

ESSENTIAL WORKSHOP SAFETY AGREEMENTS

DESIGN TECHNOLOGY DEPARTMENT -- WESTERN ACADEMY OF BEIJING

Our aim is to make the Design Technology workshops safe and pleasant work environments for everyone using them. Consequently, for design and technology education units that have practical components, it is a condition of participation that students accept and follow these guidelines:

- Sensible and cautious behaviour is to be observed at all times. The task at hand should be the focus, meaning that concentrating on what you are doing is necessary. To do this requires making every effort to avoid both being distracted by others as well as distracting others.
- Familiarize yourself with emergency procedures and exit routes.
- Hair is to be kept neat and tidy. Long hair is to be restrained either by a cap, ribbon, or hair net.
- Shoes that cover the entire foot must be worn at all times when working with equipment.
- Safety glasses and hearing protection must be worn at all times when instructed by one of the workshop instructors or supervisors.
- Loose clothing and long/dangling jewelry must not be worn.
- Obtain a workshop instructor's or supervisor's permission before operating machinery. Do not use ANY tools or equipment without having first received proper safety and use instruction.
- All work should be properly secured before using hand or power tools.
- When equipment is in use, students are to maintain a safe distance from the person using it.
- Report any loose, broken or out of adjustment tools or machines to a workshop instructor or supervisor immediately.
- ALL tools and equipment should be used only in the manner for which they are intended.
- Help keep the workshop clean! Clean up your own work area, help others with their workspace(s), and make an effort to leave things neater than you found them. A CLEAN workshop is a SAFE workshop!

The MS/HS workshop instructors and supervisors will:

- provide safety instruction and demonstrations to all students at the beginning of each course ensure that students use only equipment that is suitable to their skill and/or age level.
 - provide necessary supervision on equipment where applicable.
 - enforce the above written rules.
 - limit access to workshop areas when they will be unattended (close doors, turn off lights, etc.).
- Students are NOT allowed in workshop any spaces without appropriate supervision.***

Please note that the consequences for not abiding by these essential agreements may include:

- being asked to leave the workshop.
- serving lunchtime detention.
- attending an interview with the Head of Department and/or member(s) of the Middle School or High School Senior Educational Leadership Team (as appropriate for the grade level of the student).

----- Please return, duly signed, to your workshop instructor/supervisor. -----

----- DO NOT DETACH -----

I have read and understood the workshop safety rules and agree to abide by them to the best of my ability. I am aware that if I am in breach of these rules I could be removed or excluded from the Design Technology workshops for the safety of myself and others.

Name: _____

Signature: _____ ()

I have read and understood the workshop safety rules and agree to the enforcement of them for my child's safety. I am aware that if my child is in breach of these rules that they could be removed or excluded from the Design Technology workshops due to the danger they pose to themselves and others.

Parent Name: _____

Signature: _____ ()

TEACHER RECORD OF STUDENT COMPETENCY

This form will enable teachers to keep a record of each student's competency level regarding the safe and proper use of machinery, equipment and tools.

Student: Class:

Teacher:

[C = Competent; NYC = Not Yet Competent]

Tool/Machine	C	NYC	Date & Teach. Inits.	C	NYC	Date & Teach. Inits.	C	NYC	Date & Teach. Inits.	C	NYC	Date & Teach. Inits.
Drill Press												
Disc & Belt Sander												
Spindle Sander												
Fret/Scroll Saw												
Band Saw												
Laser Cutter												
CNC router												
Sewing Machine												
Portable Drill												
Portable disk sander												
Portable belt sander												
Nibbler												
Plastic Former												
Palm Router												