

**MONMOUTH COUNTY VOCATIONAL
SCHOOL DISTRICT**

**Technical Classroom
Safety Guidelines**

IN COMPLIANCE WITH SAFETY

STANDARDS SPECIFIED IN N.J.A.C. 6:53-1 ET. SEQ.

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MONMOUTH COUNTY VOCATIONAL SCHOOL DISTRICT

SAFETY PROGRAM

Safety Policy

The Board of Education recognizes that the safety of its students and employees on school property or when engaged in school-authorized functions is a fundamental responsibility. Staff members and students are encouraged to exercise proper care in using any apparatus, and in moving from one area to another.

In order to provide a safe environment for education, the superintendent shall develop procedures for ensuring that all school buildings shall be kept safe, clean and attractive and in good repair.

The superintendent shall develop rules to govern the supervision of pupil safety. These rules, together with such preventive measures and practices applicable to individual locations, shall be explained to all personnel by principals at the beginning of each school year, and copies of the rules and procedures shall be posted in all schools.

The superintendent shall develop an eye protection program to be established and implemented in accordance with N.J.A.C. 6:3-1.14 (e1) that will provide adequate eye protection to pupils, district personnel or visitors exposed to any hazardous materials or potentially dangerous equipment.

The superintendent shall develop procedures for the maintenance in safe condition of all equipment used in courses conducted by the district, as well as all equipment used by personnel, such as vehicles, equipment, and any tools necessary to the maintenance of district property.

These rules, regulations and procedures shall comply in all respects with applicable New Jersey law.

I General Policies for the Safe Operation of District Vocational Courses

The Monmouth County Vocational School District Board of Education recognizes and is committed to provide a safe environment in the operation of vocational education. Through the combined efforts of the Board, the administration, the teaching and non-teachings staff, and the student body, the District's Safety Program will be implemented to provide an "on-going" process to promote and reinforce safety regulations.

II District Safety Education Objectives

To comply with all safety standards specified in the N.J.A.C. 6:53-1 and the Monmouth County Vocational Board of Education.

To orient all students to proper standards of conduct in vocational shops.

To orient and instruct all students to proper use and location of shop safety equipment.

To instruct all students in fire drill and emergency evacuation procedures from shop/classroom and building.

To instruct and have students demonstrate the proper use of tools and equipment in the vocational shop.

To develop positive student attitudes toward the total safety program of the District.

To instruct all students in proper personal safety habits.

To orient, instruct and enforce all students to comply with eye safety standards.

To instruct all students in proper safety operations of shop machinery and to be able to identify potentially hazardous conditions of such machinery.

To implement specific practices and precautions required for safe operation within each separate vocational course.

To conduct periodic inspections and maintenance of facilities, tools, machines, equipment and personal protective devices.

To provide emergency procedures to be followed in the event of an accident involving a student, teacher or any other individual.

To assess a student's knowledge of safety practices and procedures in the vocational shop.

To identify and properly label hazardous work areas.

To instruct students in the safe handling and use of chemicals related to their respective trade areas.

To instruct students in the fundamentals of the New Jersey Public Employees Occupational Safety and Health Act as related to their respective trade areas.

To instruct students in the fundamental requirements and standards of the Environmental Protection Agency as related to their respective trade areas.

To instruct students in the fundamentals of the New Jersey Worker and Community Right to Know Act.

To instruct students in the area of occupational health and awareness.

III Specific Statements of Practices and Precautions required for safe operation within each separate course.

A. Statement

The safety of students is of paramount importance and will be a controlling factor in the vocational education program. At no time should safety be a secondary consideration. If an objective cannot be achieved within the bounds of good safety practices, it has no place in the school program. It is the teacher's responsibility to provide a continuing program of safety education. Students must be kept constantly aware of what constitutes safe procedures, especially as they pertain to their specific activities. Students must be closely supervised by teachers at all times.

B. **General Safety Checklist**

Unauthorized tools or equipment should never be used in the classroom.

Complete safety instruction precedes the use of all equipment.

All machine tools are properly guarded.

All portable electric tools are correctly grounded.

Oily rags are always placed in an approved safety can.

Flammables are always stored properly.

All electric cords are kept in good condition.

Temporary electrical wiring is never used.

Scraps of material are never on the floor (exclusive of sawdust, shavings, and dust from filing operations).

Each tool has a definite storage space and is returned there after each use.

All material has a definite storage space.

Storage lockers are inspected regularly for accumulated scraps, etc.

Cutting tools are kept sharp for maximum learning and efficiency.

Machine tools are inspected at frequent intervals and any defects are corrected immediately of the machine is taken out of service until such time that proper repairs have been made.

Only one student at a time is ever allowed in the operator's zone of a machine.

Students are never allowed to talk to the machine operator.

Machine tools are thoroughly cleaned with a brush by each student after use.

Eye protection is insisted upon by the teacher whenever necessary.

Students are never permitted to operate machines unless neckties and jewelry have been removed and sleeves rolled above the elbow.

Safety instruction is incorporated with regular teaching units in addition to specific lessons concerning safety.

An accurate record is kept of each safety lesson and of the students present at the lesson.

A correct and complete file is kept of machine permits, one for each student enrolled.

Periodic tests are given to check up on the adequacy of the safety program.

1. Air Conditioning, Refrigeration and Heating

- a. Teachers shall orient and instruct students to general safety rules and procedures in the shop:
 1. Emergency exit procedure
 2. Emergency power shut-off buttons
 3. Locations of personal safety protective devices
- b. Teacher shall require safety goggles/glasses be worn at all times in designated work areas.
- c. Teacher shall lecture and demonstrate the use of all shop equipment and hand tools and assess the student's competence prior to specific use.
- d. The teacher shall require that all students successfully complete a written and practical safety test prior to the use of individual machines and power tools.
- e. The teacher shall require that power tools and equipment be disconnected when changing operational set-up.
- f. Teachers shall instruct the students in proper disposal of flammable material.
- g. The teacher shall insure that hoists are used for lifting compressors and other equipment over 60 lbs.
- h. The teacher shall insure that cylinders are never filled over 75% of their capacity.
- i. The teacher shall insure that disposable cylinders are never refilled.
- j. The teacher shall check recommended operating pressures for each refrigerant prior to its use.
- k. The teacher shall instruct the students in the methods of evacuating freon as required by the E.P.A. regulations.
- l. The teacher shall instruct the students in the safe handling and use of chemicals related to the trade area.

- m. The teacher shall instruct the students in the fundamentals of the New Jersey Worker and Community Right To Know Act.
- n. The teacher shall instruct students in the area of occupational health and awareness.

