



SD #10 (Arrow Lakes) District Protocol

Shop Safety Procedures

Overview:

Safety in school district construction, mechanics and metalwork shops is of paramount importance to ensure safety for students and for employees. These areas of the schools and the district must be closely supervised and monitored for safety. The following procedures are therefore of top priority.

Supervision and Safety Procedures:

1. Power in all district shops is to remain off at any time that a qualified Technology teacher or Red Seal journeyman is not in attendance.
2. The master power switch is to remain locked and turned off unless a qualified Technology teacher or Red Seal journeyman is in attendance and is supervising safe operation of power equipment.
3. By-pass of the master power switch is not allowed.
4. Doors to school shops are to remain locked when not supervised by a qualified Technology teacher or Red Seal journeyman.
5. Students must be directly supervised by a trained and qualified Technology teacher at all times while in the shop.
6. Safety training for all students in the shop must be completed before the use of hand tools and power tools. Records of safety training are to be kept by the Technology teacher.

Housekeeping Procedures

7. Housekeeping of school shops is a key determinant of safety. It is the shared responsibility of both students and the Technology teacher to keep the shops clean, access to machines clear and exits accessible at all times. However, ultimately, it is the teacher's job to ensure that housekeeping is done regularly and routinely.
8. Dangerous substances, canisters and gasses are to be clearly labeled, kept secure, and supervised by the Technology teacher.
9. The Principal is responsible for reviewing shop safety protocols with staff, monitoring OH and S concerns and at least quarterly, monitoring shop housekeeping practices.

Hazardous Materials and Safe Disposal

10. Shops are to be inspected at least once per year at the close of the school year by the Manager of Operations and Transportation as well as the shop teacher to ensure that hazardous materials are secured in a locked space and that proper disposal of waste materials occurs.

Use of Shop Equipment

11. Use of shop equipment and materials is for school or district-based projects and student learning.
12. Use of shop equipment or materials for personal use is not permitted.
13. Use of shop equipment or materials for community or public is only permitted with written permission from the school Principal through the School and District Facility Use form, and under supervision by trained Red Seal Journeyman or a trained Technology teacher. Facility use fees may apply to offset energy usage and additional custodial time.

Security/Access to Shops

14. Shops are to be kept locked at all times when not in use.
15. Keys are to be kept secure.