

Career and Technical Education Standards of Workmanship

School Name:

Instructor:

Many Career and Technical Education courses are hands-on classes. You will be doing many activities which require the use of tools. Safety in the Classroom is the #1 priority for students, teachers, and parents. To ensure a safe classroom, a list of Standards of Workmanship has been developed and provided to you in this contract. These rules must be followed at all times. The contract must be signed by both you and a parent or guardian before you can participate in the laboratory.

GENERAL RULES

Responsible Citizen:

- Keep the room clean and the tools organized
- Conduct yourself in a **respectful** manner at all times in the laboratory.
- When first entering the room, do not touch any equipment, chemicals, or other materials until you are instructed to do so.
- Never work alone. No student may work in the laboratory without an instructor present.
- Act with **integrity** in the lab, no fooling around.. Horseplay, practical jokes, and pranks are dangerous and prohibited.
- Think Safety, **Follow** Safety **Rules**, and Develop Good Safety Habits
- Keep locker or cabinet doors closed
- Care for the tools as if you own them.

Communication

- Follow all written and verbal instructions carefully. If you do not understand a direction or part of a procedure, be **transparent**, open and truthful to the instructor before proceeding. Perform only those activities authorized by the instructor. Unauthorized tasks are prohibited.
- Avoid talking to anyone who is operating a machine or appliance.
- The noise level should be reduced in ALL CTE labs to prioritize safety and **value** a focused working environment.

Safety:

- It is important that a student is **trustworthy** to follow all the safety rules, in order to create a safe working environment for everyone.
- Safety glasses are to be worn in the laboratory at all times.
- Observe good housekeeping practices. Work areas should be kept clean and tidy at all times. Bring only your instructions, worksheets, and/or reports to the work area. Other materials (books, purses, backpacks, phones etc.) should be stored in the classroom area.
- Keep aisles clear. Push your chair under the desk when not in use.
- Know the locations and operating procedures, where appropriate, for all safety equipment including first aid kit, eyewash station, safety shower, fire extinguisher, and fire blanket.
- Be alert and proceed with caution at all times in the lab. Notify the instructor immediately of any unsafe conditions you observe.
- Labels and equipment instructions must be read carefully before use.
- Clean all work surfaces and tables at the end of the class time. Return all equipment in clean and in working order to the proper storage area.
- When using knives and other sharp instruments, always carry the tips and points facing down and away. Always cut away from your body. Never try to catch falling sharp instruments. Grasp sharp instruments only by the handles.
- Do not use machines unless you have been properly trained on them.
- Dress properly: Long hair, dangling jewelry, and loose or baggy clothing are hazardous. Long hair must be tied back and dangling jewelry and loose or baggy clothing must be secured. Shoes must completely cover the foot. No sandals allowed.
- Keep all safety guards in the correct position

Safety (Continued):

- All tools such as wrenches, spoons, screwdrivers, knives, etc., must be removed from a machine before the power is turned on.
- Material should be dumped or fed into the machine at the proper speed.
- Many times, the same operation can be done on more than one type of machine. Always select the machine or tool that will do the operation the best, easiest, and safest way.
- Please feel free to report any of your ideas for improving safety in the lab to the instructor.
- Never throw a tool or anything to or at another person.
- Report any tool or machine that is out of order to the instructor.
- Never carry tools in your pockets.
- Always keep vices closed when not in use and keep the vice handles in the vertical position.
- Machines should not be used for trivial operations, especially on small pieces.
- Stock or material should never be forced into a machine faster than it will cut or mix.
- The power should always be shut off after a machine has been used.

Accidents or injuries:

- Report any accident (spill, breakage, etc.) or injury (cut, burn, etc.) to the instructor immediately, no matter how trivial it may appear.
- If you or a partner are hurt, immediately yell out "Code one, Code one" to get the instructor's attention.

Standards of Workmanship Contract

1. I must receive 100% on each safety test before using that machine, power tool, appliance or hand tool.
2. I will **always** wear safety glasses in the lab.
3. I will **only** use the tools, machines, and materials that I have been instructed to use by my instructor, passed the appropriate safety test and have been given permission by my instructor
4. I will **never** distract a person using tools, machines or any type of equipment
5. Only **one** person should operate a machine or tool at a time. Unless a specific machine requires assistance as indicated by the instructor, I will make certain that other students are outside the safety zone.
6. I **will not** wear loose clothing in the lab. I will roll up my sleeves and wear an apron when appropriate.
7. I will **always** be very careful when carrying or using tools and materials.
8. I **will not** cut toward any part of my body and never toward any other person.
9. I **must** behave properly and have self-control in the Career and Technical Education lab at all times.
10. I **must** not run, jump, push or fight at any time in the technology education lab.

11. I **must** immediately report all accidents, however slight, to the instructor.
12. I **will** work at my assigned place at all times.
13. Used cleaning/finishing rags **must** be placed in the metal safety cans that are provided for them.
14. I **will** report all damaged or dull tools to the instructor.
15. I **will never**, at any time, throw anything in the lab.
16. I **will** return tools and materials to their proper places as soon as I have finished with them.
17. I **will never** leave a machine that is still moving,
18. Except when operating a machine in the manner that I have been instructed, I **will not** lean on or touch a machine.
19. I **will** carefully follow handling directions for the use of any chemicals and liquids such as ink, paint, cleaning solutions or other materials that may cause injury.
20. I **will** always practice good housekeeping and participate in clean-up procedures.

Questions:

- ❖ Do you wear contact lenses? YES NO
- ❖ Are you color-blind? YES NO

- ❖ Do you have allergies? YES NO
- ❖ If so, list specific allergies:

AGREEMENT I, _____ (student's name) have read and agree to follow all the safety rules set forth in this contract. I realize that I must obey these rules to ensure my own safety, and that of my fellow students and instructors. I will cooperate to the fullest extent with my instructor and fellow students to maintain a safe lab environment. Furthermore, I will also closely follow the oral and written instructions provided by the instructor. I am aware that any violation of this safety contract that results in unsafe conduct in the laboratory or misbehavior on my part, may result in being removed from the laboratory and may have other consequences.

Student: _____ Signature: _____ Date - __ / __ / ____

Dear Parent or Guardian: We feel that you should be informed regarding the school's effort to create and maintain a safe classroom/ laboratory environment. With the cooperation of the instructors, parents, and students, a safety instruction program can eliminate, prevent, and correct possible hazards. You should be aware of the safety instructions your son/daughter will receive before engaging in any work. Please read the list of safety rules above. No student will be permitted to perform activities unless this contract is signed by both the student and parent/guardian and is on file with the teacher. Your signature on this contract indicates that you have read this Student Safety Standards of Workmanship, are aware of the measures taken to ensure the safety of your son/daughter in the lab, and will instruct your son/ daughter to uphold his/her agreement to follow these rules and procedures in the laboratory.

Parent: _____ Signature: _____ Date - __ / __ / ____