2. Auto Body Repair

- a. Teachers shall orient and instruct students to general safety rules and procedures in the shop:
 - 1. Emergency exit procedure
 - 2. Emergency power shut-off buttons
 - 3. Locations of personal safety protective devices
- b. Teacher shall require safety goggles/glasses be worn at all times in designated work areas.
- c. Teacher shall lecture and demonstrate the use of all shop equipment and hand tools and assess the student's competence prior to specific use.
- d. The teacher shall require that all students successfully complete a written and practical safety test prior to the use of individual machines and power tools.
- e. The teacher shall require that power tools and equipment be disconnected when changing operational set-up.
- f. Teachers shall instruct the students in proper disposal of flammable material.
- g. The teacher shall instruct the student in the proper use and maintenance of a respirator.
- h. The teacher shall instruct the students in the proper use of the eye wash station.
- i. The teacher shall instruct and supervise the students in the proper use of compressed air.
- j. The teacher shall instruct and supervise the use of oxygen and acetylene welding equipment.
- k. The teacher shall instruct the student in the proper use of protective clothing and procedure for arc and mig welding.
- l. The teacher shall instruct the students in the safe handling and use of chemicals related to the trade area.
- m. The teacher shall instruct the students in the fundamentals of the Right To Know Act.
- n. The teacher shall instruct students in the area of occupational health and awareness.
- o. The teacher shall instruct the students in the safe use lifts and hydraulics.
- p. The teacher shall instruct the students in the use of floor jacks.

3. Auto Mechanic/Auto Services

- a. Teachers shall orient and instruct students to general safety rules and procedures in the shop:
 1. Emergency exit procedures
 2. Emergency power shut-off buttons
 3. Locations of personal safety protective devices
- b. The teacher shall require safety goggles/glasses be worn at all times in designated work areas.
- c. The teacher shall lecture and demonstrate the use of all shop equipment and hand tools and assess the student's competence prior to specific use.
- d. The teacher shall require that all students successfully complete a written and practical safety test prior to the use of individual machines and power tools.
- e. The teacher shall require that power tools and equipment be disconnected when changing operational set-up.
- f. The teacher shall instruct the students in the proper disposal of flammable materials.
- g. The teacher shall instruct the student in the proper use and maintenance of respirators.
- h. The teacher shall instruct the students in the proper use of the eye wash station.
- i. The teacher shall instruct and supervise the students in the proper use of compressed air.
- j. The teacher shall instruct the student on the use of lifts and their safe operation.
- k. The teacher shall instruct the students in the use of the exhaust system.
- l. The teacher shall instruct the students in the use of the parts cleaner.
- m. The teacher shall instruct the students in safe placement and use of jack stands.
- n. The teacher shall instruct the students in the use of floor jacks.
- o. The teacher shall instruct the students in brake drum vacuum systems.
- p. The teacher shall instruct the students in the use of electrical testing equipment.

- q. The teacher shall instruct the students in the methods of evacuating freon as required by E.P.A. regulations.
- r. The teacher shall instruct the students in safe handling and use of chemicals related to the trade area.
- s. The teacher shall instruct the students in the fundamentals of the Right To Know Act.
- t. The teacher shall instruct the students in the area of occupational health awareness.

4. Baking

- a. Teachers shall orient and instruct students to general safety rules and procedures in the shop:
 - 1. Emergency exit procedures
 - 2. Emergency power shut-off buttons
 - 3. Locations of personal safety protective devices
- b. The teacher shall lecture and demonstrate the use of all shop equipment and hand tools and assess the student's competence prior to specific use.
- c. The teacher shall require that power tools and equipment be disconnected when changing operational set-up.
- d. The teacher shall require that all students successfully complete a written and practical safety test prior to the use of individual machines and power tools.
- e. The teacher shall instruct the students on the proper use, care and maintenance of the electrical and gas fired food service equipment.
- f. The teacher shall instruct the students in the proper handling and storage of all food items in the program.
- g. The teacher shall instruct the students in the proper use of hot water and steam equipment and insure the proper use of the same (sink heater, steam kettle, steam boiler).
- h. The teacher shall instruct the students in the safe operation of slicing machine.
- i. The teacher shall instruct the students in the safe handling and use of chemicals related to the trade area.
- j. The teacher shall instruct the students in the area of occupational health and awareness.
- k. The teacher shall instruct the students in the fundamentals of the New Jersey Worker and Community Right To Know Act.

5. Building Repair Technology

- a. Teachers shall orient and instruct students to general safety rules and procedures in the shop:
 - 1. Emergency exit procedures
 - 2. Emergency power shut-off buttons
 - 3. Locations of personal safety protective devices
- b. The teacher shall require safety goggles/glasses be worn at all times in designated work areas.
- c. The teacher shall lecture and demonstrate the use of all shop equipment and hand tools and assess the student's competence prior to specific use.
- d. The teacher shall require that all students successfully complete a written and practical safety test prior to the use of individual machines and power tools.
- e. The teacher shall require that power tools and equipment be disconnected when changing operational set-up.
- f. The teacher shall instruct the students in the proper disposal of flammable materials.
- g. The teacher shall insure that hard hats are worn at all times in designated work areas.
- h. The teacher shall insure that students have material adequately supported and/or secured when using portable power tools.
- i. The teacher shall insure that students maintain the recommended margin of safety when using stationary tools.
- j. The teacher shall inspect work set-up prior to student use.
- k. The teacher shall instruct the students in the proper safety procedures in the use of ladders and scaffolds.
- l. The teacher shall instruct the students in the safe handling and use of chemicals related to the trade area.
- m. The teacher shall instruct the students in the use of the parts cleaner.
- n. The teacher shall instruct the students in the fundamentals of the New Jersey Worker and Community Right To Know Act.

- o. The teacher shall instruct the students in the area of occupational health awareness.

6. Building Services

- a. Teachers shall orient and instruct students to general safety rules and procedures in the shop:
 - 1. Emergency exit procedures
 - 2. Emergency power shut-off buttons
 - 3. Locations of personal safety protective devices
- b. The teacher shall require safety goggle/glasses be worn at all times in designated work areas.
- c. The teacher shall lecture and demonstrate the use of all shop equipment and hand tools and assess the student's competence prior to specific use.
- d. The teacher shall require that all students successfully complete a written and practical safety test prior to the use of individual machines and power tools.
- e. The teacher shall require that power tools and equipment be disconnected when changing operational set-up.
- f. The teacher shall instruct the students in the proper disposal of flammable materials.
- g. The teacher shall insure that hard hats are worn at all times in designated work areas.
- h. The teacher shall insure that students have material adequately supported and/or secured when using portable power tools.
- i. The teacher shall insure that students maintain the recommended margin of safety when using stationary tools.
- j. The teacher shall inspect work set-up prior to student use.
- k. The teacher shall instruct the students in the proper safety procedures in the use of ladders and scaffolds.
- l. The teacher shall instruct the students in the safe handling and use of chemicals related to the trade area.
- m. The teacher shall instruct the students in the fundamentals of the New Jersey Worker and Community Right To Know Act.
- o. The teacher shall instruct the students in the area of occupational health awareness.

