

# RCI Safety Series Passport — Sheet Metal Safety

Student Name: \_\_\_\_\_

Certification Date: \_\_\_\_\_, 20\_\_\_\_

## What should you do before handling sheet metal?

Sheet Metal can be dangerous if not handled properly.

- ✓ Only handle sheet metal when you have been trained to do so properly and safely.
- ✓ Handle sheet metal only with Mr. Ferguson's permission and after you have received proper instruction.
- ✓ Make sure you understand instructions before attempting to handle sheet metal. Ask questions if you have any doubts about doing the work safely.

## What safety procedures should you follow when working with sheet metal?

- ✓ Wear safety glasses or goggles
- ✓ Handling sheet metal requires the use of gloves, as sheet stock can often have very sharp edges
- ✓ Wear hearing protection that is suitable for the level and frequency of the noise you are exposed to
- ✓ Only trained students may handle sheet metal.
- ✓ Observe all posted warnings
- ✓ Every cut must be treated, no matter how minor.
- ✓ Remove all burrs from sheet metal before attempting further work on it.
- ✓ Never use your hand to clean a work area, always use a brush.
- ✓ Never use dull tools.
- ✓ Keep hands clear of the blade on the sheet metal shear.
- ✓ A serious and painful foot injury can result if your foot is under the shear's treadle when a cut is made.
- ✓ Never run your hand over the surface of sheet metal that has been cut or drilled. The burrs can cause a painful cut.
- ✓ Get help with large pieces of sheet metal. Ensure your helper is clear of the shear when making cuts.
- ✓ Keep hands and fingers clear of rotating parts on forming machines.
- ✓ Always place scrap pieces of sheet metal in the scrap box or bin.
- ✓ Do not use tools that aren't in good condition. This includes hammer heads loose on handles, chisels with mushroomed heads, power tools with guards removed, or any other unsafe condition.

## What should you avoid when working with sheet metal?

- ✓ Do not wear loose clothing, neckties, rings, bracelets or other jewelry that can become entangled.
- ✓ Avoid awkward operations and hand positions where a sudden slip could cause your hand to move into the cutting tool or blade or slide along the edge of sharp stock.
- ✓ Horse play is prohibited. It can lead to injuries.

Ensure that you follow all shop safety rules

 **Safety First** 