

# **ST.ANSELM VOCATIONAL TRAINING CENTER**



## **WORKSHOP RULES AND REGULATIONS**

- 1. FOLLOW THE DRESS CODE**
- 2. WEAR SAFETY GEAR**
- 3. MAINTAIN PERSONAL HYGIENE**
- 4. TAKE RESPONSIBILITY FOR YOUR PERSONAL SAFETY**
- 5. MAINTAIN A CLEAN WORKSPACE**
- 6. FOLLOW WORK PROCEDURES**
- 7. LEARN HOW TO ACT IN AN EMERGENCY**
- 8. REPORT ACCIDENTS IF THEY OCCUR**
- 9. REPORT UNSAFE CONDITIONS**
- 10. LIFT OBJECTS CAREFULLY**
- 11. OPERATE MACHINERY THAT YOU ARE FAMILIAR WITH**
- 12. USE BREAK TIMES**
- 13. STAY IN YOUR WORK ZONE**
- 14. STAY ALERT AND ATTENTIVE**
- 15. KEEP EXITS CLEAR**
- 16. ASK FOR HELP IF NOT OPERATING WORK**
- 17. USE CAUTION SIGNS**
- 18. USE PROPER EQUIPMENT**
- 19. EAT IN DESIGNATED AREAS**
- 20. FOLLOW SAFETY GUIDES**