MHHS AGRICULTURE DEPARTMENT

SHOP POLICIES AND PROCEDURES

Safe Conduct and Dress. I AGREE TO:

1. ~~Purchase school insurance or bring a note signed by my parent(s) verifying that I have suitable personal accident~~ and ~~medical insurance~~.
2. Inform my teacher of any allergies or handicaps before using the shop.
3. Occupy my assigned place at the beginning of the period.
4. Wear safety glasses at all times when in the shop, use special goggles as needed for handling chemicals and caustic materials, and wear shields or helmet when conducting hazardous operations.
5. Wear prescribed protective clothing and not wear long neckties, loose sleeves, or other loose clothing.
6. Practice general cleanliness and orderliness at all times.
7. Not wear finger rings when handling molten metal or working on electrical systems.
8. Not loiter in the shop.
9. Not throw objects in the shop.
10. Avoid "horseplay" at all times in the shop.
11. Report all accidents including minor cuts, scratches, and splinters to the instructor promptly.
12. Remain in the shop or classroom at all times except when excused by the instructor.
13. Help with shop cleanup and storage duties until the job is finished.

Safe Machine Use. I AGREE TO:

1. Never operate power equipment unless specifically authorized.
2. Never operate machines unless the guards are in place.
3. Use all tools for the purpose intended and in the approved manner as taught by the instructor.
4. Stand to the side of grinding wheels, buffers, and blades while the machine is gaining speed, and out of the fire path when furnaces and other burners are being started.
5. Remove keys from chucks when adjustments are complete.
6. Fasten all work securely before drilling, milling, sanding, and other such operations.
7. Avoid talking to or otherwise distracting others using machines or doing hazardous activities.
8. Not leave machines unattended, nor repair, oil, clean, or adjust them while they are running.
9. Not force machines beyond the capacity for which they were designed.
10. Report to the teacher all electrical equipment that is not properly grounded or otherwise safe to use.
11. Report to the teacher all tools and machinery in need of repair, and any hazards that I observe.

Safe Materials Handling. I AGREE TO:

1. Obtain the teacher's permission and read the label before using any pesticides or other chemicals.
2. Handle, use and store pesticides and other chemicals properly.
3. Not use gasoline as a cleaner or solvent, and to handle all fuels in the prescribed ways.
4. Not permit water to be poured into acid or molten metal, nor permit grease or oil to come into contact with molten metal.
5. Handle and store all soiled materials, rags, paints, solvents, and flammable materials in the approved manner.
6. Lift or move heavy objects in the approved manner only.

I have read the above rules and discussed them in class with my instructor. I realize they are for my protection and I will do all I can to see that they are enforced. I will observe all precautions given by my instructor or others assigned to supervise my participation in school and school-related activities.

Signed _____ / _____
student's signature date

_____ / _____
parent's signature date

Figure 3-15 Example of a shop policies and procedures statement.