

OCTELAB SAFETY NET

APPENDIX A - PROJECT / LEARNING ACTIVITY MATERIALS, PHYSICAL RESOURCES

PROJECT / LEARNING ACTIVITY TITLE: [Monster Vehicle Design](#)

COURSE CODE AND TITLE: [TDJ3M](#)

VERSION PREPARED DATE: [November, 2012](#)

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PROJECT / LEARNING ACTIVITY MATERIALS LIST FOR THIS PROJECT / LEARNING ACTIVITY

MATERIAL	QUANTITY	DESCRIPTION	SOURCE	WHMIS MSDS ATTACHED	SAFE STORAGE	WASTE DISPOSAL
cardstock	10 sheets annually NOTE: smaller sizes are available if storage is an issue	1 mm 20 cm x 30 cm sheets	[X] new, purchased [] new, donated from community, industry [] recycled from inside school [] recycled from outside school PREPARATION REQUIRED FOR USE: DETAILS:	[] Y [X] N	material storage area	reuse whenever possible or dispose through recycling
coroplast	1 sheet NOTE: a variety of sizes are	White 4' x 4'	[X] new, purchased [] new, donated from community, industry [] recycled from inside school [] recycled from outside school	[] Y [X] N	material storage area	reuse whenever possible or dispose through recycling

	available		PREPARATION REQUIRED FOR USE: DETAILS:			
basswood or pre-cut scrap wood from construction shop	quantities dependant on number of projects 1 3 cm x 8 cm piece per student	note that if funds are an issue, work with construction group to pre-cut construction grade 2 x 4s into required sizes	<input type="checkbox"/> new, purchased <input checked="" type="checkbox"/> new, donated from community, industry <input type="checkbox"/> recycled from inside school <input type="checkbox"/> recycled from outside school PREPARATION REQUIRED FOR USE: DETAILS: scrap wood is easily available from community or from school/board construction shops	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	material storage area	recycle whenever possible
plexiglass	quantities dependant on number of projects wood could be substituted	due to costs, plexiglass should be used only if readily available through donations	<input type="checkbox"/> new, purchased <input checked="" type="checkbox"/> new, donated from community, industry <input type="checkbox"/> recycled from inside school <input type="checkbox"/> recycled from outside school PREPARATION REQUIRED FOR USE: DETAILS:	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	material storage area	recycle whenever possible
adhesives	<ul style="list-style-type: none"> 250 ml wood glue 12 glue sticks 10 rolls of 1" masking tape 	<ul style="list-style-type: none"> carpenter's glue glue sticks masking tape 	<input checked="" type="checkbox"/> new, purchased <input type="checkbox"/> new, donated from community, industry <input type="checkbox"/> recycled from inside school <input type="checkbox"/> recycled from outside school PREPARATION REQUIRED FOR USE: DETAILS: http://www.elmers.com/products/sealants-and-compounds/	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	Storage Cabinet	standard waste
Coloured adhesive back vinyl rolls	1 roll of each colour 10 total	<ul style="list-style-type: none"> 1 roll will complete 10 class sets 				

PHYSICAL RESOURCES USED FOR THIS PROJECT / LEARNING ACTIVITY

EQUIPMENT, TOOL, MACHINE	SUBJECT – SPECIFIC NEEDS	INSPECTED FOR SAFETY FEATURES	STUDENT TRAINING PLAN IDENTIFIED	MAINTENANCE SCHEDULE
<p>NOTE: TEACHER EXPERIENCE AND SAFETY PROFICIENCY IS ASSUMED.</p> <p>DETAIL EQUIPMENT: Drill Press</p> <p>MANUAL APPLICABLE / AVAILABLE (LOCATION): Classroom Filing Cabinet</p>	<p>MACHINE GUARDING AND SHIELDING APPLICABLE</p> <p>[<input checked="" type="checkbox"/>] YES [<input type="checkbox"/>] NO [<input type="checkbox"/>] N/A</p> <p>EMERGENCY STOP / PANIC BUTTON APPLICABLE</p> <p>[<input checked="" type="checkbox"/>] YES [<input type="checkbox"/>] NO [<input type="checkbox"/>] N/A</p> <p>LOCK-OUT TAG APPLICABLE</p> <p>[<input checked="" type="checkbox"/>] YES [<input type="checkbox"/>] NO [<input type="checkbox"/>] N/A</p> <p>OTHER (SUBJECT-SPECIFIC)</p> <p>[<input type="checkbox"/>] YES [<input type="checkbox"/>] NO [<input type="checkbox"/>] N/A</p>	<p>[<input type="checkbox"/>] Teacher DATE: _____</p> <p>[<input checked="" type="checkbox"/>] Board DATE: Fall 2011</p>	<p>DETAIL STEPS:</p> <p><u>Five Step Process:</u></p> <ol style="list-style-type: none"> 1 Student attended teacher safety instructions, lessons, demonstration(notes recorded) 2 student passed oral or written assessment (test) 3 student demonstrated safe setup and operation of equipment to teacher 4 student prepared and delivered power point presentations on all class tools and machines 5 student granted permission to use equipment <p>SIGNAGE: safety sign posted by drill presses</p> <p>RESOURCES:</p> <ul style="list-style-type: none"> • safety lesson • drill press safety video • tool power point presentation • drill press manual <p>FREQUENCY OF RETRAINING ADVISED: Students should be re-trained every semester. Safety passport expire at the end of every semester.</p>	<p>DAILY:</p> <p>WEEKLY:</p> <p>MONTHLY:</p> <p>ANNUALLY: scheduled maintenance two times per year or as required</p> <p>CONTACT FOR REPAIR: handled through board Plant dept.</p>

