



Technological Studies General Rules and Procedures of Safe Work for Students

PERSONAL SAFETY IS OF THE UTMOST IMPORTANCE. IT IS THE CONCERN OF EVERYONE WITHIN THE SCHOOL BOARD. THE PURPOSE OF THESE RULES IS TO ESTABLISH UNIFORM SAFETY PROCEDURES THROUGHOUT THE BOARD.

31. Student Conduct

- i) The student must never enter the shop unless a Teacher is present.
- ii) The student must practice strict obedience at all times to rules, regulations and/or procedures as outlined by the Teacher.
- iii) The student must not operate or use equipment without first having received instructions on its safe operation from the Teacher.
- iv) The student must never operate any power equipment unless the Teacher is in the shop.
- v) Care and common sense must prevail. Do not distract others while they are operating a power tool or machine. Always keep hands and fingers behind a tool's cutting edge.
- vi) Accidents are usually the result of an unsafe act. When students conduct themselves in a safe manner, accident will not likely happen.
- vii) The throwing of any object, running, or any form of undisciplined conduct or horseplay is strictly forbidden in all areas. A student's conduct must reflect good safety habits at all times.
- viii) The student must report to the Teacher when he or she is under the influence of prescribed or unprescribed drugs. All allergies or physical disabilities which may affect the student's performance must also be reported to the Teacher (complete sheet on back page).

1. Student Conduct (continued)

- ix) When you finish using an oil or paint soaked rag, place it in the special oily rag can.

- j)
- k) In the event of a school fire drill or an actual fire in the shop, the students' only responsibility is to WALK out quickly and silently.
- k) Only one operator per machine is permissible.
- l) Use compressed air with caution. Wear eye protection. Direct air away from eyes, skin and any opening in the body. Beware of flying particles.

2. Safety Rules - Specific Areas

The student will receive instruction/demonstration of the safe work rules and practices for certain areas and/or equipment as the need arises.

3. Demonstration and Follow-Up

The student must follow the instructions given during the lesson and/or demonstration. If there is anything the student does not fully understand, he or she is responsible to ask for the Teacher's assistance.

4. Protective Clothing

Long hair, loose clothing and jewellery must be restrained or removed.

The student must wear protective and proper clothing as determined by the operation being performed. Such items include eye protectors, safety goggles, face shields, aprons, etc. Proper footwear must also be worn (no winter boots, wet or muddy shoes, open toed shoes or sandals). SAFETY GLASSES must be worn at all times when power is "ON" on any electrical tool or equipment.

5. Housekeeping

A clean uncluttered area is necessary for a safe working environment as well as a good work/learning atmosphere. Each student should be on the lookout for hazards. The student is responsible to clean his/her work area before leaving.

6. Safety Devices

Know the purpose and operation of all safety devices. Be sure you know their location (ie. emergency power shut-offs) and if not operational, do not use the equipment. Report any hazard to the Teacher immediately.

7. Safety Responsibility

- a) You, the student, must share in the responsibility for your own safety even though the Board makes every effort to protect you.

- b) The student should report to the Teacher when a tool or machine is not functioning properly, or when there is a condition that jeopardizes safety. Watch for and listen for signals which would indicate a machine or equipment is malfunctioning.

8. Reporting Injuries

All injuries, however insignificant they may seem (minor cuts and scratches) must be reported to the Teacher and treated. A cut left untreated can be dangerous.

9. Shop Practice

Shop students are reminded that a shop program is more closely related to the workplace than any other school subject. Shop work is intended to train students, not only in the knowledge and care of tools and machines and in the skills of their use, but also in forming desirable work habits which will assist them in many types of work. In other words, how you do your work is as important as the product. How you work and conduct yourself is called "shop practice". It includes the following:

- a) Tool Care - handling tools carefully, keeping them properly adjusted avoiding such practices as dropping them or laying them down carelessly; using machinery carefully and safely.
- b) Technique - neatness and accuracy, avoiding awkward and careless methods of working.
- c) Effort - nothing but your best is good enough; loafing and unnecessary conversations do not go unnoticed.
- d) Cooperation - sharing tools and machines, taking your turn; planning your activities, assisting shop economy by avoiding waste, promptness in arriving for class and in cleaning up when signal is given.
- e) Dependability - being reliable in carrying out shop duties assigned to you; checking your bench tools and equipment, reporting to the Teacher any damaged or defective tools, breakages and errors in your work.
- f) Safety Practices - learning to think for yourself, following instructions and avoiding unnecessary questions.
- g) Deportment - being attentive during lessons and working quietly at your job; horseplay, loud talk, whistling and noisy conversations have no place in the shop.
- h) Courtesy - politeness and good manners go a long way in getting along with people.
- i) Attitude - make the best of every job and be cheerful and pleasant about it.
- j) Health Problems - inform the Teacher of any specific medical problems that may be aggravated by the shop environment.



THE ABOVE RULES ARE SIMPLY GENERAL SAFETY PROCEDURES. SPECIFIC SAFETY PROCEDURES WILL BE PRESENTED THROUGHOUT THE COURSE OF LEARNING.

I HAVE READ AND FULLY UNDERSTAND THE GENERAL RULES AND PROCEDURES OF SAFE WORK SET OUT IN PARAGRAPHS 1 THROUGH 9 ABOVE. I RECOGNIZE THAT THESE RULES WERE ESTABLISHED FOR MY PROTECTION AND I REALIZE THE IMPORTANCE OF OBSERVING THEM IN THE INTEREST OF MY OWN SAFETY, AS WELL AS THAT OF OTHERS. MY SIGNATURE IS EVIDENCE THAT I HAVE READ AND UNDERSTAND THE SAFETY RULES ABOVE AND I AGREE TO ABIDE BY THEM.

Student Name: _____ (Please Print)

Student Signature: _____

Parent / Guardian Name: _____ (Please Print)

Parent / Guardian Signature: _____ (Required if student is under 18 years of age)

Date: _____

School: _____

Home Telephone Number: _____

Home Address: _____

Emergency Contacts:

Mother	Father	Guardian
Name: _____	Name: _____	Name: _____
Tel #: _____ (home) _____ (work)	Tel #: _____ (home) _____ (work)	Tel #: _____ (home) _____ (work)

Please list any physical disabilities or allergies which the Teacher should be aware of:
