

Automotive Technology

Shop Policies & Procedures

Safe Conduct and Dress- I Agree to:

1. Wear safety glasses at all times when in the shop, use special goggles, face shields, or helmet when conducting hazardous operations.
2. Wear prescribed protective clothing.(NO SANDALS OR FLIP FLOPS) Closed toe shoes only!!
3. No bags backpacks in the Shop.
4. No loitering in the shop.
5. Avoid "horseplay" at all times.
6. Report all accidents including minor cuts, scratches, burns, and splinters to the instructor.
7. Remain in the shop or classroom at all times except when excused by the instructor.
8. Help with shop cleanup and storage duties until the job is finished (or until released by the instructor).

Safe Machine Use- I Agree to:

1. Never operate power equipment unless specifically authorized.
2. Use all tools for the purpose intended and in the approved manner as taught by the instructor.
3. Fasten all work securely before drilling, sanding, grinding, or other such operations.
4. Avoid talking to or distracting others while they are using machines or doing hazardous activities.
5. Not leave machines unattended, or repair, oil, clean, or adjust them while they are running.
6. Not force machines beyond their capacity for which they were designed.
7. Report to the teacher all tools and machinery in need of repair, and any hazards I observe.

Safe Materials Handling- I Agree to:

1. Obtain the teacher's permission and read the label before using any chemicals.
2. Lift or move heavy objects in the approved manner only.
3. Obtain the teacher's permission before you work on a project.

Liability- I Agree to:

1. Replace any school property damaged as a result of misuse.
2. Replace any school property lost while assigned to me.

Electronic Device Usage

1. I agree to leave all electronic devices, such as cell phones, kept away while in the shop unless otherwise instructed.
2. Phones will be kept on silent mode when in the shop
3. Any devices or personal belongings brought into the shop are your responsibility.

Damaged or lost devices are not in any way the school's or instructors responsibility

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. I understand everything described above and have been given a chance to have any and all questions answered satisfactorily.

Print Student's Name: _____

Student's Signature: _____ Date: __/__/__

Parent/Guardian's Printed Name: _____

Parent/Guardian Signature: _____ Date: __/__/__