

GRAPHIC COMMUNICATIONS DEPARTMENT

Print Shop

SAFETY

Program

Waltham High School
617 Lexington Street
Waltham, Massachusetts 02452

Name: _____

Date: _____

(Revised 9/2013)

Shop Safety Program

This manual describes the Safety Procedures and Precautions to be taken in the Graphic Communications Department and Print Shop.

You are expected to read and understand this manual before you begin to work on any equipment or handle any chemicals. The instructors will guide you through the procedures outlined in this manual in order to ensure understanding and compliance.

Your safety, and the safety of your classmates, is of paramount importance! Failure to follow any of these guidelines can result in serious injury or removal from the shop.

The final section of this manual contains worksheets which must be filled out completely and corrected by the instructors. The worksheets will be kept in the booklet, serving as proof of understanding between the student and the teachers.

If any information in this manual is not clear, it is *your* responsibility to seek assistance. The instructors are concerned with your safety, and will be happy to work with you until you feel confident in your understanding.

Read this manual carefully! Keep it stored in your portfolio, and return to it and re-read appropriate sections before using any new equipment or chemicals.

If you find any safety concerns not outlined or addressed in this manual please notify an instructor at once! The safety program is constantly being updated. New equipment and procedures introduce new safety concerns. If you believe you have an improvement to this safety manual, please bring the suggestion to the instructors.

Safety signs will be posted at all stations in the print shop. Familiarize yourself with these signs and understand their message. The signs will be outlined and explained in this manual. If you believe a sign is missing, please inform the instructor immediately.

Your Safety is our most important concern!

This sign indicates the need for wearing eye protection. Safety glasses are to be worn while performing this operation.

