

SHOP SAFETY RULES

INSTRUCTOR'S GUIDE

How to add Rules

- Download and save the Shop Safety Rules onto your computer
- Add rules in the section -“Other rules”

How to fill in the Personal Protective Equipment (PPE) table

Step 1 - Download and save the PPE Table onto your computer

- Print it and fill it out manually, OR fill it out on your computer and save it.
- If working on your computer, you can delete entries that are not relevant and fill in additional information.

Step 2 – Fill in the **Task/Process** column

- Identify the Tasks/Processes that apply to your shop. Check the appropriate boxes in this column.
- Note that there is a space at the end of the list to add additional Tasks or Processes. *If you add additional tasks/processes you must list the hazard associated with them.*

Step 3 – Fill in the **Hazard** column

- Conduct an assessment to determine which hazards present in your shop require the use of PPE. Most of the hazards are already identified in the Table.
- Fill in additional hazards as applicable.

Step 4 – Fill in the **Required PPE** column.

- Check the appropriate boxes for PPE required for each hazard.
- If needed, consult equipment or product manufacturers, OSHA standards, and Personal Protective Equipment - OSHA.pdf available in the “I want to know more” folder.
- Add to or change the existing options to accurately reflect your shops’ requirements.

Post the Rules + PPE Table

Print the **Shop Safety Rules** and **PPE Table** and post them in a visible location in the shop. Bring these rules up throughout the year when students are in the shop.

CLASSROOM (10 min)

PowerPoint presentation: **Auto Body Shop Safety Rules.pptx** or **MTT Shop Safety Rules.pptx**

- Discuss any additional rules that you added to the list.
- Be sure and tell students where this list is posted in the shop.

Handout: **ABCT Shop Safety Rules – Handout.pdf** or **MTT Shop Safety Rules – Handout.pdf**

ADDITIONAL RESOURCES

“I want to know more” folder – information about personal protective equipment, OSHA, and workers’ rights

