



# Student Safety Form

Instructor		Course	Group
Student Name		Grade	Date
Parent/Guardian Name			Home Phone No.
Home Address	City	State	Zip
			Parent/Guardian Email
Emergency Contact Name		Relationship	Emergency Contact Phone No.

*In order to provide a safe and productive learning environment, students are required to follow **Machine Safety Procedures and Safe Practices** at all times while in a technology education course. Failure to return this form or failure to adhere to these requirements may include but may not be limited to exclusion from using machines and tools and/or disciplinary action.*

## AACPS Machine Safety Procedures

### Before Use:

1. Read and understand the machine safety rules
2. Observe a machine safety demonstration
3. Obtain 100% score on all safety quizzes
4. Ask for instructor permission to use the machine
5. Perform a visual inspection of yourself & the machine

### During Use:

6. Follow all machine safety rules
7. Wear eye protection at all times

### After Use:

8. Wait for machine to come to a complete stop before cleaning
9. Clean the machine and work area

## Safe Practices

- Follow the **AACPS Machine Safety Procedures** found above
- Ask permission prior to each use of any tool or machine
- Use eye-protection devices as required by state law
- Remove or correct loose clothing, tie back long hair and roll sleeves above the elbows
- Do not leave a machine until it comes to a complete stop
- Wear shoes with closed toes
- Wear protective clothing and equipment as prescribed by the teacher
- Remove jewelry as required by machine safety rules
- Carry sharp or pointed tools facing down and away from others
- Do not enter instructor only red safety zones and permission is needed before entering the yellow zones
- Use equipment only while doing authorized work at authorized times
- Report all unsafe conditions to the teacher immediately
- No talking to, or otherwise distracting machine operators
- No running, yelling or throwing items, or making unnecessary noise
- Report all accidents to the teacher immediately
- Ask the teacher for help when uncertain of the safest procedure to follow
- Turn off the machine after every use
- Only do authorized work at authorized times
- The teacher must be present before the use of any tool or machine

*I, the parent/ guardian and student, have read, understand, and agree to participate and abide by Machine Safety Procedures and Safe Practices while participating in this course at all times.*

Student Signature	Date	Parent(s)/Guardian(s) Signature	Date
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Please make a copy of this document for your own records and return the original to your instructor.  
 A copy of this form is located under the Parents/Community link on our county's website at [www.aacps.org/html/Parents/default.asp#Forms\\_](http://www.aacps.org/html/Parents/default.asp#Forms_)