

Safety Instruction for Career/Technical Education Procedure

1. **General**. Students participating in a Career/Technical Education lab or shop must be given instructions in safety. Each student is required to practice safety in every activity in which he/she may engage. Safety is included in each course of study as an important phase of training. Disregarding appropriate safety requirements and/or procedures may be grounds for dismissal from the Career/Technical program.
2. **Insurance**. It is recommended that all students who participate in Career/Technical courses which include lab activities be encouraged to maintain an accident insurance policy for his/her protection.
3. **Maintenance of Equipment and Rooms**. Safe buildings, grounds, and equipment shall be maintained to minimize accidents or injury to students, employees, and other citizens. Protection from such dangers as fire, natural disasters, mechanical, electrical malfunction, and other hazards shall be provided. The director/administrator shall make periodic evaluative reports concerning their adequacy in terms of student care and safety.
4. **Safety Program**. The superintendent shall develop a district-wide safety and fire prevention program that coordinates the requirements of the fire marshal and civil defense program with appropriate school and community officials. Buildings shall be planned, equipped, and maintained in accordance with appropriate local, state, and federal building codes and safety regulations. Buildings shall be provided with fire and tornado alarm systems and workable fire extinguishers.
5. **Safety Instruction**. Safety instruction, to include accident prevention, safety drills, and disaster procedures, shall be stressed at all grade levels. Expertise of fire prevention experts, health officials, and other community services shall be incorporated into the total safety program. Special emphasis shall be placed upon supervision within classrooms and on requirements concerning safety precautions in such "high-risk" areas as shop classes. Proper supervision of students and others using the buildings shall be required at all times.