

Safety Practices and Procedures

Utah Career and Technical Education
Technology & Engineering / Skilled & Technical Sciences / Agricultural Education



Administration and Training

1. The USOE *Safety Program and Management Guide* is available on the USOE-CTE website. This document should be a primary resource guiding safety management for Technology & Engineering, Skilled & Technical Sciences, and Agricultural programs.
2. Safety is a component of CTE Program Approval. School districts should regularly review facilities for safety, monitor teacher compliance with district safety standards, and provide training where necessary.
3. Districts are responsible for evaluating the skill level and safety knowledge of all new teachers.
4. CTE directors, administrators, principals, counselors and teachers must be reasonable and prudent in seeing that class enrollments are not excessive. Reasonable class loads are determined by the size of the facility, student workspace requirements, and the ability of the teacher to adequately supervise various activities. Sensible class loads contribute to a safe work environment. (See the USOE *Safety Program and Management Guide*, "Managing Risk" section.)
5. The teacher must have administrative support for each policy statement. This support will endorse the importance of student safety in the classroom and shop area.

Teacher

6. Teachers must provide appropriate supervision of students in classroom, shop or lab areas.
7. Teachers must be particularly alert and provide supervision when students are using machinery and tools. **Students may not work in a shop or lab if the teacher is not present. Absolutely no exceptions!**
8. Classes must be supervised by teachers who have the appropriate training and subject endorsement for the course being taught.
9. Teachers cannot delegate their supervisory responsibility to a student, student aid, teacher's assistant (TA), unlicensed paraprofessional, or adult volunteer. (See #38 for Student Teachers.)
10. Each teacher must provide and implement a comprehensive and workable safety program. This program will include, but not be limited to:
 - 1) General safety rules.
 - 2) Hand tool safety.
 - 3) Machine tool safety.
 - 4) Eye safety.
 - 5) Protective equipment.
 - 6) Testing on all tools and machinery to be used.
 - 7) Safety tests maintained until student is 19 years old.
 - 8) Accident report investigations.
11. Safety should be taught and reviewed on a continual basis throughout the year.
12. Teachers must insist that students use safety glasses, other personal protective equipment and machine guards in all lab areas.
13. Teachers must maintain an organized, clean and uncluttered work environment.

14. Teachers must conduct an annual equipment and safety evaluation.
15. Teachers are responsible for seeing that equipment in a shop or lab is kept in safe operating condition. The teacher must correct all known hazards and defective conditions through individual action, maintenance work orders, or a written request to the appropriate school or district administrator. Defective equipment should be tagged, and the electrical power disconnected or locked out to prevent use.
16. Teachers should be familiar with basic first aid, as suggested in Appendix H of the *Safety Program and Management Guide*. Teachers must follow approved school procedures in case of an accident, complete a written accident report and maintain accident records as required.
17. Teachers must set a proper safety example for the students to follow.
18. Teachers must maintain order and control in the classroom, lab, or shop facility. Teachers must be aware of students who do not conduct themselves in a safe manner and be prepared to administer immediate corrective action, including expulsion from shop areas if necessary.
19. In the event of an emergency, the teacher must obtain "coverage" by another faculty member prior to leaving the classroom or lab. Students must discontinue the use of tools and equipment until the regular CTE teacher returns.
20. If the teacher leaves the classroom or lab when students are not present (e.g., planning period, lunch, etc.) the room must be locked.

Facility

21. Equip and maintain all machines with guards that meet or exceed industrial OSHA standards.
22. All shop and lab facilities must be equipped with an eye wash station that is tested regularly.
23. All shop facilities that generate fine particulates must be equipped with appropriate dust removal, air filtration and fume ventilation.
24. All shop and lab facilities that use flammable materials must be equipped with an approved flammable storage cabinet.
25. Material Safety Data Sheets (MSDS) must be maintained and visibly posted for all hazardous materials used in the facility.
26. It is recommended that all shop facilities be wired with an emergency shutoff switch controlling all power tools and equipment.
27. Adequate work space must exist around each piece of machinery and workbench areas. Establish machine safety zones and adequate passage space within the facility.
28. Visual safety aids and rules should be posted in all shop and lab areas. These could include general safety posters, eye safety requirements, shop safety rules, machine-specific safety rules posted near machines, etc. Visual reminders will instruct and promote safety.
29. All shop and lab facilities must be equipped with adequate lighting.

Student

30. Parent/guardian consent forms must be completed and signed by the student and a parent or guardian prior to participation in the program. (This is often included as part of the course disclosure statement.)

31. A student is not allowed to use any machine or perform any operation until he/she has received safety instruction and scored 100% on a safety test, and the teacher is satisfied that the student can use the equipment safely.
32. Each student must sign a document stating that he/she has received safety instruction and agrees to follow the safety rules for each piece of equipment used.
33. The teacher is in charge of the shop or lab facility, grants permission to work, and directs which machines can be used. A student may not work in the shop unless he/she has the permission of the instructor.
34. Every student and visitor must wear appropriate eye protection in any shop/lab area where hand tools, power-driven tools, or machinery is being operated. Safety Glasses must meet ANSI Z-87.1-2003 standards.
35. Every student must wear personal protective equipment where appropriate (face shield, hearing protection, respirator, welding helmet, gloves, etc.).
36. Students must report all injuries to the teacher.
37. Students must respect a machine operator's work space.
38. The use of personal electronic devices, such as iPods® and cell phones, are not allowed in a shop or lab. A student's full attention and ability to hear are critically important safety factors.

Student Teachers

39. Student Teachers receive a temporary Utah Student Teacher/Intern License, which authorizes them to teach under the supervision of a Cooperating Teacher. The Cooperating Teacher evaluates the Student Teacher's performance and assumes responsibility for student safety. The Student Teacher should be able to pass the safety tests required of the students. At some point in the student teaching experience it is appropriate to grant the Student Teacher full control of the class, without the Cooperating Teacher's presence.

Substitute Teachers

40. If a substitute teacher is present, the school administration must provide a class meeting place away from dangerous equipment. If the class must meet in the shop area, all tools and equipment with the potential to cause serious injury should be secured to prevent their use. The teacher must provide an appropriate lesson plan for the substitute or have emergency lesson plans on file with the school administration. **Under no circumstances should students be allowed to use tools, equipment or machinery when an unqualified (unendorsed) substitute teacher is in charge of the class!**