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## **REGULATION 5130**

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### **TECHNOLOGY EDUCATION AND STUDENT SAFETY**

#### **The Board will:**

- Require subject-qualified instructors (including Teachers-on-Call) in high- risk areas of technology education;
  - Require district staff, students and visitors to obtain instructor authorization prior to using any machines or equipment;
  - Establish standards for equipment purchase and for the configuration of equipment in classrooms;
  - Provide technical support for the repair and maintenance of technology equipment to ensure its safe and dependable operation;
  - Ensure that safety equipment and first aid kits/stations are supplied and maintained in a proper fashion;
  - Support and encourage safety related in-services and workshops for technology instructors;
- Ensure that the Greater Victoria School District safety standards are consistent with industry standards;
- Promote standing "District Health & Safety Policy", as outlined under Regulation 4300.1, where applicable in technology classrooms.

#### **The Principal will:**

- Ensure that only subject qualified instructors (including Teachers-on-Call) are teaching/supervising in high risk areas of technology education;
- Ensure that subject qualified Teachers-on-Call, used in high-risk areas of technology education, are apprised of Policy and Regulation #5130;

- Support technology instructors in dealing effectively with students who are not following classroom safety procedures thereby creating a dangerous situation for themselves and others;
- Collaborate with the instructor to ensure safe and manageable working conditions for all technology courses (the principal, as stipulated in the School Act, is ultimately responsible for the well being of all students);

**The Technology Instructor will:**

- Identify, within the course outline/description, high risk machines and equipment that will be used during the technology course and communicate this to parents and students;
- Provide written expectations of student behavior and general appearance (clothing and grooming), general classroom operation procedures and safety regulations, and communicate this to parents and students;
- Provide written safety instructions on all high-risk tools, machines and equipment. Post these instructions in appropriate locations to alert students to the safe operating procedures;
- Provide safety demonstrations on all high-risk tools, machines, and equipment. The demonstrations should emphasize the hazards and serious consequences of improper use of the equipment. Video tapes of safety procedures should be readily available to students, especially Special Needs students, for a quick review if needed. Videotapes are NOT intended to replace "direct" teacher safety instruction and demonstration;
- Provide directions and safety instructions to teaching assistants who are supporting students in the classroom;
- Provide a method of testing the learning outcomes of safety instruction;
- Ensure students make up safety instruction that has been missed;
- Provide an organized record-keeping system that will track every student's progress through safety lessons, demonstrations and quizzes. Records should include the names of machines/equipment covered, and the dates taught. At year-end the records should be archived in the school for future reference;
- Ensure the use of safety guards, safety devices and protective clothing in high-risk areas and on high-risk machines (Note: only authorized safety guards should be used);
- Ensure the use of appropriate eye and ear protection when in high-risk areas and on high-risk machines;
- Apply local and provincial safety standards and regulations to a level appropriate for specific classroom situations;

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- Monitor classrooms for unsafe practices, and promote a responsible, positive attitude toward safety in general by modeling appropriate safe operating procedures;
- Deal immediately with students not following safety regulations and if the inappropriate behavior persists, deny access to machines and equipment;
- Inform the parents of their child’s safety regulation violations and what disciplinary consequences have resulted;
- Ensure a properly identified and well-equipped first aid kit is readily available for use;
- Post a procedural plan to deal with sudden serious accidents;
- Communicate to the Principal the safe and manageable working conditions for each technology course;
- Discontinue use of high-risk machines and equipment when conditions are not safe.

**The Student will:**

- Follow all safety requirements and regulations as taught and demonstrated by the instructor;
- Immediately inform the instructor of any broken or malfunctioning machine, tool or equipment;
- Inform the instructor if they are not in an appropriate "mentally alert state" to operate in a high risk area (e.g. taking medication that makes one sleepy or drowsy);
- Obtain permission or "general clearance" before operating any machines or equipment in the technology classroom;
- Stop and seek additional information from the instructor if uncertain about operating any equipment, machine or tool;
- Behave, dress and groom (hair secured, jewelry removed, etc.) in a safety conscious manner appropriate in a high-risk environment.

**References:**

School Act, Section 6	Duties of Students
School Act, Section 15(1)	Employees
School Act, Section 17	Teachers' Responsibilities
School Act, Section 95(3)	Conduct
School Act, Section 103 (2) (c) (i)	Power and Capacity
School Regulation, Section 4	Duties of Teachers

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*Greater Victoria School District*

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