7. **Building Trades**

- a. Teachers shall orient and instruct students to general safety rules and procedures in the shop:
 - 1. Emergency exit procedures
 - 2. Emergency power shut-off buttons
 - 3. Locations of personal safety protective devices
- b. The teacher shall require safety goggles/glasses be worn at all times in designated work areas.
- c. The teacher shall lecture and demonstrate the use of all shop equipment and hand tools and assess the student's competence prior to specific use.
- d. The teacher shall require that all students successfully complete a written and practical safety test prior to the use of individual machines and power tools.
- e. The teacher shall require that power tools and equipment be disconnected when changing operational set-up.
- f. The teacher shall instruct the students in the proper disposal of flammable materials.
- g. The teacher shall insure that hard hats are worn at all times in designated work areas.
- h. The teacher shall insure that students have material adequately supported and/or secured when using portable power tools.
- i. The teacher shall insure that students maintain the recommended margin of safety when using stationary tools.
- j. The teacher shall inspect work set-up prior to student use.
- k. The teacher shall instruct the students in the proper safety procedures in the use of ladders and scaffolds.
- l. The teacher shall instruct the students to approach all electrical wiring and circuits as hot.
- m. The teacher shall insure that proper safety precautions and practices are followed when operating the prest-o-lite torch.

- n. The teacher shall insure that proper safety precautions and practices are followed when operating power vise.
- o. The teacher shall instruct the students in the proper use of the eye wash station.
- p. The teacher shall insure that proper safety precautions and practices are followed when operating power saws.
- q. The teacher shall instruct the students in the safe handling and use of chemicals related to the trade area.
- r. The teacher shall instruct the students in the fundamentals of the New Jersey Worker and Community Right To Know Act.
- s. The teacher shall instruct the students in the area of occupational health awareness.

8. Career Exploration

- a. Teachers shall orient and instruct students to general safety rules and procedures in the shop:
 - 1. Emergency exit procedures
 - 2. Emergency power shut-off buttons
 - 3. Locations of personal safety protective devices
- b. The teacher shall require safety goggle/glasses be worn at all times in the designated work areas.
- c. The teacher shall lecture and demonstrate the use of all shop equipment and hand tools and assess the student's competence prior to specific use.
- d. The teacher shall require that all students successfully complete a written and practical safety test prior to the use of individual machines and power tools.
- e. The teacher shall require that power tools and equipment be disconnected when changing operational set-up.
- f. The teacher shall instruct the students in proper disposal of flammable materials.
- g. The teacher shall instruct the students in the safe handling and use of chemicals related to the trade area.
- h. The teacher shall instruct students in the area of occupational health and awareness.

9. Carpentry

- a. Teachers shall orient and instruct students to general safety rules and procedures in the shop:
 - 1. Emergency exit procedures
 - 2. Emergency power shut-off buttons
 - 3. Locations of personal safety protective devices
- b. The teacher shall require safety goggles/glasses be worn at all times in designated work areas.
- c. The teacher shall lecture and demonstrate the use of all shop equipment and hand tools and assess the student's competence prior to specific use.
- d. The teacher shall require that all students successfully complete a written and practical safety test prior to the use of individual machines and power tools.
- e. The teacher shall require that power tools and equipment be disconnected when changing operational set-up.
- f. The teacher shall instruct the students in the proper disposal of flammable materials.
- g. The teacher shall insure that hard hats are worn at all times in designated work areas.
- h. The teacher shall insure that students have material adequately supported and/or secured when using portable power tools.
- i. The teacher shall insure that students maintain the recommended margin of safety when using stationary tools.
- j. The teacher shall inspect work set-up prior to student use.
- k. The teacher shall instruct the students in the proper safety procedures in the use of ladders and scaffolds.
- l. The teacher shall instruct the students in the safe handling and use of chemicals related to the trade area.
- m. The teacher shall instruct the students in the fundamentals of the Right To Know Act.

- n. The teacher shall instruct the students in the area of occupational health awareness.

10. Commercial Art / Visual Communications

- a. Teachers shall orient and instruct students to general safety rules and procedures in the shop:
 - 1. Emergency exit procedures
 - 2. Emergency power shut-off buttons
 - 3. Locations of personal safety protective devices
- b. The teacher shall require safety goggles/glasses be worn at all times in designated work areas.
- c. The teacher shall lecture and demonstrate the use of all shop equipment and hand tools and assess the student's competence prior to specific use.
- d. The teacher shall require that all students successfully complete a written and practical safety test prior to the use of individual machines and power tools.
- e. The teacher shall require that power tools and equipment be disconnected when changing operational set-up.
- f. The teacher shall instruct the students in the proper disposal of flammable materials.
- g. The teacher shall instruct the student in the proper use and storage of chemicals.
- h. The teacher shall insure that students have material adequately supported and/or secured when using portable power tools.
- i. The teacher shall instruct the students in the fundamentals of the New Jersey Worker and Community Right To Know Act.
- i. The teacher shall instruct the students in the area of occupational health awareness.

11. CISCO Academy

- a. Teachers shall orient and instruct students to general safety rules and procedures in the shop:
 - 1. Emergency exit procedures
 - 2. Emergency power shut-off buttons
 - 3. Locations of personal safety protective devices
- b. The teacher shall lecture and demonstrate the use of all shop equipment and hand tools and assess the student's competence prior to specific use.
- c. The teacher shall instruct the students in the area of occupational health awareness.

12. Advanced Networking

- a. Teachers shall orient and instruct students to general safety rules and procedures in the shop:
 - 1. Emergency exit procedures
 - 2. Emergency power shut-off buttons
 - 3. Locations of personal safety protective devices
- b. The teacher shall lecture and demonstrate the use of all shop equipment and hand tools and assess the student's competence prior to specific use.
- c. The teacher shall instruct the students in the area of occupational health awareness.
- d. The teacher shall instruct the students in the fundamentals of the New Jersey Worker and Community Right To Know Act.

