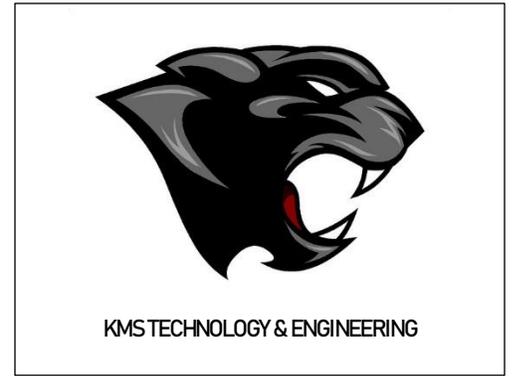


# Technology and Engineering Safety Contract:

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The shop is a facility offered by Kennedy Middle School's Technology and Engineering program. It is considered a privilege to use the technology shop and it will be used in accordance with all safety rules and restrictions as determined the Brevard County School System and Kennedy Middle School. Any willful misuse of the shop or deviation from the safety rules will result in suspension of the student's shop privileges.

**Any student with allergies, asthma, or respiratory issues needs to supply their own dust mask as well as notify Mr. Bennett of condition on page 5 of attached form.**

The Exploring Technology and Exploration of Production Technology classes require a **\$5.00 fee** to be collected each semester. This fee helps offset the cost of student supplies and equipment maintenance. Please make cheques payable to Kennedy Middle School.

Page 39 of the Brevard Public School's Secondary handbook states:

*"Students may possess wireless communication devices (WCDs) in school, on school property, during after school activities (e.g. extra-curricular activities) and at school-related function and **they must be powered completely off** (i.e., not just placed into vibrate or silent mode) and stored out of sight during school hours.*

*Technology including, but not limited to, WCDs intended and actually used or instructional purposes (e.g., taking notes, recording classroom lectures, writing papers) will be permitted, **as approved by the classroom teacher** or the building principal. However, the use of a WCD to engage in non-education-related communications is expressly prohibited."*

**Mr. Bennett does NOT approve the use of WCDs in his classroom.**

Kennedy Middle School, is not responsible for damage or malfunction caused to student wireless communication devices in the Technology and Engineering Lab.

Students **MUST** keep their nose, mouth, and chin covered with an appropriate face covering, at all times in room 703. Failure to do so will result in disciplinary action.

## General Safety

1. All persons must wear safety glasses upon entering the Technology shop
2. Working with wood is dusty. **You must provide your own particle mask!** If you have dust allergies or asthma, please bring a good particle or dust mask and note the need on page 5.
3. Appropriate attire must be worn to work in the shop. No jewelry or baggy clothes may be worn when working with power tools. Long hair must be tied back. No open toed shoes on Tuesdays and Thursdays.
4. No one is permitted to remove a safety guard from any tool.
5. No adjustments are to be made to any equipment except by Mr. Bennett. No exceptions.
6. **Never speak to anyone using a power tool.** Wait until they are done.
7. If you find any tool in need of repair, turn it off immediately and tell Mr. Bennett.  
Under no circumstances should you make repairs to the equipment yourself.
8. Shop users are responsible for immediately cleaning up their work area and the tools when done. This must be done before another person uses the area. Brooms, hand brooms, a Shop-Vac, and dustpans are provided. Failure to clean up can result in suspension from the shop.
9. Absolutely no food or liquid drinks of any kind are allowed in the shop.
10. No open flame in the shop.
11. Immediately report any and all accidents or incidents to Mr. Bennett no matter how small.
12. If you notice that a specialty tool is missing from shop inventory, please tell Mr. Bennett.

If you are unsure of how to do something, ask Mr. Bennett. Any damage done to equipment due to negligence will be billed to individual responsible. Mr. Bennett makes the final decision on how this shop and equipment will be used.

## HAND TOOLS

1. Safety glasses required, when working with any tool.
2. Secure stock when working. If you don't know how, ASK!
3. Return all tools to their proper place.
4. When cutting with a knife or razor, cut away from yourself. Never put yourself in the cutting path of any blade.
5. ALWAYS close the blade completely before setting it down.  
Only cut on approved cutting mat.
6. All hot glue guns are to be treated as hot, at all times, never touch the nozzle or the glue.  
Always place Hot Glue Guns in Hot Glue Gun stands.
7. If the tool is broken or compromised, please tell Mr. Bennett immediately.
8. If you get something in your eye wash it out, in the eye wash station.
9. Use caution at all times when using any tool.

