

# **Mechanics Shop Rules and Expectations**

## **W.H. Croxford Mechanics**

### **1) All people will be treated with respect.**

### **2) Safety Expectations**

All safety rules will be followed and protective equipment will be used whenever it is required.

If you do not know how to safely operate a tool/piece of equipment, you must see your teacher for instruction before using it.

A high standard of proper and safe behavior must be maintained at all times. Horseplay, teasing, harassing, bothering, mock fighting, interfering with others or their property, not following safety/shop rules or any other unsafe activity will be dealt with severely.

**“Do not accept any unsafe behavior. Remove any student who is acting in an unsafe manner, and ensure that he or she can operate safely before re-admittance.”**

-Alberta Education 1998, CTS Manual for Administrators, Counselors and Teachers, Appendix 3/269

### **3) Accidents**

All accidents **MUST** be reported to the teacher no matter how minor you may think they are. This includes accidents to yourself, others, tools/equipment, and vehicles.

**In the case of an emergency:** Stop what you are doing as soon as it is safe to do so and give your full attention to the teacher who will give directions on what to do.

### **4) Cleanup**

Students are expected to participate fully in cleaning up their work area, tools, and equipment as well as contributing to general shop organization and cleanliness.

- Projects, demo parts, models, etc. must be properly stored as directed by the teacher.
- **Spills are hazards and must be cleaned up immediately.**
- Garbage must be disposed of properly (recycle containers, garbage cans, scrap metal bins, etc. are provided) so that tripping hazards are not created.
- **Students are expected to work until cleanup time is called (clean the shop first and themselves last).**

## **5) Electronics Usage**

Please see WHC policy for complete details.

**MP3 players/iPods/Smartphones are not to be used while working in the shop, as this is a serious safety hazard.**

## **6) Dress/PPE**

Students must wear appropriate clothing when in the shop area.

- Coveralls/Smocks must be worn when working in the shop. They must be kept clean and in good repair.
- Coveralls/Smocks are to be worn properly and done up fully. I.e.: not half tied at the waist.
- Open-toed shoes/sandal cannot be worn in the shop. Leather shoes are good. CSA approved steel-toed boots are best.
- Eye protection MUST be worn at all times in the shop.
- It is suggested that students wear hearing protection in the shop.
- Other items of PPE must be worn in the student is performing a task that indicates it's use. (Dust masks, gloves, face shields, etc.)
- Jewelry (rings, long chains/earrings, etc.) must be taken off and securely put away.
- Long hair must be tied back.
- Extremes in dress have the potential to interfere with the work being done. If this is the case, the student will be asked to change clothes or complete theory work in the classroom.

## **7) Drugs/Alcohol**

Students under the influence of drugs, alcohol, etc. are a risk to themselves and others in the shop area.

- Students who are impaired by prescription or over-the-counter medications must inform the instructor and will be given alternative work.
- School policy is very clear that no level of intoxication due to alcohol or illegal drugs is acceptable. Students who are intoxicated will be referred to the schools' administration.

## **8) Theft**

The tools, equipment and materials in the shop are high value items. Theft of any property will result in loss or credits, class suspension, denial of access to shop area and/or other consequences. Theft will be reported to school administrators and potentially, the police.