13. Computer Information Technology

- a. Teachers shall orient and instruct students to general safety rules and procedures in the shop:
 - 1. Emergency exit procedures
 - 2. Emergency power shut-off buttons
 - 3. Locations of personal safety protective devices
- b. The teacher shall instruct the student in the safe use of all electrical equipment.
- c. The teacher shall instruct the students in the fundamentals of the Right To Know Act.
- d. The teacher shall instruct the students in the area of occupational health awareness.

14. Cooperative Industrial Education / School To Career

- a. The classroom and STC teachers shall provide safety instruction to work-based learning students in their respective career areas.
- b. Teachers shall orient and instruct students to general safety rules and procedures in the shop:
 - 1. Emergency exit procedures
 - 2. Emergency power shut-off buttons
 - 3. Locations of personal safety protective devices
- c. The teacher shall require safety goggles/glasses be worn at all times in designated work areas.
- d. The teachers shall lecture and demonstrate the use of all shop equipment and hand tools and assess the student's competence prior to specific use.
- e. The teachers shall require that all students successfully complete a written and practical safety test prior to the use of individual machines and power tools.
- f. The teachers shall require that power tools and equipment be disconnected when changing operational set-up.
- g. The teachers shall instruct the students in the proper disposal of flammable materials.
- h. The teachers shall instruct the student in the proper use of a respirator.
- i. The teacher shall instruct the students in the proper use of the eye wash station.
- j. The teacher shall instruct the students in the proper use and storage of flammable liquids.
- k. The teachers shall instruct the students in the safe handling and use of chemicals related to the trade area.
- l. The teachers shall instruct the students in the fundamentals of the Right To Know Act.
- m. The teachers shall instruct the students in the area of occupational health awareness.

15. Cosmetology and Hairstyling

- a. Teachers shall orient and instruct students to general safety rules and procedures in the shop:
 - 1. Emergency exit procedures
 - 2. Emergency power shut-off buttons
 - 3. Locations of personal safety protective devices
- b. The teacher shall lecture and demonstrate the use of all shop equipment and hand tools and assess the student's competence prior to specific use.
- c. The teacher shall require that all students successfully complete a written and practical safety test prior to the use of individual machines and power tools.
- d. The teacher shall require that power tools and equipment be disconnected when changing operational set-up.
- e. The teacher shall instruct the students in the proper disposal of flammable materials.
- f. The teacher shall instruct the student in the proper use of chemicals as applied to the trade.
- h. The teacher shall instruct students in the proper use of electrical appliances.
- i. The teacher shall instruct students in the use of eye protection and gloves while mixing chemicals.
- j. The teacher shall instruct the students in the use of the eye wash station.
- k. The teacher shall instruct the students in the fundamentals of the Right To Know Act.
- l. The teacher shall instruct the students in the area of occupational health awareness.

16. Culinary Arts

- a. Teachers shall orient and instruct students to general safety rules and procedures in the shop:
 - 1. Emergency exit procedures
 - 2. Emergency power shut-off buttons
 - 3. Locations of personal safety protective devices
- b. The teacher shall lecture and demonstrate the use of all shop equipment and hand tools and assess the student's competence prior to specific use.
- c. The teacher shall require that power tools and equipment be disconnected when changing operational set-up.
- d. The teacher shall require that all students successfully complete a written and practical safety test prior to the use of individual machines and power tools.
- e. The teacher shall instruct the students in the proper use, care and maintenance of the electrical and gas fired food service equipment.
- f. The teacher shall instruct the students in the proper handling and storage of all food items in the program.
- h. The teacher shall instruct students in the use of protective gloves.
- i. The teacher shall instruct the students in the safe handling and use of chemicals related to the trade area.
- j. The teacher shall instruct the students in the fundamentals of the Right To Know Act.
- k. The teacher shall instruct the students in the area of occupational health awareness.

17. Dental Assistant

- a. Teachers shall orient and instruct students to general safety rules and procedures in the shop:
 - 1. Emergency exit procedures
 - 2. Emergency power shut-off buttons
 - 3. Locations of personal safety protective devices
- b. The teacher shall require safety goggles/glasses be worn at all times in designated work areas.
- c. The teacher shall lecture and demonstrate the use of all shop equipment and hand tools and assess the student's competence prior to specific use.
- d. The teacher shall require that all students successfully complete a written and practical safety test prior to the use of individual machines.
- e. The teacher shall instruct the students in the use of the eye wash station.
- g. The teacher shall instruct the students in the safe handling and use of chemicals related to the trade area.
- h. The teacher shall instruct the students in the fundamentals of Right To Know Act.
- i. The teacher shall instruct the students in the area of occupational health awareness.

18. Diesel Mechanics

- a. Teachers shall orient and instruct students to general safety rules and procedures in the shop:
 - 4. Emergency exit procedures
 - 5. Emergency power shut-off buttons
 - 6. Locations of personal safety protective devices
- b. The teacher shall require safety goggles/glasses be worn at all times in designated work areas.
- c. The teacher shall lecture and demonstrate the use of all shop equipment and hand tools and assess the student's competence prior to specific use.
- d. The teacher shall require that power tools and equipment be disconnected when changing operational set-up.
- e. The teacher shall instruct the students in proper disposal of flammable materials.
- f. The teacher shall instruct the students in the proper use of a respirator.
- f. The teacher shall instruct the students in the use of the eye wash station.
- g. The teacher shall instruct the students in the proper use of compressed air.
- h. The teacher shall instruct the students on the use of lifts and their safe operation.
- i. The teacher shall instruct the students in the use of the exhaust system.
- j. The teacher shall instruct the students in the use of the parts cleaner.
- k. The teacher shall instruct the students in the safe placement and use of jacking and lifting equipment.
- l. The teacher shall instruct the students in the use of floor jacks.
- m. The teacher shall instruct the students in brake drum vacuum systems.
- n. The teacher shall instruct the students in the use of electrical testing equipment.

- o. The teacher shall instruct the students in the methods of evacuating freon as required by E.P.A. regulations.
- p. The teacher shall instruct the students in the safe handling and use of chemicals related to the trade area.
- r. The teacher shall instruct the students in the fundamentals of Right To Know Act.
- s. The teacher shall instruct the students in the area of occupational health awareness.

