

## **Technical Arts Safety**

### **Emergency Plans**

1. The responsibility for administration of the Technical Arts safety program is with the same educational authorities who are responsible for all other phases of the educational program.
2. Emergency evacuation procedures are posted specifically for the Technical Arts laboratories.
3. On-site emergency information is kept on all students - telephone numbers of parents, place of employment, name and location of family physician, health insurance information and permission for emergency medical aid.
4. The district safety officer monitors the health and safety program and prepares and oversees records of accidents, injuries and action taken.

### **Safety Inspection Practices**

1. Periodic safety inspections are made of all Technical Arts sites monthly.
2. The principal of the school will delegate a person to inspect the site and report findings to the principal for disposition.
3. An approved shop safety inspection checklist is used to inspect each individual shop.
4. Records will be kept to show that the Technical Arts facilities and activities are evaluated regularly.
5. Unsafe conditions will be reported as follows:
  - a. Unsafe conditions which cannot be corrected at the time of detection will be documented by letter, complete with budget estimate of correction cost. If immediate danger exists, the equipment will be taken out of use, or the procedure will be discontinued until correction is accomplished;
  - b. A copy will go to the principal and the safety officer;
  - c. The safety officer will forward a recommendation to the superintendent.

### **Accident Prevention In-Service**

1. Teachers will give instruction on all equipment, vehicles and safety regulations.

2. Teachers will instruct and give practice on the location and use of fire extinguishers, fire alarms signaling devices, first-aid kits, telephones and numbers for securing assistance.
3. Students will:
  - a. Report unsafe conditions to the teacher;
  - b. Make full use of all safeguards provided for their protection;
  - c. Will not remove or deface any warning or danger sign.
4. Students will be trained to work in a safe manner, in practice of good housekeeping, and to restrain from “horseplay.”

### **Accident Reporting System**

1. Accidents will be reported immediately to the principal and district safety officer.
2. A proper accident form should be filled out and sent to the principal and the safety officer.
3. Accident records will be tabulated by the safety officer and used for a basis of future safety in-service.

### **Safety Devices**

1. A course syllabus with an instruction and enforcement policy is written and given to each student and signed by parents and is kept on file by the instructor.
2. Illumination meets requirements for work being done.
3. Electric lines and power supplies, volatile materials and storage areas are identified through application of the safety color coding recommended by the American Standards Association.
4. Ventilation is adequate for normal laboratory use.
5. Students will:
  - a. Clean and sweep laboratory at the end of each period;
  - b. Keep lockers and storage areas clean and clear of fire hazards;
  - c. Work in the safest possible manner or lose privilege of access to the laboratory.
6. All floors will be made of nonskid surface.
7. Traffic areas, aisles, floors and safety lanes will contribute to safe movement within the work area.
8. All machines can be locked off when instructor is out of area.

9. The main power source is accessible and can be shut down quickly.
10. All electric outlets are identified by voltage.
11. Furniture and machines are adapted to student's age level.
12. All tools, machines and furniture are in good repair and safely arranged.
13. First aid is administered only by a holder of a current first-aid card.
14. A well-stocked first-aid cabinet or kit will be available in each shop.
15. A written and performance test designed to measure a student's knowledge of safety practices in the shop is administered to each student, and notes sent home to the parent that his/her student has successfully passed such a test.