<p>NOTE: TEACHER EXPERIENCE AND SAFETY PROFICIENCY IS ASSUMED.</p> <p>DETAIL EQUIPMENT: Bandsaw</p> <p>MANUAL APPLICABLE / AVAILABLE (LOCATION): Classroom Filing Cabinet</p>	<p>MACHINE GUARDING AND SHIELDING APPLICABLE</p> <p><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A</p> <p>EMERGENCY STOP / PANIC BUTTON APPLICABLE</p> <p><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A</p> <p>LOCK-OUT TAG APPLICABLE</p> <p><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A</p> <p>OTHER (SUBJECT-SPECIFIC)</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A</p>	<p><input type="checkbox"/> Teacher</p> <p>DATE: _____</p> <p><input checked="" type="checkbox"/> Board</p> <p>DATE: Fall 2011</p>	<p>DETAIL STEPS:</p> <p><u>Five Step Process:</u></p> <ol style="list-style-type: none"> Student attended teacher safety instructions, lessons, demonstration(notes recorded) student passed oral or written assessment (test) student demonstrated safe setup and operation of equipment to teacher student prepared and delivered power point presentations on all class tools and machines student granted permission to use equipment <p>SIGNAGE: safety sign posted by bandsaws</p> <p>RESOURCES:</p> <ul style="list-style-type: none"> safety lesson safety video safety check tool powerpoint presentation manual <p>FREQUENCY OF RETRAINING ADVISED: Students should be re-trained every semester. Safety passports expire at the end of every semester.</p>	<p>DAILY:</p> <p>WEEKLY:</p> <p>MONTHLY:</p> <p>ANNUALLY: scheduled maintenance two times per year or as required</p> <p>CONTACT FOR REPAIR: handled through board Plant dept.</p>
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<p>NOTE: TEACHER EXPERIENCE AND SAFETY PROFICIENCY IS ASSUMED.</p> <p>DETAIL EQUIPMENT: Belt & Disc Sander</p> <p>MANUAL APPLICABLE / AVAILABLE (LOCATION):</p>	<p>MACHINE GUARDING AND SHIELDING APPLICABLE</p> <p><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A</p> <p>EMERGENCY STOP / PANIC BUTTON APPLICABLE</p> <p><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A</p> <p>LOCK-OUT TAG APPLICABLE</p> <p><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A</p> <p>OTHER (SUBJECT-SPECIFIC)</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A</p>	<p><input type="checkbox"/> Teacher DATE:</p> <hr/> <p><input checked="" type="checkbox"/> Board DATE: Fall 2011</p>	<p>DETAIL STEPS:</p> <p><u>Five Step Process:</u></p> <ol style="list-style-type: none"> Student attended teacher safety instructions, lessons, demonstration(notes recorded) student passed oral or written assessment (test) student demonstrated safe setup and operation of equipment to teacher student prepared and delivered power point presentations on all class tools and machines student granted permission to use equipment <p>SIGNAGE: safety sign posted by scroll saws</p> <p>RESOURCES:</p> <ul style="list-style-type: none"> safety lesson safety video safety check tool powerpoint presentation manual <p>FREQUENCY OF RETRAINING ADVISED: Students should be re-trained every semester. Safety passports expire at the end of every semester.</p>	<p>DAILY:</p> <p>WEEKLY:</p> <p>MONTHLY:</p> <p>ANNUALLY: scheduled maintenance two times per year or as required</p> <p>CONTACT FOR REPAIR: handled through board Plant dept.</p>