19. Distributive Education

- a. Teachers shall orient and instruct students to general safety rules and procedures in the shop:
 - 1. Emergency exit procedures
 - 2. Emergency power shut-off buttons
 - 3. Locations of personal safety protective devices
- b. The teacher shall lecture and demonstrate the use of all shop equipment and hand tools and assess the student's competence prior to specific use.
- c. The teacher shall require that power tools and equipment be disconnected when changing operational set-up.
- d. The teacher shall require that all students successfully complete a written and practical safety test prior to the use of individual machines and power tools.
- e. The teacher shall instruct the students in proper disposal of flammable and recycled materials.
- f. The teacher shall instruct the students in the safe handling and use of chemicals related to the trade area.
- g. The teacher shall instruct the students in the fundamentals of the Right To Know Act.
- h. The teacher shall instruct the students in the area of occupational health and awareness.

22. Electricity/Telecommunications

- a. Teachers shall orient and instruct students to general safety rules and procedures in the shop:
 - 1. Emergency exit procedures
 - 2. Emergency power shut-off buttons
 - 3. Locations of personal safety protective devices
- b. The teacher shall require safety goggles/glasses be worn at all times in designated work areas.
- c. The teacher shall lecture and demonstrate the use of all shop equipment and hand tools and assess the student's competence prior to specific use.
- d. The teacher shall require that all students successfully complete a written and practical safety test prior to the use of individual machines and power tools.
- e. The teacher shall require that power tools and equipment be disconnected when changing operational set-up.
- f. The teacher shall instruct the students in proper disposal of flammable materials.
- g. The teacher shall instruct the students in the proper use of the eye wash station.
- h. The teacher shall instruct the students to approach all circuits as hot.
- i. The teacher shall require hard hats to be worn at all times in designated areas.
- j. The teacher shall instruct the students in the fundamentals of Right To Know Act.
- k. The teacher shall instruct the students in the area of occupational health and awareness.

23. Food Service

- a. Teachers shall orient and instruct students to general safety rules and procedures in the shop:
 - 1. Emergency exit procedures
 - 2. Emergency power shut-off buttons
 - 3. Locations of personal safety protective devices
- b. The teacher shall lecture and demonstrate the use of all shop equipment and hand tools and assess the student's competence prior to specific use.
- c. The teacher shall instruct the students in proper disposal of flammable materials.
- d. The teacher shall require that all students successfully complete a written and practical safety test prior to the use of individual machines and power tools.
- e. The teacher shall instruct the students in the proper use, care and maintenance of the electrical and gas fired food service equipment.
- f. The teacher shall instruct the students in the proper handling and storage of all food items in the program.
- g. The teacher shall instruct the students in the proper use of hot water and steam equipment and insure the proper use of the same (dishwasher, steam table, pressure cooker).
- g. The teacher shall instruct the students in the use of protective gloves.
- i. The teacher shall instruct the students in the safe handling and use of chemicals related to the trade area.
- j. The teacher shall instruct the students in the fundamentals of the Right To Know Act.
- j. The teacher shall instruct the students in the area of occupational health and awareness.

24. Horticulture

- a. Teachers shall orient and instruct students to general safety rules and procedures in the shop:
 - 1. Emergency exit procedures
 - 2. Emergency power shut-off buttons
 - 3. Locations of personal safety protective devices
- b. The teacher shall require safety goggles/glasses be worn at all times in designated work areas.
- c. The teacher shall lecture and demonstrate the use of all shop equipment and hand tools and assess the student's competence prior to specific use.
- d. The teacher shall require that all students successfully complete a written and practical safety test prior to the use of individual machines and power tools.
- e. The teacher shall require that power tools and equipment be disconnected when changing operational set-up.
- f. The teacher shall instruct the students in proper disposal of flammable materials.
- g. The teacher shall require that students wear protective foot wear while using lawn mowers, edgers and all motor driven equipment.
- h. The teacher shall instruct the students in the use of respirators.
- i. The teacher shall instruct the students in the use of ear protection.
- j. The teacher shall instruct the students in the use of protective gloves.
- k. The teacher shall instruct the students in the safe handling and use of chemicals related to the trade area.
- l. The teacher shall instruct the students in the fundamentals of the Right To Know Act.
- m. The teacher shall instruct the students in the area of occupational health and awareness.

26. Marine Engine and Boat Repair

- a. Teachers shall orient and instruct students to general safety rules and procedures in the shop:
 - 1. Emergency exit procedures
 - 2. Emergency power shut-off buttons
 - 3. Locations of personal safety protective devices
- b. The teacher shall require safety goggles/glasses be worn at all times in designated work areas.
- c. The teacher shall lecture and demonstrate the use of all shop equipment and hand tools and assess the student's competence prior to specific use.
- d. The teacher shall require that all students successfully complete a written and practical safety test prior to the use of individual machines and power tools.
- e. The teacher shall require that power tools and equipment be disconnected when changing operational set-up.
- f. The teacher shall instruct the students in proper disposal of flammable materials.
- g. The teacher shall instruct the students in the proper use of a respirator.
- h. The teacher shall instruct the students in the proper use of the eye wash station.
- f. The teacher shall instruct the students in the proper operation and safety procedures of the outboard motor test tank.
- g. The teacher shall instruct the students in proper disposal of flammable liquids.
- k. The teacher shall instruct the students in the safety procedures to be observed in the moving and storage of boats.
- l. The teacher shall instruct the students in the safe handling and use of chemicals related to the trade area.
- f. The teacher shall instruct the students in the fundamentals of the Right To Know Act.
- n. The teacher shall instruct the students in the area of occupational health and awareness.

The Marine Academy of Science and Technology Marine Department

In addition to the safety procedures listed under **Marine Engine and Boat Repair**, the Marine Technology teachers will provide additional safety instruction in the following areas:

1. The teacher shall instruct the students in the proper use of power equipment in outside situations, which include dock and on board usage.
2. The teacher shall instruct the students in the proper handling of equipment and materials while being transported for the purpose of dockside service or repairs.
3. The teacher shall instruct the students on dock and water front safety.
4. The teacher shall instruct the students in the safety rules to be observed including the bridge underway check list for M.A.S.T. vessel prior to getting underway.
5. The teacher shall instruct the students in the procedures to be followed in the MAN OVERBOARD BILL, M.A.S.T. VESSEL.
6. The vessel captain shall instruct the students on the safe use of the repair raft used for hull maintenance.
7. The vessel captain shall instruct students on the berthing area departure and arrival safety procedures.
8. The vessel captain shall instruct student crews on fire procedures to follow while underway.

