

## General Safety for Drafting and Design Technology

### I. Safety Terms

Being safe is an important part of any job. *Safety* is the state or condition of being safe or freedom from danger, risk, or injury. Safety policies are provided to avoid accidents. An *accident* is any suddenly occurring, unintentional event that caused injury of property damage. An accident is usually caused by a *hazard* or potential source of danger. If an accident occurs it is important to administer first aid. *First Aid* is immediate temporary sudden illness until the services of a physician.

### II. Safety is the Responsibility of the Student, Teacher, and the School

**School:** It is the responsibility of the school to offer adequate facilities, including a classroom large enough to accommodate students without crowding. Facilities should include good lighting and temperature control. The school is to provide an emergency plan for the students and the instructor to follow in emergency situations.

**Teacher:** It is the teacher's responsibility to provide a well-organized, progressive, instructional program that challenges all students thus eliminating free time when horseplay and unsafe acts commonly occur. The teacher is to provide adequate instruction in the safe use and proper care of all drafting equipment. The teacher is responsible for providing a well-planned cleanup program with individual assignments.

**Students:** Students should conduct themselves in a manner conducive to safe practice and are responsible for their own actions in the classroom. Students should be responsible for their own area and equipment and see that it is kept in good working condition. Students are responsible if they abuse or misuse any piece of equipment in the classroom. Students are to report anything hazardous to the instructor.

### III. Classroom Environment and Equipment

Classroom environment safety hazards include several areas including narrow aisles and poor lighting. Lack of storage area and crowded conditions can also add to the safety hazards of the classroom, although the school and the teacher are primarily responsible for these areas. As a student, you can help by keeping the desk properly aligned as the drafting tables have sharp corners. You can also help by keeping the work area neat and clean, being careful when using reproduction equipment, paper cutter, and other drafting tool and supplies. Be aware and avoid the potential hazard of injuring fingers or property damage by following proper use of the split top desk. It is important to keep the work area neat and clean to avoid accidents. It is also important to keep an environment close to what is found in industry. In order to have a clean environment students must pick up trash, return tools and equipment to the storage area, make sure the desk are in proper place.

#### **IV. Fire Safety**

The fire triangle consists of heat, fuel, and oxygen. There are four classes of fires:

Class A - fires that occur in ordinary combustible materials

Class B - fire that occur with flammable liquids

Class C - fire that occur in or near electrical equipment

Class D - fire that occur with combustible metals

The two types of fire that are most likely to occur in the drafting lab are Class A and Class C.

The fire extinguisher is located on the adjacent hallway wall between the doors.

#### **V. First Aid**

In case of an accident, students are to notify the teacher, send someone for help and administer first aid. The first aid kit is located in the workroom as marked with a sign.

#### **VI. Rules for Personal Safety**

1. Keep the chairs and stool on all four/five legs
2. No running or horseplay
3. Use equipment with permission only
4. Conduct yourself in a safe manner
5. Use the tools and equipment for their intended use
6. Do not use tools and equipment without safety instructions
7. Report all accidents to the teacher
8. Only lift heavy objects with proper supervision
9. Use paper cutter with caution
10. Use caution when adjusting the split top table