

Shop:

KPC Student Agreement: Safety in the Shop/Hands-On Experiences

As a KPC student enrolled in a class that has a shop or hands-on experiences, you should be aware of potential hazards. Your instructor provides instruction on safe operations in the class, in the syllabus, and in the list below. By signing this document, you state that you recognize the safety rules of the shop, and will abide by them when in the space.

Student Name (printed): _____

Student Signature: _____ Date: _____

Rules for a Shop and/or Hands-On Experiences:

1. Accidents or injuries:
 - a. In case of a major physical injury or accident, call 9-1-1 first. When in doubt about severity of accident, call 9-1-1.
 - b. Report all accidents regardless of how minor to your instructor.
 - c. If an accident or incident occurs after 3pm Monday – Thursday, when an instructor is not present, or during open shop hours, call Dave Atcheson, KRCs Evening Coordinator, at 262-0346 or 398-4216. His office is located in Student Services across from the Kenai River Café.
 - d. If an accident or incident occurs between 8am and 3pm Monday – Thursday, or 8am and 5pm on Friday, call Student Services at 262-0330 or 262-0336.
2. If you have safety concerns, please express them to the instructor.
3. Work in the shop only when the instructor is present or when you have permission to do so.
4. Never indulge in behavior that could lead to injury of yourself or others. This includes:
 - a. Running or jumping or physical horseplay.
 - b. Standing on stools or other objects off the floor without instructor's permission.
 - c. Eating, drinking, chewing, applying lipstick/Chapstick, or putting anything (e.g., pencils) in your mouth.
 - d. Wearing open shoes due to danger of broken glass or sharp metal.
5. Use eye protection, gloves, respirators or other personal protection devices as instructed.
6. Learn the location and proper usage of the eyewash fountain, fire extinguisher, safety shower, fire alarm box, telephone, evacuation routes, clean-up brush and dust pan, glass/chemical disposal can.
 - a. For minor skin burns, immediately plunge the burned area into cold water and notify the instructor.
 - b. If you get any chemicals in your eyes, immediately wash the eyes with the eye-wash fountain and notify the instructor.
7. Immediately notify the instructor of any chemical spills and clean up the spill as directed.
8. Use equipment only as directed:
 - a. Be cautious of all heated material.
 - b. Be cautious with the use of flame and gas.
 - c. Be cautious when moving heavy metal or long objects around the space
 - i. watch out for your feet, and
 - ii. watch out for others
 - d. Be cautious of the use of all machining equipment; focus on it when you are using it.
 - e. Turn off cell phones when in the shop.