



# ENVIRONMENTAL & OCCUPATIONAL HEALTH & SAFETY

## Programs & Policies —

### *STEM WORK AREA SAFETY RULES*

1. Report all injuries, no matter how small, to your instructor as soon as possible.
2. You must always wear approved eye protection in the shop area. At times, your instructor may also ask you to wear protective aprons, gloves or earplugs.
3. Before entering the shop, secure loose clothing, remove loose jewelry, remove dangling cords (like those from headphones and hoodies), roll up long sleeves, and tie back long hair.
4. Only one person is permitted to stand inside the safety zone, or the areas around the machines, at one time.
5. When you notice a damaged tool in the shop, report it to your professor immediately.
6. When using a sharp tool such as scissors, always point the sharp edge away from your body, hands and eyes.
7. Open-toed shoes may NOT be worn in the shop.
8. Do not remove safety guards from machines.
9. Only the machine operator is permitted to turn the machine on or off.
10. No Horseplay. Do not make unnecessary movements and noises in the lab because they could distract other students and cause accidents.
11. Tools, machines, chemicals and other hazardous items may only be used when the professor is present, you have received permission from the professor, and you have received instruction in their specific safety precautions.
12. Equipment may only be used for its intended purpose and may only be used for school projects approved by the professor.
13. Use a bench brush to clean debris and scraps from tables and machines.
14. In case of an emergency, turn off the machine and follow your teachers' instructions.
15. You may need two or more people to safely handle or move large, long or heavy materials.
16. To avoid spills, do not bring food and drinks into the area.
17. Keep your work area clean and tidy. Wipe up and dispose of sawdust, water, glue, paint and other spills correctly and as soon as possible. A clean work area helps to prevent tripping and slipping.
18. Leave backpacks out of the work area by placing them in your regular classroom, preferably under a desk or table so they are not in the way where other people might trip over them.





*Office of  
Environmental  
& Occupational  
Health & Safety*

Youngstown State University does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity and/or expression, disability, age, religion or veteran/military status in its programs or activities. Please visit [www.ysu.edu/ada-accessibility](http://www.ysu.edu/ada-accessibility) for contact information for persons designated to handle questions about this policy.

**330.941.3700**  
**330.941.3700**  
**[eohs@ysu.edu](mailto:eohs@ysu.edu)**  
**[eohs@ysu.edu](mailto:eohs@ysu.edu)**