



## Safety Guidelines in the Training Rooms

- Remove rings, watches & bracelets.
- Wear proper shoes.
- Long hair should be neatly tied & bundled up, or wearing of cap.
- Skirts, Bermudas, three-quarter pants & sleeveless top of any kind are not allowed.
- Wear safety goggles/ safety glasses at all times while working on machines.
- Carry out instructions properly & report any unsafe conditions.
- Use correct tools and equipment.
- Keep workplace clean & tidy at all times.
- Do not operate a machine unless its operation is fully understood.
- Stop machine completely, before making any adjustment or measurement.
- Never attempt to stop any rotating spindle of any machine with your hand.
- Do not allow any machine to run unattended.
- Only one student is allowed to operate a machine at any one time.
- Do not horseplay or distract others.
- Use only those tools you are authorized to use.
- Don't leave tools on the floor, or where they can fall on people.
- Approach duty staff when handling hazardous chemical substances.
- Always ensure that hazardous substances are handled using proper equipment.
- Obey all safety rules & signs.