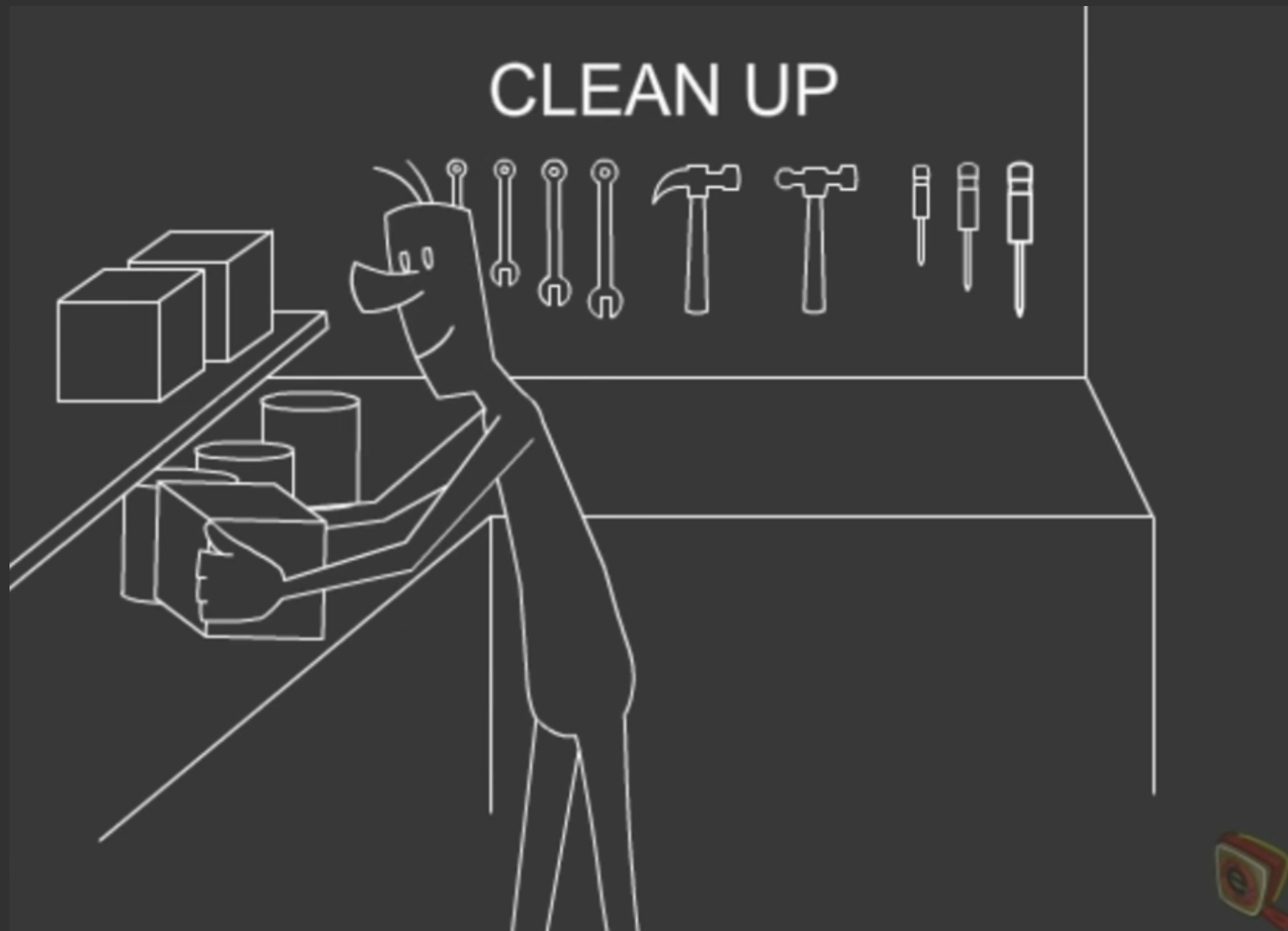


NO HORSEPLAY



There is a zero tolerance policy regarding horseplay. Engaging in any inappropriate conduct of this nature will result in immediate suspension of cutting room privileges and the incident will be reported to the Departmental Chair.





A clean shop is an efficient and safe shop. This includes cleaning up all sawdust and wood chips and putting away all tools when you are finished. If you see a colleague leaving a mess behind remind them to clean up after themselves.

AVOID FALLING HAZARDS



Never stack uncut wood vertically against counters or walls. Place them on raised horizontal work surfaces like the cutting room counter or buildroom work tables. Do not place your wood on the floor as it presents a tripping hazard.

SAFETY EQUIPMENT



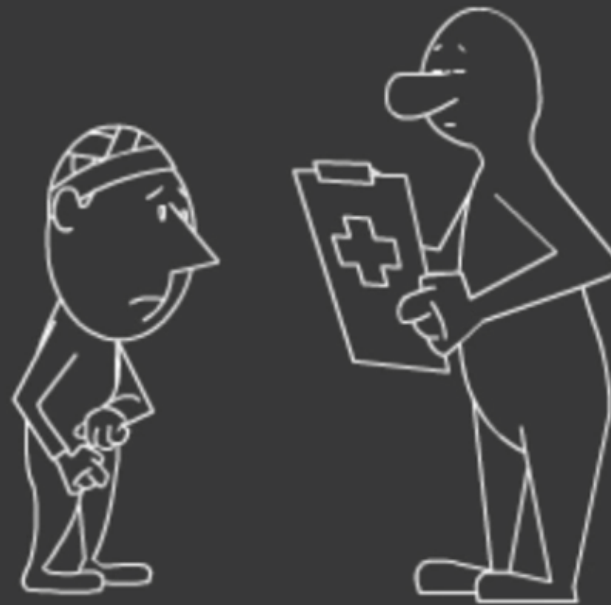
Use all safety equipment at all times. If you see a colleague working without safety equipment remind them of their error.

DEFECTIVE ITEMS



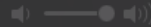
Report any broken tools or equipment immediately to the Visa Facilities Technician, Instructor or Visa Monitor. In the case of broken hand tools please deliver it to the Artstores. If you notice a colleague using a broken tool or equipment point this out to them.

REPORT ACCIDENTS



Report all injuries regardless of size to the Visa Facilities Technician, Instructor or Visa Monitor.

STATE OF HEALTH



01:49

-00:35



Do not use hand or power tools if you are ill. Minor illnesses may have an adverse affect on your judgment, reflexes or even your sense of balance.

DO NOT WORK IMPAIRED



Use of the cutting room or build room while impaired by medication, alcohol or illegal drugs is strictly prohibited.

UNSAFE CONDITIONS



If you notice any unsafe work conditions or conduct, or have any suggestions for the improvement of efficiency and safety in our cutting or build rooms please report this to the Visa Facilities Technician, Instructor or Visa Monitor.