

General Shop Safety Rules and Procedures

In order to ensure a safe working environment in the makerspace (hereafter called the *shop*) all students must comply with all applicable rules, regulations, and procedures at all times. **Safety, both your own and others' is of utmost importance.**

Student Safety Contract

You must read through the following rules and regulations and complete the attached “**Student Safety Contract**” to acknowledge your understanding, as well as to ensure your adherence to all applicable safety standards.

Certification

Upon completion of applicable tool safety and operation orientation, you will become "certified" for that tool. **You may only use tools for which you are “certified.”**

Student Code of Conduct – Rights and Responsibilities

*Based on all applicable Federal, Provincial, Municipal and Industry (OH&S) Safety Standards

Employer (School and Instructor)

The employer (instructor) shall:

- provide a safe work environment through an established safety program, including all routines, operations and procedures.
- inform students of rights and responsibilities, and ensure compliance with all established routines, operations and procedures.
- exercise due diligence in deliverance of all training and instruction to students.

Employee (Student)

The employee (student) shall:

- inform instructor of **all** physical or mental disabilities, medical problems, allergies and/or conditions which may adversely affect shop performance.
- report **all** accidents, injuries, hazards and concerns immediately to instructor.
- notify instructor of **any and all** concerns regarding all required tool operation, maintenance, or repair.
- comply with all classroom routines, safety requirements and operating procedures at all times.
- exercise due diligence in compliance with all verbal and written instructions regarding shop behaviour, accredited actions, expectations and requirements.

Failure to comply with any of the above will result in the suspension or removal of shop privileges

1. Cooperate and comply with all safety procedures to ensure a safe work environment for all. Remind anyone committing an unsafe act of the proper procedure!
2. Horseplay, "goofing off", or any other non-productive behaviour that could distract others is strictly **PROHIBITED!** Throwing items, pushing/wrestling, running in the shop, yelling or doing other things that startle or distract your classmates will result in **immediate suspension** of shop privileges!
3. The instructor must be able to monitor and support all students in the class. A student who is off-task or acting disrespectfully has the potential to distract the instructor. Such behaviour, therefore, will be treated as safety concerns.
4. Instructor approval **MUST** be obtained prior to all machine operation. You may only use equipment for which you are certified. If you are unsure about any operating procedure or task, you must request instructor assistance.
5. All unsafe or hazardous conditions, equipment malfunction, accidents and/or injuries (however slight) **MUST** be reported immediately to the instructor and recorded in the *Incident Record Book*.
6. All required Personal Protective Equipment (PPE) **MUST** be worn at all times.
 - a. Students must wear work gloves when cutting sheet metal and may want to wear them all the time. **Students should bring their own gloves** (preferably leather or other slip and cut resistant material). For those without, we do have a limited number of pairs of gloves available for loan.
 - b. Students must wear safety glasses, goggles, or a face shield whenever they are using any type of power tool or when **anyone** is using a hammer & chisel/punch (chips can fly). Basic goggles are provided, but students may bring their own if they wish.
7. Safety guards on all machines **MUST** be in proper position when operating.
8. **Backpacks are not permitted** in the shop.
9. Appropriate clothing **MUST** be worn at all times in the shop. Remove or fasten any loose clothing, long hair or jewelry. No sandals: no hoodie cords!
10. Use the right tool for the right job; **NEVER** use tools other than for their intended purpose. Do not attempt shortcuts – use safe work practices!
11. Housekeeping practices **MUST** be observed at all times.
 - a. Throughout class, keep the floor and work surfaces free of scraps and litter, wipe up any spilled fluids and use proper disposal procedures.
 - b. Ensure that tools and materials are always used and maintained in a safe manner.
 - c. Once finished with them, return tools to their proper places.
 - d. Assist with shop clean-up at the end of class
12. Students **MUST** seek permission prior to leaving the room or accessing storage rooms.

The above 'Rules and Procedures' are established for the protection and safety of all students. Failure to adhere to any of the above will result in disciplinary measures. With the exception of the behaviour identified in Section 2, above (for which there is no reminder / redirection) students **will receive one reminder / redirection during the term**. Should there be another violation of class rules at any time during the term, the student will lose shop privileges for two weeks. Should there be a third incident, the student will lose shop access for the balance of the course.

I have read and understand all the class rules and procedures. By signing below, I agree to adhere to all requirements, at all times, to the best of my ability. I acknowledge and accept responsibility for my behaviours, and will consciously assist others in fulfilling all shop requirements, expectations and obligations.

Date: _____

Student Signature: _____

Parent Signature: _____

Teacher Signature: _____

This document must be submitted to the teacher prior to you being permitted to use the shop.