



## Shop safety guidelines

**Freewheels Houston** is pleased to welcome you to our workshop. We repair donated used bikes that will provide mobility for people who need transportation to work, school and other destinations.

**Working safely is the most important aspect of Freewheels Houston repair days and the key to a productive shift.** All volunteers are expected to follow the following rules to ensure a safe and enjoyable experience.

1. Give your full attention to safety briefings presented at the beginning of your shift.
2. The restrooms are located next door to Freewheels Houston's space. (As you leave the shop, turn right.) The key is on a blue fob and it is kept on a hook on the metal pegboard in the rear workroom. Please return it when you return to the shop.
3. The First Aid Kit is located on the wall in the front workroom. Please advise a senior volunteer of any injuries.
4. If you have any questions about chemicals used in the shop, ask a senior volunteer or consult Material Safety Data Sheets (MSDS) at <https://www.msdsolnline.com>.
5. The fire extinguisher is located on the wall next to the door from the warehouse to the workrooms.
6. Wearing gloves and protective eyewear is recommended.
7. Beware of slippery floors and tripping hazards. Please clean up spills immediately.
8. Bikes can be heavy and unwieldy. Please take care when mounting on a work stand. (A senior volunteer will demonstrate the proper way to mount a bike.)
9. Use tools for their intended purposes. If you don't know how to use a tool, ask for help.
10. Two adults must be present when volunteers under 18 years old are participating in Freewheels activities.
11. Ten minutes before the end of your shift, please return tools to their proper location and clean your work area. Plan your time to ensure this step is completed before the gate at the Jessamine Service Center closes automatically at 7 p.m. during Daylight Standard Time (November-March) and 8 p.m. during Daylight Savings Time (March-November).

Our goal is to bring bikes to safe, reliable operating condition. If you have questions, please discuss repair steps or other issues with a senior volunteer. Please follow instructions from senior volunteers.