

GENERAL SAFETY RULES AND PROCEDURES

School District of the Chathams

Design & Technology Department

In addition to these general safety rules and procedures, you will be provided with rules and procedures on the safe use of each machine/tool in the lab. All rules and procedures must be adhered to in the Design & Technology Lab. If at any time you have a question or need assistance, see your teacher.

When you enter the lab:

1. Walk, do not run.
2. Enter quietly and follow any verbal and/or written directions from your teacher.
3. Place your belongings in the area designated by your teacher.
4. Proceed to your assigned seat or lab table.

When you are in the lab:

1. Closed toe shoes must be worn any time a tool or machine will be in use in the Design & Technology lab. Flip flops and sandals are not permitted.
2. Eye protection (safety glasses) MUST be worn anytime machinery or tools are in use. Safety glasses are provided in each Design & Technology lab.
3. Long hair MUST be securely tied back as to not interfere with vision and to ensure that your hair does not come into contact with the machine or tool. If necessary, please bring a hair tie with you.
4. When using a tool or machine, tuck in all loose clothing and roll up sleeves above the elbow.
5. Remove and safely secure all jewelry before you start working on a machine or tool.
6. DO NOT use tools or machines if you have not been given instruction how to operate it, and/or have not passed the necessary safety exams and demonstrations.
7. Use all tools and machines in a proper manner, in accordance with the rules and procedures discussed by your teacher during the safety demonstration/instruction.
8. Always be alert and follow all directions discussed regarding the safe use of tools and machines.
9. Never distract or interact with your peers while using a machine or tool.
10. Carry all sharp pointed tools, such as scissors and X-Acto knives, down toward the floor.
11. Know where all of the power buttons and/or emergency stop buttons are located. Never turn off someone's machine or hit the emergency stop button, except for an emergency.
12. Never leave a machine running when you are not using it.
13. Clean up your work area before you leave (sweeping up sawdust, putting tools away, etc.).
14. Report ANY accident, injury, problem/damage to a machine/tool, or emergency to your teacher immediately – NO MATTER HOW SMALL.
15. Food is not permitted.
16. Proper behavior is expected at all times; no horseplay, running, throwing of objects or loud talking/shouting.
17. If you ever have any questions or concerns, stop working and see your teacher immediately. S/he is here to help!

ACKNOWLEDGEMENT OF REVIEW

Please sign and return one copy by _____

STUDENT

I have read and reviewed the general safety rules and procedures (on the preceding page) and understand that I must follow all safety rules and procedures while in my Design & Technology course and/or lab classroom.

I understand that I will be able to operate and utilize the equipment and machines in the Design & Technology Labs at the School District of the Chathams under the supervision of my Design & Technology teacher. I understand that instruction in general lab safety, as well as the safe and proper operation/use of each of the machines will be provided and I must pass both a written examination and performance demonstration before I am allowed to use any piece of equipment. I also understand that I may be using small hand tools, including hand saws, hot glue guns and X-Acto knives, which, if used incorrectly, could result in injury. I will follow all directions from my teacher regarding the safe use of small hand tools, hot glue guns, and X-Acto knives.

Student Name: _____

Student Signature: _____

Date: _____

PARENT/GUARDIAN

I have read and reviewed the general safety rules and procedures (on the preceding page) with my son/daughter and understand that my son/daughter must follow all safety rules and procedures while in his/her Design & Technology course and/or lab classroom.

S/he has permission to operate and utilize the equipment and machines in the Design & Technology Labs at the School District of the Chathams under the supervision of his/her Design & Technology teacher. It is understood that instruction in general lab safety, as well as the safe and proper operation/use of each of the machines will be provided and students must pass both a written examination and performance demonstration before s/he is allowed to use any piece of equipment. I also understand that my son/daughter may be using small hand tools, including hand saws, hot glue guns and X-Acto knives, which, if used incorrectly, could result in injury. S/he will follow all directions from the teacher regarding the safe use of small hand tools, hot glue guns, and X-Acto knives.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____