

CLASSROOM SAFETY

In addition to the proper safety procedures to follow as talked about in class, when working in the class be sure to practice the following:

1. Keep classroom and aisles clean and free from debris to the greatest extent given the types of activities being performed. All backpacks or other items should be placed under your desk.
2. Always work near other people and never by yourself. Make sure that the teacher or responsible adult is nearby. **ALWAYS REPORT ACCIDENTS OR INCIDENTS TO THE TEACHER OR ADULT AT ONCE.**
3. Read and understand all directions before you begin on a project. Be sure to understand the safety precautions for all projects.
4. While working make sure your person is properly dressed, meaning clothing, hair, jewelry, etc does not interfere or pose a risk to the activity.
5. If you have not worked with a particular material, tool, or machine before, check with your teacher for specifications regarding it.
6. When required, or directed by the teacher, wear safety goggles.
7. Use extra caution if you are working with flames, or hot liquids. If a fire starts do not panic, and immediately get an adult for help.
8. While working and after work has completed all work areas, storage spaces and washing facilities should be cleaned and orderly. Class will not be dismissed until teacher is satisfied with work space clean up.
9. All spray mounting shall be performed outside of classroom in the well vented hallway on mylar paper.
10. Follow proper Exacto Blades usage as shown in class. Always use a cutting guide or metal edge, walk with blades facing downwards and keep all blades at the **cutting stations**. Do not cut at your drafting desk. Once finished with the exacto blade, place back into storage box.
11. Follow proper hot glue gun usage as shown in class. Keep the hot glue gun at the gluing station.
12. Let teacher know if you have any medical conditions or allergic reactions.
13. Never indulge in horseplay in the classroom.
14. Do not rush or take any chances.
15. Use common sense; be respectful of the school facility, your classmates, the teacher and yourself.
16. Review the American Red Cross Basic First Aid Document

