

General Safety Policy:

One of the primary goals of the Design Technology program is to teach you to master a variety of hand and power tools. Safety is our number one priority! The risk of injury is very high if safety rules are not followed. Before using any tool, you will be instructed in its appropriate operation. You will practice safe operating procedure to develop good habits, and you will demonstrate the knowledge and ability to use the tool through both written and practical assessments. If at any time you feel unsure of, or even the slightest bit uncomfortable with, your ability to use a tool safely, contact the instructor for guidance. Don't rely on another student for help when it comes to safety.

General Safety Guidelines:

The greatest risk of injury is to your hands and your eyes. The following guidelines are absolutely essential to working safely in the Design Tech Lab/Shop.

1. Safety glasses are required at all times. Protect your eyes! Put your Z87+ safety glasses on when you enter the room and leave them on until you are ready to leave.
2. Wear suitable clothing in the shop. Take off jackets, ties, scarves or loose sweat shirts. Tuck in shirt tails. Remove long jewelry. Wear closed-toe shoes. No sandals!
3. Tie back long hair so it doesn't get caught in a power tool. (Must be above shoulder.)
4. Appropriate and mature conduct is required at all times. No "horsing around" in the shop. Running, throwing, bullying, or other inappropriate behavior will not be tolerated.
5. No personal electronic devices allowed in the class.
6. Always use tools safely and appropriately as indicated by the instructor. No tool may be used without prior training and assessment by the current instructor. Tools must be used solely for their intended purpose. Do not use tools if you are excessively tired, ill, or on certain medications that inhibit motor control.
7. Ask permission of the instructor before using any of the power tools – table saw, band saw, miter saw, drill press, jointer, planer, soldering and welding equipment. Permission must be obtained on each and every occasion, even if it is in the same class period.
8. Never start, stop or leave a machine on for someone else. Individual accountability for machine use is critical to safe operation. Always let a blade stop before removing scraps.
9. Observe the yellow operator's safety zones around each machine. Do not enter the safety zone when someone is working on a machine. Do not distract anyone in any way while they are working at a machine.
10. The red panic switches may be used at anytime by any person to shut down equipment in order to avoid an accident. Know where they are in the shop.
11. Report any accident to the teacher immediately – even a slight scratch.
12. If you are unsure how to do a task properly or safely, ALWAYS ask the teacher for help. DO NOT try to "fake" it.
13. Report defective equipment (anything that does not seem to work properly) or an unsafe condition in the shop ASAP. Do not use any tool that is not in good condition.
14. Always clamp or secure small pieces of wood when working.
15. Know where the first aid kit, fire blanket and fire extinguishers are.