

GENERAL SAFETY RULES

1. Only safe behavior will be tolerated. There will be no running, shoving, wrestling, shouting, arguing, or throwing of any objects in the classroom.
2. **ALWAYS** watch your step. **LOOK** where you are walking.
3. **ALWAYS** keep all body parts away from cutting blades and moving machine parts.
4. **ALWAYS** stay out of the work area around fixed machines, or three feet away from portable machines. **ONLY** the operator of the machine is allowed within the area.
5. **ALWAYS** use safety guards, approved eye protection, and protective clothing in special risk areas.
6. **Always** use the proper tools for the job at hand.
7. **ALWAYS** use special care in carrying and handling sharp edged tools. Keep fingers away from cutting edges, and carry them with the edge or point to the floor.
8. **ALWAYS** dress properly for work. Tuck in all loose clothing; remove watches, jewelry, and jackets. Long sleeves should be rolled above the elbow, or buttoned at the wrist.
9. **ALWAYS** pick up fallen tools and scrap materials from the floor.
10. **ALWAYS** store materials and projects safely so they can't fall or block traffic aisles.
11. **NEVER** operate tools or machines until you have been properly instructed **BY THE TEACHER**.
12. **NEVER** carry tools in your pockets, especially sharp ones.
13. **NEVER** distract a machine operator (talking, etc.) while the machine is running.
14. **NEVER** leave a machine until it is fully stopped.
15. **NEVER** adjust a machine until it is fully stopped. .
16. **NEVER** try to stop a machine by holding moving parts or belts.
17. Report **ALL** broken machinery or tools to the teacher **IMMEDIATELY**. Do not attempt repair on your own.
18. Any injuries in the shop must be reported to the teacher **IMMEDIATELY**.
19. Lift heavy objects with help and by using leg rather than back muscles.
20. Compressed air can cause injury due to flying chips and dust.
21. **ALL** students must pass a safety exam in order to earn the privilege to use the shop area.

FIRE SAFETY

Be sure you know the location of all exits and fire drill procedures, which are posted in each classroom.

Know the location of all fire extinguishers, and how to use them. Fire is an ever-present hazard in industrial shops, and fire extinguishers reduce **YOUR** risk. **DON'T** tamper with them; you may have to use them on a fire.

Put oily rags and other flammable materials in the proper waste containers only.

EYE PROTECTION

In accordance with New York State law, all persons in areas involving high eye safety risks are required to wear goggles when anyone in that area is working. These goggles must be made to the American Safety Association standards approved by the Board of Education. Goggles will be worn continuously in all technology lab areas.

Students refusing to properly wear goggles are not to be permitted in the technology lab; they are to be sent to the office with a slip plainly indicating the reason for referral.

FOOT WEAR

For reasons of safety, students will not be permitted to stay in Technology classes without socks and shoes which completely cover the feet. This will be enforced in the same manner as indicated for "EYE PROTECTION" above.

HAIR SAFETY

Hair does not have to be very long to constitute a safety hazard; a relatively short length of hair can be caught in moving machinery. In labs, especially where high temperatures and rotating machinery are involved, loose hair presents a safety threat. In many instances the hair obstructs the operator's safe vision.

Students with hair extending below the collar in back, and/or below the eyebrows over the forehead will tie back hair with a rubber band, hairnet, or other approved hair-containing headgear with the hair safely tucked in. If, in the opinion of the teacher, this does not make for a safe operating condition, the student is to be referred to the office with an appropriately marked slip.

Please read and sign below.

As a student taking a Technology class, it is my duty to be responsible to myself, to others and to the technology laboratory. I pledge to know and practice the safety rules and information presented to me in all the safety lessons and by my teacher during the school year.

Student Name _____

Student Signature _____ **Date** _____

By signing above the student agrees to follow all safety rules and procedures, taught to him/her. Please acknowledge that you have reviewed these safety rules with your child and give permission for your son or daughter to use the tools, machines and materials in the technology lab by signing below.

Parent/ Guardian Signature _____ **Date** _____