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<p>NOTE: TEACHER EXPERIENCE AND SAFETY PROFICIENCY IS ASSUMED.</p> <p>DETAIL EQUIPMENT: Portable Drills</p> <p>MANUAL APPLICABLE / AVAILABLE (LOCATION):</p>	<p>MACHINE GUARDING AND SHIELDING APPLICABLE</p> <p>[] YES [] NO [X] N/A</p> <p>EMERGENCY STOP / PANIC BUTTON APPLICABLE</p> <p>[] YES [] NO [X] N/A</p> <p>LOCK-OUT TAG APPLICABLE</p> <p>[] YES [] NO [X] N/A</p> <p>OTHER (SUBJECT-SPECIFIC)</p> <p>[] YES [] NO [] N/A</p>	<p>[X] Teacher visual and functional inspection on a per use basis</p> <p>[] Board DATE: _____</p>	<p>DETAIL STEPS:</p> <p><u>Five Step Process:</u></p> <ol style="list-style-type: none"> 1. Student attended teacher safety instructions, lessons, demonstration(notes recorded) 2. student passed oral or written assessment (test) 3. student demonstrated safe setup and operation of equipment to teacher 4. student prepared and delivered power point presentations on all class tools and machines 5. student granted permission to use equipment <p>SIGNAGE: N/A</p> <p>RESOURCES:</p> <ul style="list-style-type: none"> • safety lesson • safety video • safety check • tool powerpoint presentation • manual <p>FREQUENCY OF RETRAINING ADVISED: Students should be re-trained every semester. Safety passport expire at the end of every semester.</p>	<p>DAILY: after use... proper cleaning and storage</p> <p>WEEKLY:</p> <p>MONTHLY:</p> <p>ANNUALLY:</p> <p>CONTACT FOR REPAIR: handled through board Plant dept.</p>
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<p>NOTE: TEACHER EXPERIENCE AND SAFETY PROFICIENCY IS ASSUMED.</p> <p>DETAIL EQUIPMENT: Dremel Tools</p> <p>MANUAL APPLICABLE / AVAILABLE (LOCATION):</p>	<p>MACHINE GUARDING AND SHIELDING APPLICABLE</p> <p>[] YES [] NO [X] N/A</p> <p>EMERGENCY STOP / PANIC BUTTON APPLICABLE</p> <p>[] YES [] NO [X] N/A</p> <p>LOCK-OUT TAG APPLICABLE</p> <p>[] YES [] NO [X] N/A</p> <p>OTHER (SUBJECT-SPECIFIC)</p> <p>[] YES [] NO [] N/A</p>	<p>[X] Teacher visual and functional inspection on a per use basis</p>	<p>DETAIL STEPS:</p> <p><u>Five Step Process:</u></p> <ol style="list-style-type: none"> 1. Student attended teacher safety instructions, lessons, demonstration (notes recorded) 2. student passed oral or written assessment (test) 3. student demonstrated safe setup and operation of equipment to teacher 4. student prepared and delivered power point presentations on all class tools and machines 5. student granted permission to use equipment <p>SIGNAGE: N/A</p> <p>RESOURCES:</p> <ul style="list-style-type: none"> • safety lesson • safety video • safety passport <p>FREQUENCY OF RETRAINING ADVISED: Students should be re-trained every semester. Safety passport expire at the end of every semester.</p>	<p>DAILY: after use... proper cleaning and storage</p> <p>WEEKLY:</p> <p>MONTHLY:</p> <p>ANNUALLY:</p> <p>CONTACT FOR REPAIR: handled through board Plant dept.</p>
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<p>NOTE: TEACHER EXPERIENCE AND SAFETY PROFICIENCY IS ASSUMED.</p> <p>DETAIL EQUIPMENT: hand tools</p> <p>MANUAL APPLICABLE / AVAILABLE (LOCATION):</p>	<p>MACHINE GUARDING AND SHIELDING APPLICABLE</p> <p>[] YES [] NO [X] N/A</p> <p>EMERGENCY STOP / PANIC BUTTON APPLICABLE</p> <p>[] YES [] NO [X] N/A</p> <p>LOCK-OUT TAG APPLICABLE</p> <p>[] YES [] NO [X] N/A</p> <p>OTHER (SUBJECT-SPECIFIC)</p> <p>[] YES [] NO [] N/A</p>	<p>[X] Teacher visual and functional inspection on a per use basis</p>	<p>DETAIL STEPS:</p> <p><u>Five Step Process:</u></p> <ol style="list-style-type: none"> 1. Student attended teacher safety instructions, lessons, demonstration(notes recorded) 2. student passed oral or written assessment (test) 3. student demonstrated safe use 4. student granted permission to use equipment <p>SIGNAGE: N/A</p> <p>RESOURCES:</p> <ul style="list-style-type: none"> • safety lesson • safety video • safety passport <p>FREQUENCY OF RETRAINING ADVISED: Students should be re-trained every semester. Safety passport expire at the end of every semester.</p>	<p>DAILY:</p> <p>WEEKLY:</p> <p>MONTHLY:</p> <p>ANNUALLY:</p> <p>CONTACT FOR REPAIR:</p>