27. Materials Handling/Warehousing

- a. Teachers shall orient and instruct students to general safety rules and procedures in the shop:
 - 1. Emergency exit procedures
 - 2. Emergency power shut-off buttons
 - 3. Locations of personal safety protective devices
- b. The teacher shall require safety goggles/glasses be worn at all times in designated work areas.
- c. The teacher shall lecture and demonstrate the use of all shop equipment and hand tools and assess the student's competence prior to specific use.
- d. The teacher shall require that all students successfully complete a written and practical safety test prior to the use of individual machines and power tools.
- e. The teacher shall instruct the students in safe practices used in stacking of materials and the handling of cases and cartons.
- f. The teacher shall instruct the students in the safe operation of forklift and related equipment.
- g. The teacher shall require safety goggle/glasses be worn at all times in designated work areas.
- h. The teacher shall instruct the students in safe practices used while working on a loading dock.
- i. The teacher shall instruct the students in the use of protective gloves.
- j. The teacher shall instruct the students in the safe handling of chemicals related to the trade area.
- k. The teacher shall instruct the students in the fundamentals of the Right To Know Act.
- l. The teacher shall instruct the students in the area of occupational health and awareness.

28. Medical Assistant / Health Occupations / Nursing

- a. Teachers shall orient and instruct students to general safety rules and procedures in the shop:
 - 1. Emergency exit procedures
 - 2. Emergency power shut-off buttons
 - 3. Locations of personal safety protective devices
- b. The teacher shall require safety goggles/glasses be worn at all times in designated lab areas.
- c. The teacher shall lecture and demonstrate the use of all patient care equipment and instruments and assess the student's competence prior to specific use.
- d. The teacher shall require that all students successfully complete a written and practical safety test prior to clinical practice.
- e. The teacher shall instruct the students in the proper handling of chemicals and solutions.
- f. The teacher shall instruct the students in proper handling of body fluids.
- g. The teacher shall instruct the students in the fundamentals of the Right To Know Act.
- h. The teacher shall instruct the students in the area of health awareness.

29. Personal Services

- a. Teachers shall orient and instruct students to general safety rules and procedures in the shop:
 - 1. Emergency exit procedures
 - 2. Emergency power shut-off buttons
 - 3. Locations of personal safety protective devices
- b. The teacher shall require safety goggles/glasses be worn at all times in designated work areas.
- c. The teacher shall lecture and demonstrate the use of all shop equipment and hand tools and assess the student's competence prior to specific use.
- d. The teacher shall require that all students successfully complete a written and practical safety test prior to the use of individual machines and power tools.
- e. The teacher shall lecture and demonstrate the use of all shop equipment and hand tools and assess the student's competence prior to specific use.
- f. The teacher shall instruct the students in the area of occupational health and awareness.

30. Plumbing and Heating

- a. Teachers shall orient and instruct students to general safety rules and procedures in the shop:
 - 1. Emergency exit procedures
 - 2. Emergency power shut-off buttons
 - 3. Locations of personal safety protective devices
- b. The teacher shall require safety goggles/glasses be worn at all times in designated work areas.
- c. The teacher shall lecture and demonstrate the use of all shop equipment and hand tools and assess the student's competence prior to specific use.
- d. The teacher shall require that all students successfully complete a written and practical safety test prior to the use of individual machines and power tools.
- e. The teacher shall require that power tools and equipment be disconnected when changing operational set-up.
- f. The teacher shall instruct the students in the proper disposal of flammable materials.
- g. The teacher shall insure that hard hats are worn at all times in designated work areas.
- h. The teacher shall insure that proper safety precautions and practices are followed when operating a chop saw.
- i. The teacher shall instruct students in the hazards of shattering cast iron and the care necessary in handling heavy cast iron pipe and using the cast iron cutter.
- j. The teacher shall insure that proper safety precautions and practices are followed when operating the prest-o-lite torch.
- k. The teacher shall insure that proper safety precautions and practices are followed when operating the power vise.
- l. The teacher shall insure that proper safety precautions and practices are followed when operating the power saws.
- m. The teacher shall instruct the students in the safe handling and use of chemicals related to the trade area.
- n. The teacher shall instruct the students in the fundamentals of the Right To Know Act.
- n. The teacher shall instruct the students in the area of occupational health awareness.

31. Pre Vocational Evaluation Assessment

- a. Teachers shall orient and instruct students to general safety rules and procedures in the shop:
 - 1. Emergency exit procedures
 - 2. Emergency power shut-off buttons
 - 3. Locations of personal safety protective devices
- b. The teacher shall require safety goggles/glasses be worn at all times in designated work areas.
- c. The teacher shall lecture and demonstrate the use of all shop equipment and hand tools and assess the student's competence prior to specific use.
- d. The teacher shall require that all students successfully complete a written and practical safety test prior to the use of individual machines and power tools.
- e. The teacher shall require that power tools and equipment be disconnected when changing operational set-up.
- f. The teacher shall instruct the students in the proper disposal of flammable materials.

32. Graphic Arts

- a. Teachers shall orient and instruct students to general safety rules and procedures in the shop:
 - 1. Emergency exit procedures
 - 2. Emergency power shut-off buttons
 - 3. Locations of personal safety protective devices
- b. The teacher shall require safety goggles/glasses be worn at all times in designated work areas.
- c. The teacher shall lecture and demonstrate the use of all shop equipment and hand tools and assess the student's competence prior to specific use.
- d. The teacher shall require that all students successfully complete a written and practical safety test prior to the use of individual machines and power tools.
- f. The teacher shall require that power tools and equipment be disconnected when changing operational set-up.
- f. The teacher shall instruct the students in the proper disposal of flammable materials.
- g. The teacher shall instruct students that presses are operated at manufacturer's recommended speed.
- h. The teacher shall instruct the students in the safe handling and use of chemicals related to the trade area.
- i. The teacher shall instruct the students in the fundamentals of the Right To Know Act.
- j. The teacher shall instruct the students in the area of occupational health awareness.

33. Skill Discovery

- a. Teachers shall orient and instruct students to general safety rules and procedures in the shop:
 - 1. Emergency exit procedures
 - 2. Emergency power shut-off buttons
 - 3. Locations of personal safety protective devices
- b. The teacher shall lecture and demonstrate the use of all shop equipment and hand tools and assess the student's competence prior to specific use.
- c. The teacher shall require that power tools and equipment be disconnected when changing operational set-up.
- d. The teacher shall require that all students successfully complete a written and practical safety test prior to the use of individual machines and power tools.
- e. The teacher shall instruct the students in the safe handling and use of chemicals related to the trade area.
- f. The teacher shall instruct the students in the fundamentals of the New Jersey Worker and Community Right To Know Act.
- g. The teacher shall instruct the students in the area of occupational health awareness.

