

# Safety Practices and Procedures

## Utah Career and Technical Education

### Administration and Training

1. The CTE *Safety Program and Management Guide* is available on the Utah Division of Risk Management website ([www.riskutah.gov](http://www.riskutah.gov)). This document should be a primary resource guiding safety management.
2. Safety is a component of CTE Program Approval. LEAs should regularly review facilities for safety, monitor teacher compliance with LEA safety standards, and provide training where necessary.
3. LEAs are responsible for evaluating the skill level and safety knowledge of all new teachers.
4. CTE directors, administrators, principals, counselors, coordinators and teachers must be reasonable and prudent in seeing that class enrollments are not excessive. Reasonable class loads are determined by the size of the facility, student workspace requirements, and the ability of the teacher to adequately supervise various activities. Sensible class loads contribute to a safe work environment.
5. The CTE teacher must have administrative support for each policy statement. This support will endorse the importance of student safety in the classroom and shop area.
6. LEAs must provide safety training for all CTE teachers and provide safety assessments to assure teacher qualifications.

### Teacher

1. CTE teachers must provide appropriate supervision of students in classroom, shop or lab areas.
2. CTE teachers must be particularly alert and provide supervision when students are using machinery and tools. **Students may not work in a shop, lab, or construction site if the teacher is not present. Absolutely no exceptions!**
3. CTE classes must be supervised and taught by teachers who have received appropriate, district-specific or LEA safety training and subject endorsement prior to teaching the course.
4. CTE teachers cannot delegate their supervisory responsibility to a student, student aid, teacher's assistant (TA), unlicensed paraprofessional, or adult volunteer.
5. Each CTE teacher must provide and implement a comprehensive and workable safety program. This program will include, but not be limited to:
  - General safety rules

- Hand tool safety and demo
  - Machine tool safety and demo
  - Eye safety
  - Personal Protective equipment.
  - Testing on all tools and machinery to be used
  - Safety tests maintained until a student is 21 years old
  - Accident report investigations
6. Safety should be taught and reviewed on a continual basis throughout the year.
  7. CTE teachers must require that students use safety glasses, related personal protective equipment, and machine guards in all lab areas.
  8. CTE teachers must maintain an organized, clean and uncluttered classroom, lab and work environment.
  9. CTE teachers must conduct an annual equipment and safety evaluation (Safety Check-List Items form).
  10. CTE teachers are responsible for seeing that equipment in a shop or lab is kept in safe operating condition. The teacher must correct all known hazards and defective conditions through individual action, maintenance work orders, or a written request to the appropriate school or district administrator. Defective equipment should be tagged, and the electrical power disconnected or locked out to prevent use.
  11. CTE teachers should be familiar with basic first aid (first-aid certification is recommended). Teachers must follow approved school procedures in case of an accident, complete a written accident report and maintain accident records as required.
  12. CTE teachers must set a proper safety example at all times for students to follow.
  13. CTE teachers must maintain order and control in the classroom, lab, or shop facility. Teachers must be aware of students who do not conduct themselves in a safe manner and administer immediate corrective action, including removal from shop areas if necessary.
  14. CTE teachers must take and pass an LEA safety assessment to determine qualification.
  15. In the event of an emergency, CTE teachers must obtain “coverage” by another faculty member prior to leaving the classroom or lab. Students must discontinue the use of tools and equipment until the regular CTE teacher returns.
  16. Students must never be left unattended in any CTE classroom, shop or lab. Before leaving the classroom, shop or lab, the CTE teacher must assure all students are gone and the facility is locked.
  17. CTE teachers should refrain from using personally owned or personally-modified equipment. Safety guards should be purchased from commercial vendors.

18. CTE teachers should refrain from bringing and using personal tools in the shop. Students should never be allowed to use tools which are owned by the teacher.

## Facility

1. All machines must be equipped with guards that meet or exceed industrial OSHA standards and those guards must be maintained.
2. All CTE shop and lab facilities must be equipped with an eye wash station that is activated weekly and inspected monthly.
3. All CTE shop and lab facilities that generate fine particulates must be equipped with appropriate dust removal, air filtration and fume ventilation.
4. All CTE shop and lab facilities that use flammable(s) and hazardous materials must be equipped with an approved flammable storage cabinet.
5. Safety Data Sheets (SDS) must be maintained and visibly posted for all chemicals and hazardous materials used in the facility.
6. It is recommended that all CTE shop and lab facilities be wired with an emergency shutoff switch controlling all power tools and equipment.
7. Establish machine safety zones and adequate passage space within the facility. See Utah Administrative Code R392-200-9.2(H)(VI)
8. Eye protection requirements should be posted at each entrance of every CTE shop or lab facility. Sanitary eye protection should be available at the main entrance.
9. All CTE shop and lab facilities must be equipped with adequate lighting.

## Student Responsibility

1. Parent/guardian consent forms must be completed and signed by the student and a parent or guardian prior to participation in the CTE program. (This is often included as part of the course disclosure statement.)
2. A student is not allowed to use any machine until he/she has received safety instruction, scored 100% on the safety test/tests, and the teacher is satisfied the student can use the equipment safely.
3. Each student must sign a document stating that he/she has received safety instruction and agrees to follow the safety rules for each piece of equipment used.

4. The CTE teacher is in charge of the shop or lab facility, grants permission to work, and directs which machines can be used. A student may not work in the shop unless he/she has permission from the instructor.
5. Every student and visitor must wear appropriate eye protection in any CTE shop/lab/job site area where hand tools, power-driven tools, or machinery is being operated. Safety Glasses must meet ANSI Z-87.1- 2015 standards.
6. Every student must wear personal protective equipment where appropriate (face shield, hearing protection, respirator, welding helmet, gloves, etc.).
7. Students must report all injuries to the teacher.
8. Students must respect a machine operator's work space.
9. Distractions must be eliminated to the degree possible. A student's full attention, ability to focus on work, and awareness of surroundings are critically important safety factors.

## Student Teachers (Associate Teacher License)

Student Teachers receive a temporary Utah Student Teacher/Intern License, which authorizes them to teach under the supervision of a Cooperating Teacher. The Cooperating Teacher evaluates the Student Teacher's performance and assumes responsibility for student safety. The Student Teacher should be able to pass the safety tests required of the students. At some point in the student teaching experience, it is appropriate to grant the Student Teacher full control of the class, without the Cooperating Teacher's presence.

## Substitute Teachers

If a substitute teacher is present, the school administration must provide a class meeting place away from dangerous equipment. If the class must meet in the shop area, all tools and equipment with the potential to cause serious injury should be secured to prevent their use. The teacher must provide an appropriate lesson plan for the substitute or have emergency lesson plans on file with the school administration. **Under no circumstances should students be allowed to use tools, equipment or machinery when an unqualified (unendorsed) substitute teacher is in charge of the class!**