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<p>NOTE: TEACHER EXPERIENCE AND SAFETY PROFICIENCY IS ASSUMED.</p> <p>DETAIL EQUIPMENT: small hand saws</p> <p>MANUAL APPLICABLE / AVAILABLE (LOCATION):</p>	<p>MACHINE GUARDING AND SHIELDING APPLICABLE</p> <p>[] YES [] NO [X] N/A</p> <p>EMERGENCY STOP / PANIC BUTTON APPLICABLE</p> <p>[] YES [] NO [X] N/A</p> <p>LOCK-OUT TAG APPLICABLE</p> <p>[] YES [] NO [X] N/A</p> <p>OTHER (SUBJECT-SPECIFIC)</p> <p>[] YES [] NO [] N/A</p>	<p>[X] Teacher visual and functional inspection on a per use basis</p>	<p>DETAIL STEPS:</p> <p><u>Four Step Process:</u></p> <ol style="list-style-type: none"> 1 Student attended teacher safety instructions, lessons, demonstration(notes recorded) 2 student passed oral or written assessment (test) 3 student demonstrated safe setup and operation of equipment to teacher 4 student granted permission to use equipment <p>SIGNAGE: N/A</p> <p>RESOURCES:</p> <ul style="list-style-type: none"> • safety lesson • safety video • safety passport <p>FREQUENCY OF RETRAINING ADVISED: Students should be re-trained every semester. Safety passport expire at the end of every semester.</p>	<p>DAILY:</p> <p>WEEKLY:</p> <p>MONTHLY:</p> <p>ANNUALLY:</p> <p>CONTACT FOR REPAIR:</p>
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<p>NOTE: TEACHER EXPERIENCE AND SAFETY PROFICIENCY IS ASSUMED.</p> <p>DETAIL EQUIPMENT: knives (utility, ex-acto, etc.)</p> <p>MANUAL APPLICABLE / AVAILABLE (LOCATION):</p>	<p>MACHINE GUARDING AND SHIELDING APPLICABLE</p> <p>[] YES [] NO [X] N/A</p> <p>EMERGENCY STOP / PANIC BUTTON APPLICABLE</p> <p>[] YES [] NO [X] N/A</p> <p>LOCK-OUT TAG APPLICABLE</p> <p>[] YES [] NO [] N/A</p> <p>OTHER (SUBJECT-SPECIFIC)</p> <p>[] YES [] NO [] N/A</p>	<p>[] Teacher DATE: _____</p> <p>[] Board DATE: _____</p>	<p>DETAIL STEPS:</p> <p><u>Four Step Process:</u></p> <ol style="list-style-type: none"> 1 Student attended teacher safety instructions, lessons, demonstration(notes recorded) 2 student passed oral or written assessment (check) 3 student demonstrated safe setup and operation of equipment to teacher 4 student granted permission to use equipment <p>SIGNAGE: N/A</p> <p>RESOURCES:</p> <ul style="list-style-type: none"> • safety lesson • safety video • safety passport <p>FREQUENCY OF RETRAINING ADVISED: Students should be re-trained every semester. Safety passport expire at the end of every semester.</p>	<p>DAILY:</p> <p>WEEKLY:</p> <p>MONTHLY:</p> <p>ANNUALLY:</p> <p>CONTACT FOR REPAIR:</p>
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<p>NOTE: TEACHER EXPERIENCE AND SAFETY PROFICIENCY IS ASSUMED.</p> <p>DETAIL EQUIPMENT: scissors and shears</p> <p>MANUAL APPLICABLE / AVAILABLE (LOCATION):</p>	<p>MACHINE GUARDING AND SHIELDING APPLICABLE</p> <p>[] YES [] NO [] N/A</p> <p>EMERGENCY STOP / PANIC BUTTON APPLICABLE</p> <p>[] YES [] NO [] N/A</p> <p>LOCK-OUT TAG APPLICABLE</p> <p>[] YES [] NO [] N/A</p> <p>OTHER (SUBJECT-SPECIFIC)</p> <p>[] YES [] NO [] N/A</p>	<p>[] Teacher DATE: _____</p> <p>[] Board DATE: _____</p>	<p>DETAIL STEPS:</p> <p><u>Four Step Process:</u></p> <ol style="list-style-type: none"> 1 Student attended teacher safety instructions, lessons, demonstration(notes recorded) 2 student passed oral or written assessment (check) 3 student demonstrated safe setup and operation of equipment to teacher 4 student granted permission to use equipment <p>SIGNAGE: N/A</p> <p>RESOURCES:</p> <ul style="list-style-type: none"> • safety lesson • safety video • safety passport <p>FREQUENCY OF RETRAINING ADVISED: Students should be re-trained every semester. Safety passport expire at the end of every semester.</p>	
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