34. Supermarket Careers

- a. Teachers shall orient and instruct students to general safety rules and procedures in the shop:
 - 1. Emergency exit procedures
 - 2. Emergency power shut-off buttons
 - 3. Locations of personal safety protective devices
- b. The teacher shall require safety goggles/glasses be worn during cutting and chemical mixing procedures.
- c. The teacher shall lecture and demonstrate the use of all shop equipment, warehouse equipment and hand tools.
- d. The teacher shall require that all students successfully complete a written and practical safety test prior to the use of individual machines and power tools.
- e. The teacher will assess the student's competence prior to specific use of tools and equipment.
- f. The teacher shall require that power tools and equipment be disconnected when changing operational set-up.
- g. The teacher shall instruct the students in proper disposal of flammable materials.
- h. The teacher shall instruct the students in the safe procedures for working on a loading dock.
- i. The teacher shall instruct the students in safe practices used in stocking shelves and the handling of cases and cartons.
- j. The teacher shall instruct the students in the safe use of safety ladders.
- k. The teacher shall instruct the students in the safe operation of check out conveyors, scanners and register equipment.
- l. The teacher shall instruct the students in the safe handling and use of chemicals related to the trade area.
- m. The teacher shall instruct the students in the fundamentals of Right To Know Act.

- n. The teacher shall instruct the students in the area of occupational health awareness.

35. Law Enforcement

- a. Teachers shall orient and instruct students to general safety rules and procedures in the classroom:
 - 1. Emergency exit procedures
 - 2. Emergency power shut-off buttons
 - 3. Locations of personal safety protective devices
- b. The teacher shall lecture and demonstrate the use of all equipment, Law Enforcement equipment and related class equipment.
- c. The teachers shall require that FATS trainer and equipment be disconnected when changing operational set-up.
- d. The teachers shall require that all students successfully complete a written and practical safety test prior to the use of lab equipment or supplies.
- e. The teacher shall instruct the students in proper disposal of flammable materials.
- f. The teacher will assess the student's competence prior to specific use of law enforcement supplies and equipment.
- g. The teachers shall instruct the students in the area of occupational health awareness.

IV. A Plan for Periodic Inspections and Maintenance of Facilities, Tools, Machines, Equipment and Personal Protective Devices.

A. Teacher

1. Daily inspection of tools, machines, equipment and safety devices.
2. Report, in writing, malfunctioning and/or defective items to building principal.
3. Prohibit the use of malfunctioning or defective items.
4. Instruct students on proper care and maintenance of shop equipment, tools and safety devices, etc.

B. Students

1. Learn and recognize proper care and maintenance of shop equipment, tools, etc.
2. Report malfunction and/or defective items to teacher.

C. Custodial Staff

1. Daily inspection of the physical plant for safety hazards.
2. Daily preventive maintenance of facility.
3. Report, in writing, all potential and hazardous conditions to building principal.

D. Administration

1. Building principals will take prompt action on reports of hazardous conditions submitted by teachers and custodians.
2. Three periodic safety inspections will be scheduled during the school year in addition to routine classroom and facilities visitations.
3. Supervisor of Maintenance will be involved in the overall safety operations of the District.
4. Assistant Superintendent will be responsible for the coordination and implementation of all safety maintenance and inspection programs.

V. Emergency Procedures in the Event of an Accident

A. Student information cards will on file in every vocational building.

B. Student information pertaining to health and physical conditions that may require individual attention will be acquired through the local high school student's personnel office.

- C. In the event of an accident, the following procedures will be followed:
1. The teacher will assess the nature of the accident.
 2. The teacher will either summon the school nurse or have the student escorted to the nurse's office.
 3. The teacher will complete a student accident form.
 4. If the accident required treatment by a licensed medical doctor, a report will be sent to the Assistant Commissioner of Education, State Director of Vocational Education on the Vocational Education/Career Orientation Accident Report Form. This report will be completed and submitted from the main office.
- D. All accidents are to be reported immediately by telephone to the building principal. An accident report, on the form provided, is to be completed in duplicate before leaving the building at the end of the day.

VI. Instructional Methods of Safety Education

- A. Methods of safety education shall include:
1. Lectures
 2. Demonstrations
 3. Visual Aids
 4. Field Trips
- B. Methods used to assess a student's knowledge of safe practices and procedures shall be:
1. Written tests
 2. Oral responses
 3. Competence tests
 4. Overall supervision of student performance and immediate correction of unsafe practices

SUPPLEMENT

EYE PROTECTIVE DEVICES (Use of in Public Schools of the State)

(Regulations Implementing Chapter 159, Laws of 1965, and supplementing Article 7 of Chapter 14, Title 18, of the Revised Statutes)

(New Rules as Adopted by the State Board of Education on October 14, 1965)

Vocational and Industrial Arts Education

1. The board of education of every school district shall require each pupil and teacher in the public schools of the district to wear industrial quality eye protection devices while attending classes in vocational or industrial art shops or laboratories in which caustic or explosive chemicals, hot liquids or solids, hot molten metals, or explosives are used or in which welding of any type, repair or servicing of vehicles, heat treatment or tempering of metals, or the milling, sawing, stamping or cutting of solid materials, or any similar dangerous process is taught exposure to which might have a tendency to cause damage to the eyes. Visitors to such classroom or laboratories shall also be required to wear such protective devices.

The term eye protective devices, as the law provides, shall not be limited to white or tinted, plano lenses, but may include safety glasses ground to prescription. It shall not include prescription lenses of ordinary glass.

2. Kind and type of Eye Protective Devices Utilized
 - a. SPECTACLES – WITH SIDE SHIELDS – clear or colored
 - b. GOGGLES – clear, colored or splash type
 - c. SHIELDS – clear or colored
 - d. WELDING HELMETS
 - e. HOODS – very special operations
3. Specific Utilization of Protective Devices Required

The following types of eye protective devices shall be used to fit the designate activities and shall meet or exceed standards promulgated by the American Standards Association Incorporated (approved, November 27, 1959) and/or the prescribed government specifications for such devices:

<u>POTENTIAL EYE HAZARD</u>	<u>TYPE OF PROTECTION NEEDED</u>
a. Caustic or explosive chemicals	Clear GOGGLES, splash proof
b. Explosives (solids or gases)	Clear GOGGLES
c. Dust producing operations	Clear GOGGLES, splash proof
d. Electric arc welding	Welding Helmet
e. Oxy-acetylene welding	Colored GOGGLES or WELDING HELMET
f. Hot liquids and gases	Clear GOGGLES – splash proof
g. Hot solids	Clear or colored GOGGLES or SPECTACLES
h. Hot molten metals	Clear or colored GOGGLES
i. Heat treatment or tempering metals	Clear or colored GOGGLES or SPECTACLES
j. Glare operations	Clear or colored GOGGLES or SPECTACLES or WELDING HELMET
k. Shaping or solid materials: chipping, cutting, grinding, milling, sawing, stamping	Clear or colored GOGGLES or SPECTACLES
l. Repairing or servicing vehicles	Clear or colored GOGGLES or SPECTACLES
m. Other Any similar activity being conducted in the instructional program where exposure might have a tendency to cause damage to the eyes required the use of proper <u>eye</u> protective devices.	

