



Safety Rules & Regulations Contract Design & Technology

Name: _____ Homeroom: _____

Personal Safety:

1. Running, throwing, shouting and any other fooling around is absolutely forbidden and will not be tolerated.
2. Secure loose clothing. Hoodies with long drawstrings are very dangerous.
3. Tie back long hair - if you have to ask it's long enough to tie back.
4. Remove all jewellery before entering the shop. Medic alert info stays on.
5. Wear only rubber soled, non-slip shoes. No 'high' heels, bare feet or flip flops!
6. Eye protection must be worn when we are building.
7. Students must never enter the shop unless Mr. Peacock is present.
8. Chairs must never be used to climb.
9. Personal music devices' earphones (mp3's, I-pods) are a serious hazard & will be not be allowed to be used in the shop.
10. Protect your hands. Heat resistant gloves must be worn when using hot glue guns. Leather gloves are also available when using tools.
11. Use gloves and tongs to move items on and off hot plates.
12. Report any accident or injury to Mr. Peacock immediately. He will administer first aid.
13. Bring any personal medical concerns to the attention of Mr Peacock through E-mail or written notice. (glen.peacock@ocdsb.ca)

Good Housekeeping Safe Practices:

1. Place all personal belongings safely away from workspaces.
2. Never blow sawdust, brush it to the floor and sweep it up.
3. Remember to put away tools directly after use and clean work areas constantly.
4. Clean up and recycle extra paper appropriately.
5. Make sure electrical cords and extension cords will not trip or block anyone.
6. Water bottles must be kept safely away from work stations. No food is permitted.
7. When you are finished with a tool put it away in the proper place and the proper way. If you don't know where it goes, find out and then put it away.
8. When you make a mess, clean it up.

Safe Basic Tool Use:

1. Do not distract a person using tools.
2. Follow safety procedures as explained and demonstrated by Mr. Peacock, when using tools.
3. Use care and common sense when using sharp tools - the blade or bit is kept pointing down at all times and keep hands and fingers behind any tool's cutting edge.
4. Unplug tools when not in use. Pull the plug and not the cord.
5. All stock materials (plastic/wood/metal) must be properly clamped on worktables.
6. Use tools only for the purpose for which they are intended. Breaking or damaging equipment, tools or blades as a result of misuse will not be tolerated.
7. Pass tools properly from hand to hand, don't toss them or slide them.
8. Report any faulty, damaged or defective or mislaid tools to Mr. Peacock immediately.

If you see something wrong, do something about it!

Other Safety Information:



In the event of a FIRE OR FIRE DRILL

- Alert Mr. Peacock if he is not aware of it. (He will make a choice about the Fire Alarm.)
- Do not attempt to use the fire extinguisher
- Unplug glue guns and other tools you plugged in.
- Walk quickly and quietly out the door and down staircase G.
- Exit LDHSS and line up alphabetically with your class at the end of the sports field
- Wait quietly for your teacher.
- Mr. P. is the last person out of the class and closes the door.



In the event of an EMERGENCY

- procedure is the same as a fire drill.



In the event of a LOCK DOWN =

- Lock down notification will come from the PA system and/or from Mr. Peacock
- All windows must be covered
- Door will be closed & locked.
- Unplug glue guns and other tools you plugged in.
- Put down your tools safely.
- Leave your projects and personal belongings.
- Sit quietly on the floor until 'all clear' is given

**I have read, re-read, and I actually understand the
LDHSS Safety Rules and Regulations Contract for
DESIGN AND TECHNOLOGY CLASS
and I will act accordingly.**

Failure to follow contract will result in sanctions given by Mr. Peacock
which include temporary and/or permanent removal from the program.



Safety creates success !



student's name: (PRINT) _____

student's signature: _____

parent's name: (PRINT) _____

parent's signature: _____

date: _____