

GENERAL SAFETY RULES FOR TECHNOLOGY EDUCATION

These rules apply to both 7th and 8th grade students:

1. Instructor approval must be obtained before you may begin work.
2. Report all injuries, however slight, to your instructor immediately.
3. Wear eye protection as required by law.
4. If your hair style presents a potential hazard, you must fasten it securely.
5. Suitable clothing must be worn for all laboratory activities. Remove or fasten any loose clothing, neckties or jewelry. Shirts and sweaters must be tucked in. Roll loose sleeves to elbows.
6. Report to instructor any tool or machine that does not seem to work properly.
7. Use a brush, not your hand to clear away dry chips.
8. Keep floor and work surfaces clear of scraps and litter.
9. Wipe up immediately any liquids spilled on the floor.
10. Be sure projecting drawers and doors are kept closed.
11. Know the location of fire extinguishers and fire alarms and how to use them.
12. Never carry tools in your pockets.
13. Do not operate any equipment until you have received proper instruction, fully understand how to operate it, and have received the instructor's permission to use it.
14. Only one person should operate a piece of equipment unless the operation requires a helper.
15. Allow a safe distance between your hands and blades, cutters or moving parts. Keep fingers in such a position that there is no danger of their slipping into the cutter or moving parts.
16. Give the equipment your undivided attention while you are using it. Do not look away to talk to others.
17. Never lean or lounge on any machine.
18. Choose the right tool for the job.

These safety rules apply to 8th grade students only:

19. Wear hearing protection when necessary.
20. Guards on equipment must be in place and function properly.
21. Know the location and purpose of "panic buttons" in the lab.
22. Check and make all adjustments before turning on the power.
23. Make sure other persons are clear before turning on the power.
24. Start and stop your own machine and remain with it until it has come to a complete stop.
25. Do not leave a running machine unattended.
26. Allow all machines to come to a complete stop before removing work or making a new set-up.