

# P.A.A. General Rules & Guidelines

Mr. Larson



**Course Description:** In Industrial Arts you will learn both why and how things work. You will be asked to design and manufacture several projects that you will be able to take home and hopefully use. The shop is designed to be a fun, largely hands-on space in which most of the learning will occur.

## General Rules

1. **SAFETY** is most important.
2. **Obtain permission before leaving the classroom/shop.**
3. There are stupid questions. **If you don't know ask.**
4. Respect what is not yours better than if it were your own.
5. Respect each other.
6. **Keep work environment clean and tidy.**
7. Assignments must be handed in at the beginning of class on the date due.
8. Projects must be marked before they can be taken home.
9. All project/material fees must be paid for prior to starting the project. I do not accept I.O.U.s!
10. If you know you are going to be absent, let me know!

## Shop Rules

1. Do not be a **donkey**. The shop is intended to be a fun environment but it must also be safe.
2. Be busy. If you don't have anything to do, sweep the floors.
3. Ask permission to use equipment.
4. Wear appropriate Personal Protective Equipment (PPE).
5. No horseplay with compressed air.
6. Remove loose clothing, jewellery, watches; tie back long hair when using equipment.
7. Ensure all equipment guards are in place before using.
8. Wear close-toed shoes, no sandals.
9. Do not turn on a machine until you have been cleared to use that machine and have permission to do so.
10. Do not crowd around a machine; allow the operator space to work.
11. Do not use a machine if you are not comfortable using it.
12. Notify the teacher if you see a student using something improperly.
13. Everyone who has been in the shop must clean it to the teacher's satisfaction before leaving.
14. No **SANDING** in the classroom.

**NOTE:** The school will provide the basic tools, fasteners, and hardware necessary to complete the projects. The student may be required to pay a materials fee to cover the cost of materials used. The fee will depend upon the projects chosen. A letter will be sent home asking for the fees two weeks before the projects will begin. Receipts will be issued. Students will not be permitted to build anything until the fee is paid.