

SKMS Technology Education Basic Lab SAFETY POLICIES:

(Student/Parent Safety Review HOMEWORK Sheet)

INTRODUCTORY REMARKS:

1. Upon entering the lab area, you have **THREE RESPONSIBILITIES**, one to yourself, one to your fellow classmates, & one to the lab equipment.
2. Safety instructions have been compiled for your benefit and a strict observance of the same is mandatory upon each and every student. Habitual carelessness, or non-observance of these rules, is sufficient cause to forbid you to work in the lab.
3. You are hereby forbidden to use or handle any tools, or machine apparatus, or other equipment provided for your instructions in this subject, until you have been instructed how to use them properly, and how to successfully avoid accidents. This includes computers, and any other technological devices in the lab **REGARDLESS** of whether you have used these before here at school or at home.
4. Think, and be alert, follow ALL instructions, and always be careful. If you do these things, accidents may be avoided. If you do not, accidents and injuries will result. Remember, some accidents are fatal, most are painful, and all are unnecessary.
5. When in doubt, ask the teacher, do not rely upon another student. **"WHEN IN DOUBT...CHECK IT OUT!"**
6. If you see an accident, try to determine exactly what occurred and why (do not continue until all issues have been resolved).
7. Before proceeding with a job, be sure you know the safe way to do it, and how to successfully avoid accidents.
8. NEVER work on a project without having an APPROVED project plan, and without being properly signed off on the equipments proper use and safety practices! **READ AND FOLLOW ALL POSTED DIRECTIONS!**

PERSONAL SAFETY: (To Include.. BODY, EYES, HAIR, HANDS & FINGERS, EARS, JEWELRY, & CLOTHING)

Keep your body out of the cutting line of any hand or power tool.
Lift heavy materials with your leg and back muscles, bend knees--not back.
Wear approved eye protection, and tie back long hair.
Keep hands and fingers away from sharp cutting edges, pinch points, etc.
Use a brush or vacuum to clean tools, machines and work benches--not hands.
Never wear gloves while operating power tools or machines (can be a hazard).
Do not carry tools in your pockets for any reason.
Remove jewelry such as rings, bracelets, and necklaces when working with tools.
Wear clothing secured tightly to your body, and remove loose clothing when possible.
Cut away from your body with all cutting tools and avoid pinch points...
(and carry tools with the sharp end down and away from yourself and others).

DIRECTIONS: HOMEWORK ASSIGNMENT...
Read through these Safety Guidelines with your Parents.
After reading and understanding each section, Initial that section and have your parent(s) do the same.

Then sign this sheet and return it to Mr. Herlan.

NOTE: If there is a statement you do not understand, mark or circle it and we will go over it together in class.

GENERAL LAB SAFETY:

Pay attention and sit properly. (Includes, lecture, discussion, and during all demonstrations of tools and equipment)
Listen carefully. (Includes, lecture, discussion, and during all demonstration of tools and equipment)
Avoid quick movements. (When moving throughout the lab, working with materials and tools, while at your tables, etc. This includes moving chairs!)
Know where exits are. (Front and Rear of lab)
Know where fire extinguishers are. (Classifications: **A-ORDINARY COMBUSTIBLES**, **B-FLAMMABLE LIQUIDS**, **C-ELECTRICAL**- Located by the back door.)
Do not leave sharp objects sticking out of storage areas or hanging off a table top, sit in your chair properly; do not lean back or sit against other surfaces, etc.
Keep the floor around work benches and machines clean and clear of scraps at ALL times. Wear shoes, clean up spills, pick up trash, wipe tables and work areas, etc.
Avoid carrying long pieces of wood, plastic, metal or any other material by yourself (get help as needed).
Don't carry long boards, pipe, or other materials vertically through the lab area (too easy to get caught in overhead wiring, etc.)
Be willing to assist a classmate at ALL times (including telling them to stop work or activity when they are doing something unsafe).
When in doubt, check it out. **DO NOT MAKE TOOL ADJUSTMENTS** unless these have been approved by your teacher prior to use.

HAND TOOL & POWER TOOL SAFETY:

Before using a tool, study the safety rules and follow them.
Use the right tool for the right job.
Do not operate tools before you have permission from your teacher.
Keep all guards and warnings in place on tools.
Report any defective or broken tools to your teacher **IMMEDIATELY**.
Never operate a power tool until you have been shown how.
Never operate a power tool when your instructor is out of the lab.
Make sure all safety guards are in place, **CHECK BLADE CLEARANCE!**
Defects in the wood can be dangerous, be aware of them at all times.
Keep machines and work areas clean and clear of scraps.
Always work with a plan of procedure and working drawings.
Before plugging in a machine, make sure the switch is in the "off" position.
Keep all power cords away from blades and cutters.
Make sure the tool is properly grounded (avoid working in/near moisture).
When working, stand in a comfortable, balanced position.
Do not try to handle large, bulky pieces by yourself. Get Help!
Do not use a machine until it is operating at full speed.
Always keep your hands a safe distance from cutters and blades.
Always keep your eyes on the cutting action while working.
Be alert for any odors that might indicate overheating or malfunction.
If anything unusual happens, turn off the machine immediately.
Never make an adjustment **UNLESS** the power is off and tool is unplugged.
Never leave a machine with the power on.
Wait until the blade/belt comes to a complete stop before leaving a machine!
Never distract or disturb anyone working with power equipment.
Horseplay and/or rough housing is not allowed in the lab at any time.

SPECIAL NOTES:

- __ "Safety Requires Doing... As Well As Knowing"
- __ "Think Ahead... Ask **WHAT-IF** Questions..."

- __ **OSHA**- Occupational Safety and Health Administration...
(A Government Agency in place to keep us all safe!)
- __ **ANSI**... American National Standards Institute.
- __ **UL**... Underwriters Laboratories.

__ Our **LAB SAFETY ZONES** are unmarked, however, this area shall extend 5' in each direction from any power tool or machine.

ACKNOWLEDGEMENTS:

I/We have gone over this sheet with our child and he/she understands his/her responsibilities in the Technology Education Lab...

_____/_____/_____
(Parent(s)/Guardian(s) Signature(s)) Date

I have read this sheet and understand my Safety Responsibilities.

_____/_____/_____
(Students Signature) Date

Always Be Responsible in the Tech Ed Lab!