

**SPECIALIZED INSTRUCTIONAL EDUCATION EQUIPMENT
MAINTENANCE AND SAFETY PROGRAMS**

Procedures

1. District Responsibilities
 - 1.1 Specialized instructional education machinery is to be maintained in good working order. A program of regular inspection and repair will be implemented.
 - 1.2 A shop safety upgrading program will be developed, updated on an annual basis and maintained at District expense.
 - 1.3 Comprehensive student safety tests will be developed and administered on an annual basis. Tests will be specific to specific working environments.
 - 1.4 Surplus or non-working machinery will be removed from schools and stored.
 - 1.5 Brushes are to be provided for the cleaning of equipment and brooms for cleaning the floor.
 - 1.6 Safety zones are to be painted around each piece of equipment, using non-skid paint.
 - 1.7 Eye, ear, hands and face protection areas are to be clearly signed.
2. Principal Responsibilities
 - 2.1 No more material than is strictly necessary for the specific programs being taught is to be kept on hand unless adequate storage space is available.
 - 2.2 Work areas and walkways are to be kept free of all obstruction, protruding objects or accumulated materials.
 - 2.3 The use of compressed air for clean-up purposes is strictly prohibited.
 - 2.4 The number and kind of machines in any classroom will be directly related to the courses taught in that classroom, or the maintenance of equipment used in that classroom.
 - 2.5 Booking the District designated contractor for shop safety upgrading.
3. Teacher Responsibilities

On a daily basis:

 - 3.1 All machine guards, covers, guides and fences are to be checked to be operating properly before the beginning of classes.
 - 3.2 All flammables and other chemicals are to be clearly identified and securely stored.
 - 3.3 All hand tools are to be returned to shadow boards and/or accounted for.
 - 3.4 Ensure that work benches and tables have been cleared and that student projects and materials have been properly stored and secured.

- 3.5 These requirements are to be posted in a place where substitute teachers will have access to the information.
- 3.6 Ensure that the room is left in a tidy fashion.
- 3.7 Stock is to be stored in properly marked bins or containers separate from work and equipment use areas.

On a weekly basis:

- 3.8 Inspect one piece of machinery thoroughly: switches, return springs (on drill presses etc.) belt tension and wear, tolerances on moving parts. A schedule or log of these inspections will be kept.
- 3.9 Inspect safety equipment (eye washes, gloves, goggles, fire extinguishers etc.) to make sure they are in good working order.

4. Reporting Potential Hazards

- 4.1 Machinery in need of repair, unclean floors, missing or damaged safety equipment will be reported immediately to the Principal with a copy to the District Safety Officer.

Reference: Sections 20, 22, 23, 65, 85 School Act
Occupational Health and Safety Regulation
National Building Code
National Fire Code

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