

Name: _____

Date: _____

DIESEL & EQUIPMENT TECHNOLOGY CLASSROOM & SHOP RULES

Classroom Rules

1. Show respect for the worth and dignity of all individuals in the school and community; specifically, talking while others are talking; shoving, running, throwing items, or similar behavior will not be permitted.
2. Listen twice as much as you talk, you were given two ears and one mouth for a reason.
3. Have or develop **INTEGRITY!!!**
4. Honor the class starting and ending times. Students should be at their work areas when the class is scheduled to begin ready to work!!! Do not leave your area unless permission is received from the instructor you sign out and you have the hall way pass!!!
5. Pay attention to instructions and safety directions given by the instructor. Students are expected to follow directions regarding assignments, lessons, and work activities.
6. It's the student's job to obtain all missed work from the instructor!!!
7. Report all unsafe conditions (broken equipment, chairs, desks, light fixtures, etc.) immediately to the instructor.
8. Expect to participate in assignments and shop activities. Assignments should be completed and turned in according to directions and deadlines given.
9. Come to class prepared. Bring paper, pencil or pen, and study materials (worksheets, notebook, etc.) **BE READY TO WORK!!!**
10. Attend class regularly and on time, keeping in mind that attendance patterns establish a lifestyle of operations and directly relate to future employability.
11. Expect any violation of room policy to be dealt with in an appropriate manner by the instructor.
12. Use cell phones as a tool and not a constant distraction!!!

General Rules

1. Work will be done **only** when the instructor is present in the shop.
1. Safety glasses will be worn at all times in the shop area.
2. Tools will be used only for use intended and will not be tossed or thrown. They must be wiped clean before they are returned.
3. Machines will only be used **AFTER** they have been demonstrated by the instructor.
4. Machines or tools marked with a tag will not be used.
5. If oil, paints, or thinners are spilled, clean them up immediately.
6. The shop is cleaned at the end of each lab. Time will be provided. **EVERYONE** helps. A clean shop is a safe shop. A deep clean of the shop will take place on Fridays.
7. Open-toed shoes, sandals, and shorts are not permitted in the shop. Tennis shoes are not recommended. **YOU MUST HAVE PROPER DRESS TO WORK IN THE SHOP!!!**
8. Loose fitting clothes, sweaters, gloves, or jewelry should not be worn in the shop. Long hair should be tied back.
9. Notify the instructor of anything you believe may lead to an accident. Safety is everyone's responsibility.
10. **IN CASE OF AN ACCIDENT, NOTIFY THE INSTRUCTOR AT ONCE.**
11. Do not sit on, get in, set tools on or start and drive any equipment, tractors, cars or trucks without instructor permission.
12. Put all personal items in locker and keep locker locked at all times!
13. Goggles or shields must be worn when using any type of grinder, high speed cutters and air chisels.
14. Do not put sharp or pointed tools in your pockets.
15. Work quietly. This will help you and others to work safely.

16. Keep to your assigned work. Do not bother other people.
17. Know where the fire extinguishers are and how to use them.
18. Approved jack stands must be used under all raised vehicles and equipment
19. Proper eye protection must be worn when using welding and cutting equipment.

95% OF ALL ACCIDENTS ARE CAUSED BY PEOPLE, NOT EQUIPMENT

Dangerous Gasses/Paints

1. Properly vent exhaust gasses from all running engines.
1. Keep flames and sparks away from batteries, gasoline and flammable items.
2. Do not pour fuels, oils or thinners in drains. Do not use these liquids for cleaning.
3. Gasoline, Diesel fuel and thinners should be stored only in approved containers.
4. Handle welding tanks with care. Keep caps on tanks whenever moving them.
5. Wear dust particle mask when sanding or sandblasting.
6. Use approved paint respirator when painting or priming.

Fires and Burns

1. Keep dirty shop towels in proper containers.
1. Note where fire extinguishers are located in shop.
2. Use caution when removing radiator caps from hot engines.
3. Make sure all electrical units are turned off before connecting battery cables.
4. Insulate all live wires that have been disconnected.
5. Use proper eye protection when welding or cutting with a torch.
6. Disconnect battery ground cable before removing electrical components and welding on vehicle
7. Check extension cords to see that they are well insulated and in good condition.
8. Remove and report all damaged electrical cords, switches, or equipment.
9. Always have a container of water close by when welding or using the torches.

