

**AUTOMOTIVE SYSTEMS
SAFETY RULES**

1. SAFETY GLASSES ARE TO BE WORN BY ALL PERSONS IN THE SHOP.
2. NO HORSEPLAY OR PRATICAL JOKES IN THE SHOP
3. NO ONE SHALL USE ANY EQUIPMENT IN THE SHOP BEFORE BEING CHECKED OUT ON IT.
4. USE THE PROPER TOOL FOR THE JOB.
5. IMMEDIATELY CLEAN OIL, GREASE, AND WATER FROM THE FLOOR
6. KEEP FLOOR JACK HANDLES UP AT ALL TIMES.
7. INSURE THAT JACK IS PROPERLY PLACED UNDER CAR BEFORE RAISING THE CAR
8. WHEN WORKING UNDER CARS:
 - A. ALWAYS USE JACK STANDS
 - B. USE CREEPERS
 - C. KEEP LEGS CLEAR OF PASSAGEWAYS.
 - D. KEEP CAR DOORS CLOSED.
 - E. DO NOT PLACE TOOLS AND EQUIPMENT ON THE CAR ABOVE THE WORKER.
 - F. PROHIBIT OTHER PERSONS FROM WORKING ON TOP OF THE CAR.
 - G. INSURE SAFETY LOCK IS ENGAGED ON LIFTS.
 - H. WHEN NOT USING CREEPER, STAND IT UP.
9. AIR HOSES:
 - A. DO NOT POINT AIR GUN AT ANOTHER PERSON.
 - B. ALWAYS BLOW OFF A PART AWAY FROM YOU.
 - C. DO NOT USE AIR TO BLOW OFF CLOTHING.
10. DO NOT USE A HAND TOOL THAT IS IN POOR CONDITION.
11. CHECK TO INSURE OVERHEAD DOORS ARE CLEAR BEFORE CLOSING.
12. TURN BATTERY CHARGER OFF BEFORE MAKING OR BREAKING ANY CONNECTIONS.
13. USE ONLY THREE-WIRE, GROUNDING TYPE ELECTRICAL CORDS THAT ARE IN GOOD CONDITION.
14. CLOTHING AND JEWELRY:
 - A. NO RINGS OR WATCHES TO BE WORN WHILE WORKING IN THE SHOP
 - B. NO LOOSE FITTING OR FLAPPING CLOTHING OR JEWELRY TO BE WORN WHILE WORKING IN THE SHOP.
 - C. SOCKS MUST BE WORN IN THE SHOP.
 - D. SHOES PROVIDING FOOT PROTECTION MUST BE WORN.
15. PROPER CLOTHING AND EYE PROTECTION MUST BE WORN WHEN PERFORMING WELDING OPERATIONS.
16. BEFORE MOVING AN AUTOMOBILE IN THE SHOP
 - A. CHECK TO ENSURE THE WAY IS CLEAR.
 - B. HAVE SOMEONE WATCH FOR YOU.
 - C. RADIOS AND TAPE PLAYERS OFF.
 - D. ROLL THE DOOR GLASS DOWN SO YOU CAN HEAR INSTRUCTIONS.
17. DO NOT RUN AN ENGINE IN THE SHOP WITHOUT ADEQUATE VENTILATION OR THE EXHAUST SYSTEM IN OPERATION.
18. WEAR GOGGLES WHEN USING ANY CHEMICALS.
19. KEEP ALL HOSES AND DROP CORDS COILED AND HUNG UP WHEN NOT IN USE.
20. REPORT ALL SAFETY HAZARDS TO THE INSTRUCTOR IMMEDIATELY.