SUPPLEMENT II

CHECK YOUR SAFE HANDLING OF COMPRESSED AIR

Compressed air can be dangerous, even fatal. At 40 psi, a blast of air from a distance of 4” can rupture an eardrum and possibly cause a fatal brain hemorrhage. At 40 pse, metal chips and other debris can be driven at a speed of 70 mph. Directed into the mouth, air at this pressure can rupture lungs and intestines. Aimed at the eyes, it can produce blindness. Compressed air directed against the skin can cause tissue damage similar to burns, in addition to driving dirt and chips deep into the flesh.

Safety glasses should always be worn when working with compressed air. Compressed air should never be used to blow out dust out of the hair or clothing. Aside from the dangers mentioned above, air can be driven into a slight scratch or puncture in the skin causing agonizing pain and swelling, and perhaps even bubbles of air in the blood. The utmost caution should accompany the use of compressed air in cleaning machines, engine parts, etc. The most inexcusable injuries, and often the worst damage, results from horseplay, which can never be tolerated. A paraphrased version of warnings recently sounded by Dr. G.C. Thosteson, M.D., in his syndicated column, “Your Health”.

Monmouth County Vocational School District
SAFETY MONITORING PROGRAM

Teacher _____ **Program** _____ **Date** _____ **Building** _____
Raters _____

- Ratings: 1. Meets district standards
2. Use of behavior or skill indicated additional growth needed
3. Does not meet district standards or does not demonstrate behavior or skill
NA Non Applicable to program being monitored

I. CURRICULUM

COMMENTS AND RECOMMENDATIONS

- _____ 1. Instructional activities are based on stated safety program objectives, which guide the organization and teaching of instruction content.
- _____ 2. Safety instruction is documented in written lesson plans.
- _____ 3. Individual safety tests for machines and power tools are complete and are in each student's file.
- _____ 4. Students are provided with instruction in the fundamentals of the New Jersey Worker and Community Right To Know Act.
- _____ 5. All chemicals in the shop and classroom have been identified and labeled in compliance with the New Jersey Worker and Community Right To Know Act.
- _____ 6. Students are provided with instruction in the area of occupational health and awareness in their respective trade areas.

Monmouth County Vocational School District
SAFETY MONITORING PROGRAM

Teacher _____ **Program** _____ **Date** _____ **Building** _____
Raters _____

- Ratings: 1. Meets district standards
2. Use of behavior or skill indicated additional growth needed
3. Does not meet district standards or does not demonstrate behavior or skill
NA Non Applicable to program being monitored

II. INSTRUCTIONAL SPACE AND FACILITIES

COMMENTS AND RECOMMENDATIONS

- _____ 1. Seating and work stations in shops or classes are sufficient in number to meet needs of the largest class. There is satisfactory ratio of students to work stations.
- _____ 2. Utilities such as air, water, and electricity are adequate and available at appropriate locations.
- _____ 3. Eye wash solutions are provided in shops as required and are in proper working order.
- _____ 4. Emergency power buttons are clearly marked and in proper working order.
- _____ 5. Fire extinguisher locations are clearly marked and extinguishers are periodically checked, maintained and serviced.
- _____ 6. Fire exits are clearly marked. Fire drill instructions are posted near exit.
- _____ 7. Exit doors are kept clear of any obstructions.
- _____ 8. Ample space is provided for a free flow of traffic in classrooms, laboratories and shops.

COMMENTS AND RECOMMENDATIONS

- _____ 9. Classrooms, laboratories, shops and other instructional space are adequate in size, location, arrangement, and facilities to provide for safe, orderly and effective instruction.
- _____ 10. Provisions have been made for appropriate floor markings in laboratories and other facilities, identifying aisle ways, work stations, potential hazards and traffic patterns.
- _____ 11. The location of instructional areas eliminate undue interference with or from other school activities.
- _____ 12. Adequate visual control and supervision of all instructional areas is possible.
- _____ 13. Space and facilities are provided for storage of scrap and salvage, student work in progress, instructional supplies, and movable tools and equipment.
- _____ 14. Suitable safe storage is provided for storage of inflammables, chemicals and gases.
- _____ 15. Eye safety warning signs are posted above appropriate machines.
- _____ 16. Emergency fire blankets are properly secured to wall and in good condition as required.
- _____ 17. Corridor fire doors close at the proper rate.
- _____ 18. Flammable materials are stored the required distance from the ceiling.

Monmouth County Vocational School District
SAFETY MONITORING PROGRAM

Teacher _____ **Program** _____ **Date** _____ **Building** _____
Raters _____

- Ratings:
1. Meets district standards
 2. Use of behavior or skill indicated additional growth needed
 3. Does not meet district standards or does not demonstrate behavior or skill
- NA Non Applicable to program being monitored

II. SUPPLIES AND EQUIPMENT

COMMENTS AND RECOMMENDATIONS

- _____ 1. Equipment is maintained in safe operating condition.
Equipment not in safe operating condition is taken out of service.
- _____ 2. Spacing between the equipment is sufficient for the safe handling of materials used in the training.
- _____ 3. Work areas around machines are cleared marked.
- _____ 4. Eye and face protection supplies and equipment are adequately supplied and in proper working condition.
- _____ 5. Occupational head protection supplies and equipment are adequately supplied and in proper working condition.
- _____ 6. Ear protection supplies and equipment are adequately supplied and in proper working condition.
- _____ 7. Protective footwear is adequately supplied and in proper working condition.
- _____ 8. Protective gloves are supplied and maintained as needed.
- _____ 9. All machines have guards in place and in proper working condition.

COMMENTS AND RECOMMENDATIONS

- _____ 9. All machines have guards in place and in proper working condition.
- _____ 10. All pedestal grinders have tool rests, set at required distances, and shields in place with grinding wheels periodically checked for cracks.
- _____ 11. All ladders, fixed and portable, meet O.S.H.A. standards.

- _____ 12. Supplies and equipment are stored in uncluttered organized manner.

- _____ 13. Appropriate first aid supplies are available and readily accessible in the classroom or instructional area.