



General Safety Procedures:

- Wear safety goggles when carving, using wire, and other hazardous materials.
 - Use torches in designated safety areas with goggles. Fire extinguishers must be readily available.
 - Aerosol cans must be sprayed outdoors with teacher supervision.
 - Chlorine bleach should not be used.
 - Store dangerous materials such as X-Acto and utility knives in a safe location that can be locked. These must be checked out when students use them.
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- Flammable liquids must be stored in a locked metal cabinet if you have more than 1 gallon total.
 - Use Turpenoid or odorless paint thinner to reduce fumes. Dispose of according to campus hazardous chemical disposal instructions.
 - Keep hazardous material sheets on file for accessibility.
 - Limit clutter!
 - Room should be labeled, organized and maneuverable.
 - Supplies should be stored in cabinets, drawers, and/or closet – not in the open.
 - Computers/Tablets: Do not store any items on top of computers. Use computer space only for computers. Monitor students while on computers.
 - Be aware of student allergies and take appropriate action (clay dust, acrylics on skin, etc). Alternative assignments are encouraged to avoid reactions.
 - Be current on district and campus cut/laceration procedures concerning the handling of blood. Have gloves and campus phone number for nurse and police officer handy.
 - Use common sense.