

# **Safety Policy and Procedures – Construction Tech. Lab**

## **For: Students and Teachers**

### **General Safety**

1. Report any \_\_\_\_\_ working condition to the teacher.
2. Students never enter the room unless the teacher is present.
3. Always ask permission before using any machine or tool.
4. Keep work area clean and clear from debris or tools not being used.
5. Do not let power cords be a \_\_\_\_\_ hazard.

### **Body and Mind**

1. Dress properly: remove sweaters, coats, roll up sleeves, tuck in shirts and tuck in baggy pant legs.
2. No long necklaces, loose bracelets, and all rings.
3. Remove or tape over any hand or forearm piercing.
4. Wear appropriate \_\_\_\_\_ protection i.e. safety glasses, goggles or shield.
5. Keep behavior appropriate for a classroom: no running, pushing, fighting, or throwing items.
6. Keep long loose \_\_\_\_\_ tied back or stuffed into a hat.

### **Health and First Aid**

1. Report all \_\_\_\_\_ to the teacher immediately, regardless of how minor they are. Never leave the class after an injury without the teachers consent.
2. Never \_\_\_\_\_ in the construction lab, you may be ingesting unhealthy particles or debris. And the food may spoil or damaged machines and projects.
3. No \_\_\_\_\_ bottles or pop cans in the lab. Plastic non-spill bottles or cups may be used to hold water only (sticky or carbonated drinks not allowed).
4. Inform the teacher immediately (at the beginning of the course) of any sight or hearing impairments or of allergies to dust and chemicals.
5. Know the \_\_\_\_\_ of the nearest first aid station.
6. Do not operate the machinery or use hand tools while under the influence of medicine, see the teacher for permission.

### **Machine and Tool Safety**

1. BEFORE ATTEMPTING ANY WORK OR USING ANY TOOL OR MACHINE make sure you have received complete instructions and have been checked out on the proper procedures by your instructor.
2. Make sure blades are \_\_\_\_\_ and in good condition.
3. ASK PERMISSION FROM YOUR INSTRUCTOR before removing or altering the position of a machine guard.
4. BEFORE OPERATING ANY EQUIPMENT OR MACHINE make sure the guard is in position, that it is in good condition and adequately guards the machine.
5. WHEN PUSHING MATERIAL INTO A POWER SAW use a push stick to avoid getting your hands close to the saw. DO NOT STAND DIRECTLY IN LINE with the saw. If the saw kicks the material back, it could injure you.
6. ALWAYS SWITCH OFF ELECTRICAL POWER before changing, cleaning, adjusting and repairing blade or machine.
7. Use \_\_\_\_\_ air only with teacher supervision.
8. Always turn off machine and wait until all moving parts have come to a complete stop before making any adjustments or walking away from the machine. Never stop any moving parts with your hands or material.
9. Only one person operates a machine at one time; everyone else is to remain outside one \_\_\_\_\_ perimeter.
10. When using a utility knife always \_\_\_\_\_ away from hands and body parts.
11. Do not be crowded when using a hot glue gun or knife.
12. Use hot glue \_\_\_\_\_ and with respect.

### **Word List**

Compressed	quick	hot	sharp
Meter	address	porcelain	tripping
Location	eyelashes	ten feet	stomach aches
Hair	eye	injuries	cautiously
Unsafe	skipping	nose	humorous