



SECTION:	Student Management and Welfare	APPROVAL DATE:
SUBSECTION:	Student Welfare	April 8, 2002
POLICY NAME:	Technological Studies Safety	LAST REVISED:
POLICY NUMBER:	APP.B.SMW.G.8	April 8, 2002

GUIDELINES FOR TEACHERS OF TECHNOLOGICAL STUDIES SAFETY

1. Teach and develop a safe, positive working attitude in the environment throughout any technological studies course.
2. Ensure that safety instruction is an integral part of the course of study and that students keep up-to-date notes on the lessons.
3. Observe the safe handling and proper disposal of hazardous chemicals and other water materials which are used in the technical area.
4. Ensure that any undisciplined or unsafe behaviour in the technical area is not permitted.
5. Ensure that all safety equipment and signs are clearly visible and identified within each technological studies area. Some examples are:
 - fire extinguishers
 - fire blankets
 - emergency power “stop” buttons
 - first aid kit
 - eye wash stations
 - emergency exits
 - special shut-off valves (gas, etc.)
 - nearest fire-pull stations
 - fire exit routes
6. Discuss and use appropriate safety posters or pictures at strategic points around the room and change them regularly to avoid complacency on the part of the students.
7. Discuss the importance of safety awareness in industry and around the home as well as at school. Refer to current Industrial Accident Prevention Association student information.
8. Ensure that students have sufficient time for complete clean-up before the end of the periods.
9. Set a good example by observing all safety rules.
10. Report any defective lighting that may occur in the shop area.

11. Broken glass should be packaged and identified before disposing in the garbage in order to prevent injury to the custodial staff and any other person.
12. Supply each student with a set of student safety requirements relevant to the specific shop and to review and ensure that each student understands these requirements and signs a Student Safety Record Sheet.
13. Arrange that, during a teacher's absence, only activities authorized by the person in charge of technological studies occur.
14. Complete accurate records (OSBIE Incident Report Form) of all incidents whether or not serious injury or property damage resulted.
15. Keep accurate records of first aid treatment administered in the technical area with a copy supplied to the person in charge of technological studies in conjunction with school policy.
16. Label prominently, mark and secure all hazardous chemicals and equipment as per Workplace Hazardous Materials Information System (WHMIS) regulations.
17. At the beginning of the year/semester become aware of any student's medical condition which could become a safety problem (e.g., by consulting with the student, the nurse or Student Services).
18. Arrange furniture and equipment to maximize ease of movement and safety.
19. Ensure that all students are not permitted to work unsupervised at any time.
20. Ensure that all student projects must be able to be completed with all designed safety guards in place and in working order.
21. Ensure that all tools are in proper working condition and that the correct tool is used for each job.
22. Report any defects in equipment to the person in charge of technological studies and have any equipment deemed unsafe taken out of service immediately, tagged, locked out and reported to the person in charge of technological studies.
23. Instruct students to report to the technological studies teacher any tool or equipment that is unsafe or damaged.
24. Instruct students that long hair and loose clothing must be adjusted or contained and jewellery removed when working in a technical area.
25. Ensure that appropriate protective apparel is available and worn, where applicable.
26. Instruct students in recognition and understanding of hazardous products, safety symbols and frames.
27. Ensure that ventilation is adequate to provide a safe working environment and that all ventilation controls are easily visible.
28. Ensure good housekeeping practices are observed by keeping all areas clean, dry and uncluttered and encourage students to develop neat, orderly work habits.
29. Alert visitors to any situation that could produce a hazard if proper protection is not worn.

- 30.. Ensure that hazardous materials are stored in a designated and secure place. (WHMIS Material Safety Data Sheet Binder)
31. Ensure that approved protective hearing equipment is worn whenever noise exceeds the recommended levels. (Reference Occupational Health and Safety Act - O.H.S.A.)
32. Post specific machine regulations on or near that machine where possible.
33. Be alert for and discuss unsafe practices and habits with all concerned individuals such as students, teachers, the Technical Director and School Administration.
34. Advise students that butane lighters are not allowed in the shops.
35. During school evacuations (e.g. fire drill) teachers must shut off all power, direct class to proper exit, close classroom doors, accompany students outside to designated area and account for all students.