



Engineering Safety Contract



PURPOSE: Characteristically, technology/engineering education is hands-on. Safety is the #1 priority for students, teachers, and parents. To ensure a safe classroom, a list of safety rules and procedures has been developed and provided to you in this Student Safety Rules and Procedures Agreement. These rules and procedures must be followed at all times.

GENERAL GUIDELINES:

1. Conduct yourself in a responsible manner at all times in the classroom/laboratory space. Follow all written and verbal instructions carefully. If you do not understand a direction or part of a procedure, ask your teacher before proceeding.
2. No student may work in the classroom/laboratory space without a teacher present.
3. Never touch any equipment, chemicals, or other materials until you are instructed to do so.
4. You may not eat or drink in the work space.
5. Carefully follow all instructions, both written and oral. Unauthorized experiments are prohibited.
6. Be prepared for your work in the classroom/laboratory. Read all procedures thoroughly before entering the work space.
7. Work areas should be kept clean and neat at all times. Bring only your instructions, worksheets, and/or reports to the work area. Other materials (books, purses, backpacks, etc.) must be stored away from the work area.
8. Know the locations and operating procedures of all safety equipment including the first aid kit, and fire extinguisher. Know where the fire alarm and the exits are located.
9. You will be assigned an area at which to work. You may not wander away from the work area.
10. When using scissors and other sharp instruments, always carry with tips and points pointing down and away. Always cut away from your body. Never try to catch falling sharp instruments. Grasp sharp instruments only by the handles.

CLOTHING:

11. Safety goggles **MUST**, without exception, be worn any time your teacher instructs you to.

ACCIDENTS AND INJURIES:

12. Report any accident (spill, breakage, etc.) or injury (cut, burn, etc.) to the instructor immediately.

HANDLING EQUIPMENT:

13. When instructed to remove an electrical plug from its socket, grasp the plug, not the electrical cord. Hands must be completely dry before touching an electrical switch, plug, or outlet.
14. Report damaged electrical equipment immediately. Look for things such as frayed cords, exposed wires, and loose connections. Do not use damaged electrical equipment.
15. If you do not understand how to use a piece of equipment, ask the instructor for help.

COMPUTER USAGE

16. Computers should remain with their default settings. This includes desktop, cursor, documents.
17. Computers must always be shut down appropriately by using the Shut Down command.
18. Students may not tamper with the computer in any way.

SAFETY RULES AND PROCEDURES AGREEMENT

I, _____, have read this safety rules and procedures agreement. I agree to follow all of the safety rules and procedures set forth in this agreement. I realize that I must obey these rules and follow the procedures to insure my own safety, and that of my fellow students and instructor(s). I will cooperate to the fullest extent with my instructor(s) and fellow students to maintain a safe work environment. I will also closely follow the oral and written instructions provided by the instructor(s). I am aware that any violation of this safety rules and procedures agreement that results in unsafe conduct in the classroom/laboratory or misbehavior on my part may result in being removed from the classroom/laboratory, detention, receiving a failing grade, and/or dismissal from the course.

STUDENT SIGNATURE _____ DATE _____

Dear Parent or Guardian:

We feel that you should be informed regarding Milwee Middle School's effort to create and maintain a safe engineering classroom/laboratory environment. With the cooperation of the instructors, parents, and students, a safety instruction program can eliminate, prevent, and correct possible hazards. You should be aware of the safety rules and procedures your son/daughter will receive before engaging in any hands-on work. Please read the list of safety rules and procedures above. No student will be permitted to perform classroom/laboratory activities unless this contract is signed by both the student and parent/guardian and is on file with the teacher.

Your signature on this contract indicates that you have read this safety rules and procedures agreement, are aware of the measures taken to insure the safety of your son/daughter in the engineering classroom/laboratory, and will instruct your son/daughter to uphold his/her agreement to follow these rules and procedures.

PARENT/GUARDIAN SIGNATURE _____ DATE _____