



# Bluewater District School Board

## Technological Studies Student Conduct Agreement

Safety in the technology classroom is the number one priority for students, teachers, and parents. To ensure a safe technology classroom, a list of rules has been developed and provided to you in this student safety agreement. These rules must be followed at all times. This agreement covers the elements common to all technology classrooms and lays out the framework for a safe and healthy working environment for both students and staff.

### General Safety Rules

1. Conduct yourself in a safe and mature manner. Horseplay or aggression will not be tolerated.
2. Respect the safety, property and rights of all students.
3. Maintain a neat and clean work area at all times.
4. Enter the Technology area only when the teacher is present.
5. Use equipment and/or tools only when the teacher is present.
6. Participate in all safety instruction and pass applicable tests before carrying out work or using equipment.
7. Ask the teacher for assistance when unsure of the proper procedures.
8. Check with the teacher after an absence for possible missed safety procedures and assignments before engaging in work.
9. Make the teacher aware of medications you are taking and possible side effects that could create an unsafe situation.

### Emergency Procedures

1. Be aware of and comply with all emergency procedures for your classroom.
2. Know the location of all emergency exits, emergency shut-offs, fire extinguishers, fire blankets and first aid equipment.
3. Report any unsafe situation or condition immediately to the teacher, including damaged or defective equipment, tools, personal protective equipment, or machines.
4. Report all accidents and near misses immediately to the teacher.
5. Report all spills immediately to the teacher.

### Personal Attire and Protective Equipment

1. Do not wear loose, baggy clothing, ties, or personal accessories-such as watches, chains, rings, or other jewelry.
2. Wear closed toe shoes at all times.
3. Secure long hair or any head coverings to prevent entanglement.
4. Wear safety glasses, shields, and gloves and other Personal Protective Equipment as instructed and until the end of clean-up procedures.

### Lift Support and Movement

1. Move a heavy load only with teacher approval.
2. Use assistance to lift heavy items.
3. Secure and support materials with approved stands only.

### Machine Tools and Energy

1. Do not direct compressed air or gases towards exposed skin or clothing.
2. Operate equipment, tools or machinery only after receiving proper instruction and permission from the teacher.
3. Move a heavy load only with teacher approval.



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4. Never leave equipment or machinery running unattended.
5. Do not attempt to repair any electrical connections.
6. The teacher will Lockout any equipment being repaired.

### **Storage and Handling of Compressed Gases**

1. Complete Workplace Hazardous Materials Information System (WHMIS), symbols and recognition instruction.
2. Maintain all cylinders in an upright position, chained and secured.
3. Change gas bottles only with teacher supervision.

### **Storage and Handling of Chemical Substances**

1. Handle all chemicals with extreme caution.
2. Assume all chemicals are toxic or infectious unless otherwise instructed.
3. Understand and follow WHMIS, and Safety Data Sheet (SDS) instruction before handling chemical substances.
4. Secure all flammable and corrosives in approved cabinets.
5. Maintain good housekeeping practices when dealing with chemical substances.

### **Waste Disposal and Recycling**

1. Follow the teacher's instructions for safe disposal of chemicals, broken glass and/or materials.



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**Dear Parent or Guardian:**

Your child has enrolled in \_\_\_\_\_ (name of course) and will have the opportunity to use various tools, materials and equipment. Appropriate instruction in the safe use of these tools, materials and equipment is given, and close supervision is maintained at all times. Although every precaution is taken to prevent accidents, a certain risk is involved due to the nature of the experience and the learning environment.

We are requesting your cooperation in impressing upon your child the importance of being careful. Please read the attached rules together with your child, and reinforce their importance. We are asking you and your child to sign below and return the copy to us. Students are required to return this contract before being able to participate fully in the classroom activities.

### STUDENT CONDUCT AGREEMENT FORM

I have read this communication and I understand the nature of the program in which my child is enrolled. I will stress the safety aspects of this program to my child and encourage my child to participate fully and safely in the program

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_

I agree to observe all safety rules and procedures for safety in the technology classroom. I will wear the applicable personal protective equipment, as required.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**THINK SAFETY ..... PLAN SAFELY ..... WORK SAFELY!**