Ohio Valley Career & Technical Center

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OVCTC Lab Safety Agreement

1. <u>School Issued UNIFORMS must be worn at all times, including academic classrooms, Monday – Thursday. NO SHORTS are permitted at the CTC. You must wear close-toed approved shoes. NO HOODIES are to be worn in labs or classrooms, School uniform must be visible at all times (Program specific dress codes will also apply)</u>
2. You will conduct yourselves in proper and appropriate ways at all times.
3. Objects are not to be thrown in labs or classroom
4. Safety glasses MUST be worn at all times in lab and adjoining areas
5. Electric tools and equipment may not be operated without permission
6. All spills on floors must be cleaned immediately
7. Open gas containers are not permitted in the shops
8. All equipment put on overhead hoists or jacks must be inspected by instructor before student goes underneath it.
9. No private articles may be brought in to shop for repairs / display without instructors permission
10. All injuries / accidents / illness should be reported immediately
11. All damaged tools and machinery must be reported immediately
12. DO NOT ever point an air hose at a person
13. Do not use defective tools or machines
14. No student shall operate a machine or equipment until authorized by instructor
15. The removal of machine guards and safety devices without proper authorization is prohibited
16. Do not attempt to repair or adjust a machine or equipment without instructor permission
17. All electrical cabinets and enclosures must be kept clear of tools, clothing, and other materials

18. Treat all circuits as if they were live
19. Floor areas under material and storage racks must be free of debris
20. Work bench tops are not to be used for storage purposes
21. Tools and equipment must be cleaned, Tools must be stored in approved racks, bins, or shelves when finished or not in use
22. Maintain supply bins in an orderly manner
23. Keep aisles clear of tools, and debris
24. Keep exits clear at all times
25. Carrying matches or lighters is strictly prohibited
26. No paint spraying in labs, Store flammable liquids in approved safety containers
27. Sheet metal or flameproof canvas curtains must be sued around welding operations at all times
28. Only persons trained to ignite and control gas fired equipment will be permitted to do so.
29. Report unsafe conditions to the instructor immediately
30. Be aware of your surroundings, safety should always be your main priority
31. Students are not permitted in labs without supervision
32. Protective hearing devices & head gear should be worn when needed
33. Chips must be cleaned from machine with brush or chip hook. DO NOT use a cleaning cloth, your hand, or compressed air
34. Shut off all equipment when cleaning, repairing, or adjusting
35. Do not distract any person operating a power tool, machine or equipment
36. Horseplay or practical jokes of any kind are NOT permitted in labs
37. Instructors are in charge at all times, Disrespect, insubordination, dishonesty, rude behavior, etc. will not be tolerated.   You are expected to behave as a young adult as we are preparing you to enter the work force. If you encounter a problem or are having an issue please report it to your Instructor immediately.
38. It is important to understand that safety is our first priority, Instructors or Administration may change or modify lab rules at any time to adhere to OSHA standards or for complete school wide safety without prior notice.

Please sign the attached form and return it to your Program Instructor keep lab rules for your reference.

Ohio Valley CTC Safety Agreement Authorization

I have read the Safety Agreement for the Ohio Valley Career & Technical Center; I agree to abide by all safety requirements listed above.

Student Signature:_____

Parent Signature:_____

Student Name:_____ Program:_____

(Please Print)