

# Graphic Communications/Print Shop Safety

1. Pay attention at all times when in the shop area and especially around moving machinery.
2. Use all safety guards and switches when operating machinery.
3. If you do not fully understand the operation of a piece of equipment, **DO NOT TOUCH IT!** Starting a piece of equipment can cause serious harm to the equipment and to yourself and others in the area.
4. **Never touch a press or piece of equipment someone else is working on.** There is to be **NO HORSEPLAY** in the shop.
5. Tell people in the vicinity before starting a press or other machine. Sound Horn if one is provided.
6. When operating equipment:
  - A. Roll up sleeves
  - B. Secure loose clothing
  - C. Wear safety shoes
  - D. Do not wear rings, ties or other jewelry
  - E. Wear safety glasses and/or ear plugs where necessary
7. Watch your hair. If it is long, tie it up or wear a hat.
8. Shut off the equipment when making adjustments, clearing jam ups, etc.
9. No more than one person near the cutter at **ANY TIME!**
10. Know where the fire extinguishers and fire blankets are located.
11. Know where the emergency shut down switches are located.
12. Drugs and machinery do not mix. Consult your doctor and inform your instructors before operating machinery if you are taking prescription medications.
13. Be careful with press room chemicals. Protect your eyes. Be especially careful with squeeze bottles.
14. Clean up all spills. Always watch where you are walking.
15. Keep rags that are used with **SOLVENTS** in a safety can.
16. Smoking, or any type of flame or spark, is strictly prohibited in the shop.