Dangerous Pressure

1. High Pressure air hoses are dangerous; do not point them at other people.
1. Always wear safety glasses when using an air hose.
2. Apply prying pressure only with an approved tool.
3. Use extreme caution when working with springs of any kind, especially suspension coil springs.
4. While using pulling equipment, do not go near chains and stressed areas.
5. Do not dust off clothes or hair with air hose.

Power Tools

1. Keep out from under a vehicle that is being raised or lowered and no riders in vehicle.
1. Always use safety device on hoist.
2. Do not try to stop a turning machine by hand.
3. Keep hands out of moving machinery and V belts.
4. Make sure jack head is on rigid location on car frame before lifting.
5. Always use jack stands whenever equipment is raised.
6. Clean equipment after using it.

Falls, Falling Objects, and Lifting

1. Do not leave tools or parts on the floor.
1. Parts that may roll off a bench should be blocked or secured.
2. Use creepers when appropriate. Return creeper to storage area when not in use.
3. Lift heavy objects with the legs, not the back. Use hoist if possible.
4. Make sure cables and brackets are properly secured when lifting objects with the hoist.
5. Never place yourself in line with the chains on the A- frame or portable crane.

Shop Policy

1. If you have any questions, see your instructor.
2. Safety glasses are to be worn by **EVERYONE AT ALL TIMES** in the shop.
3. Students driving or moving a vehicle/equipment in a reckless or unsafe manner may be prohibited from driving or bringing a vehicle to class for the remainder of the school year.
4. Repair parts furnished by the school must be paid for when received. Vehicles/equipment will not be allowed to leave until all bills have been paid in full. All vehicles/equipment brought into the shop must have a completed repair order.
5. All vehicles/equipment will be scheduled for repair based upon their educational merit only.
6. No one is allowed to remove a vehicle/equipment from the shop until clean-up is called or without instructor's permission.
7. The last 10 minutes of each session is for shop clean-up. Everyone must participate. No one is to go wash up or to their locker until all tools are in and the shop is clean.
8. All repair work will be completed to acceptable industry standards.
9. Students are not allowed in the tool crib without instructor's permission or with tool crib pass.
10. When dropping off equipment, remove it from the truck or trailer and park in the back row of the parking lot. **NO PARKING ON THE WEST SIDE OF THE BUILDING!!!**
11. Use fender covers and install plastic or something on the floor of equipment you're working on when necessary.
12. Keep grease off interior and exterior of equipment cars/trucks and you.
13. Do not store tools, parts, nuts, bolts, etc; on hoods, tops of equipment, battery trays or any place that can scratch the paint.
14. The speed limit is 15 mph on the school grounds.
15. No stealing or taking other people's property or equipment that is in or on or hooked to their equipment or vehicle.
16. Get your own tool box from the tool crib!!! Please don't take other students tools out of the tool boxes.

General Policy

1. No one is allowed in storage rooms or office without instructor's permission.
1. After clean-up everyone must remain in the shop until they are dismissed. **KEEP YOUR FEET ON THE GRAY!!!** There will be **NO EXCEPTIONS**.
2. Students disruptive to the education of others during classroom lectures/demonstrations and shop time will receive disciplinary action as necessary.
3. Misconduct, stealing, intentional damage of school or individual property, or breaking of shop/safety rules may result in disciplinary action as necessary.

Tool Crib Duties

1. NO TOOLS will leave the tool crib without being chipped out. Students cannot check out tools using someone else's name/chips.
2. Inventory tools and supplies.
3. Report missing or broken tools to the instructor. Broken tools are not to be issued.
4. Only the student assigned to the tool crib is allowed in the crib unless a tool crib pass is given out.
5. No loitering at the tool crib.

Tool check out and return policy

1. Tools and tool box must be chipped out by the tool room attendant
2. You must check the tool box to make sure all tools are in the tool box
3. No loitering at the tool room.
4. Plan your tool return: Time to clean and proper check back in tool room.
5. Make sure ALL the tools are in the tool box when you return it.