## **DRILL PRESS**

1. Wear safety glasses.
2. Secure work properly.
3. Never stand on tool.
4. Do not wear gloves or loose clothing.
5. Never start the drill press with the drill bit or cutting tool in contact with the work piece.
6. Do not attempt to drill material that does not have a flat surface. No round stock.
7. Stop the drill press before removing scrap pieces from the worktable.
8. Clean the tool and the work area when done.



## **BELT AND DISC SANDER**

1. When using the Sander, turn on shop vac.
2. Wear safety glasses. Dust mask (supplied by you) recommended.
3. Do not use worn out or loaded up sanding disc or belts.
4. Always hold work securely keeping fingers away from the disc or belt.
5. Move your work across the surface of the abrasive. DO NOT sand in one place, this clogs, burns and ruins the abrasive surface.
6. The sanding belt should track in the middle of the plate. Do not use the machine if the belt is rolling off one side of the other . Report any tears or holes or flaws to the Monitor. Do not attempt to readjust the machine yourself.
7. Clean up when done.



## BAND SAW

1. Wheel guard doors must be closed, and the blade properly adjusted before turning on the machine.
2. Adjust the upper guide assembly so it is no more than 1/4" above the work.
3. Wear safety glasses. Allow the saw to reach full speed before starting to feed the work.
4. The stock must be held flat on the table.
5. Feed the saw only as fast as the teeth will remove the wood easily.
6. MAINTAIN AT LEAST A FOUR-INCH MARGIN OF SAFETY. (This means that the hands should always be at least four inches away from the blade when the saw is running.)
7. Plan cuts to avoid backing out of curves, whenever possible. Stop the machine before backing out of a long-curved cut.
8. Make turns carefully and do not cut radii so small that the blade is twisted then broken.
9. Round stock should not be cut unless mounted firmly in a jig.
10. Do not let small pieces of wood accumulate around the blade. Move them out of the way with a push stick or turn off the saw, wait till the blade stops, and then clear the table.
11. If you hear a clicking noise, turn off the machine at once. This sound indicates a crack in the blade. If the blade breaks, shut off the power and move away from the machine until both wheels stop.
12. Turn off the machine as soon as you finish working. Sweep the table and the floor. All scrap in the scrap bin.
13. Always lower the upper guide assembly after every use.



# John F. Kennedy

Exploring Technology & Engineering

## Parent/ Student Contract

TO: \_\_\_\_\_ (Guardian's name)

\_\_\_\_\_ is enrolled in the CTE Technology & Engineering program and  
(Name of Student)

will have the opportunity to use various tools, materials and equipment. Appropriate instruction in the safe use of these tools, materials and equipment is given, and close supervision is always maintained. Although every precaution is taken to prevent accidents, a certain risk is involved due to the nature of the experience and the learning environment.

We are requesting your cooperation in impressing upon your child the importance of being careful, listening to instructions, and following all safety guidelines. Please read the attached rules together with your child and reinforce their importance. We are asking you and your child to sign below and return the copy to us. Students are required to return this contract before being able to participate fully in the classroom activities.

I have read this communication and I understand the nature of the program in which my child is enrolled. I will stress the safety aspects of this program to my child and encourage my child to participate fully and safely in the program. I fully understand the "No Cellphone" policy in the Technology and Engineering Lab and will enforce it with my child.

\_\_\_\_\_  
(Signature of parent/guardian)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Home phone)

\_\_\_\_\_  
(Work phone)

**Please identify any health problems which may have a bearing on your child's participation in this class. If your child has any respiratory condition, please provide appropriate protection and note below. Please use back if necessary.**

\_\_\_\_\_  
\_\_\_\_\_  
I agree to observe all safety rules and procedures for safe operation and conduct in the technology education lab. I will treat the equipment and my fellow students with respect and keep them safe at **all** times. I will always wear approved eye protection while in the shop, in accordance with state law.

\_\_\_\_\_  
(Signature of Student)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Period)