

SAFETY CERTIFICATION PROCESS

Safety Certification provides a means to track individual student safety knowledge and skills. This process ensures that students have passed the required safety instructions and assessments in understanding the safety procedures and rules specific to the tools and equipment.

Students must have completed all Safety Certifications requirements before working on any machine or tool. Signing signifies completion of safety training and certification. The following represent process tracking and documentation.

Safety Record Card for individual student, records their proficiency rating for each machine on one sheet.

Safety Certification sheets for individual students listing machines.....for teacher record book

Safety Certification Process

The purpose of the safety certification is to ensure that students are fully aware of all safety features on each piece of equipment in the technical facility prior to using them independently.

The general process is as follows:

1. **Lesson:** When the teacher introduces a new piece of equipment (e.g. scroll saw), the student records the date of the safety demonstration on their safety certification sheet. This is to be initialed by the teacher. The teacher demonstrates techniques for the safe operation of the machine and personal protective equipment (e.g. eye protection, secure loose hair, remove jewelry, protective clothing, etc.), The teacher also carefully notes attendance for that day in their daybook if any students are absent for the safety lesson; makeup opportunities will be provided.
1. **Assessment:** Each student should complete a written and/or oral test on the safe operation of the machine tool, outlining all safety features that must be observed. The individual machine/ tool assessments are designed to complement any general facility safety rules. Upon satisfactory completion of the assessment the student dates the "tested" column and teacher initials this as complete. **IMPORTANT NOTE: A copy of the test should be kept by the teacher.**
2. **Student Demonstration:** Students must demonstrate to the teacher that they have a thorough knowledge of the safety rules for the equipment and are able to demonstrate their competency on the equipment. Once the teacher has observed the required safe setup and operation of the equipment by a student the teacher signs off that portion of their passport.
3. Once the student has completed #1, 2 and 3, the teacher signs the final column of student's safety passport indicating that they have permission to use that equipment. Students must be able to provide the teacher with their signed passport for that equipment each time they wish to use that equipment.