all other tools and equipment daily. **This includes electrical cords leading into or onto boats!**

**Report all accidents** no matter how insignificant to your instructor, including splinters, cuts, abrasions, burns etc.

**Any & all extra-curriculum work being done by a student after hours or during school will need the approval of at least one instructor from the appropriate program.**
NO work involving power driven tools is allowed by anyone except staff, admin, current enrolled students or those who have received proper clearance. The use of any Landing School inventory materials on personal projects is prohibited!

**Any vehicle that needs lifting for service shall follow these guide lines:**
Car jacks & bottle jacks are the only jacks to be used to lift a vehicle; no work will be done to lifted vehicles until the vehicle is placed properly upon approved automotive floor jacks which shall be supported upon plywood pads if the ground is un-even or adversely slippery.
The removal of oil, anti-freeze, gasoline, diesel etc. from private vehicles needs approval from the appropriate instructor before this work can be started. Proper disposal of these fluids shall be done according to Landing School protocol as instructed by the appropriate instructors.

The Landing School has the right to tow and compound any **abandoned** vehicle, trailer or boat left on Landing School property after 15 days.