



# GENERAL LAB SAFETY

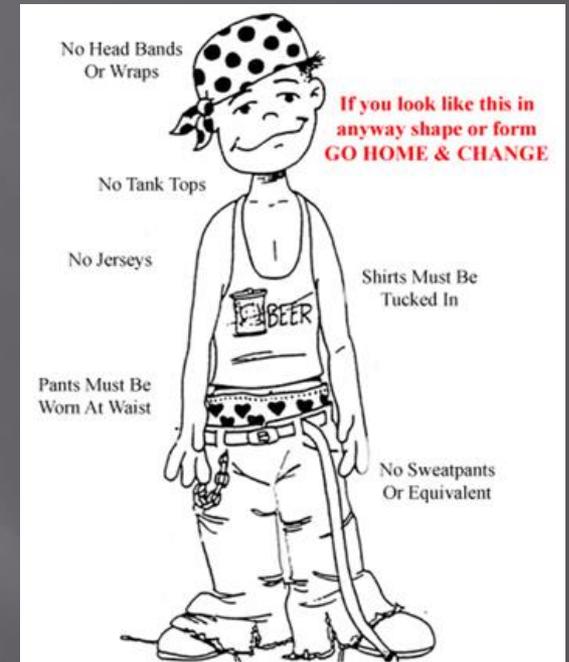
School, Lab, and Classroom

# General Safety Overview

- ▣ Professional Conduct
- ▣ Prepared for Class Responsibilities
- ▣ Habits to Learn
- ▣ Eye Protection and Use of Shop Pressurized Air
- ▣ Injuries and Bloodborne Pathogens
- ▣ Computer Use
- ▣ Plagiarism
- ▣ What is Bullying?
- ▣ Emergency Procedures
- ▣ Health and Safety Support

# Professional Conduct

- ▣ Theft, contraband and weapons
- ▣ Vandalism and defacing
- ▣ Act professionally
- ▣ Respect the lab, equipment, tools and others
- ▣ Cell phones are a major distraction
- ▣ Backpacks and Coats in lockers
- ▣ No Food, gum, or drinks, just water
- ▣ Lab excusal, 1 at a time, permission, sign-out
- ▣ Hygiene – wash hands - germs



# Prepared for Class Responsibilities

- ▣ Are you rested and alert (sleep)?
- ▣ Are you mentally and physically ready?
- ▣ Ensure understanding and process
- ▣ Keep the lab clean and organized
- ▣ Report missing, broken or damaged tools and equipment
- ▣ Report all injuries to the instructor immediately
- ▣ Distractions not tolerated



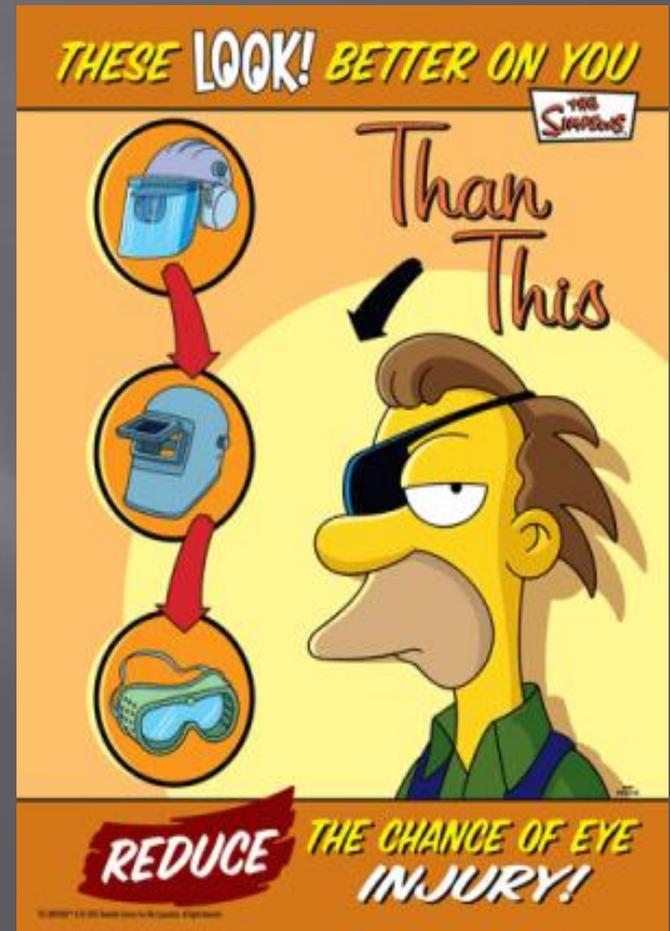
# Habits to Learn

- ❑ Learn to use tools and equipment properly and take pride in your ability to use a tool safely and effectively.
- ❑ Be careful to think through each operation before you do it. (“measure twice, cut once”)
- ❑ Use your common sense.
- ❑ Do not do things that seem unsafe.
- ❑ If you are unsure of the proper method to do something, ask for help!



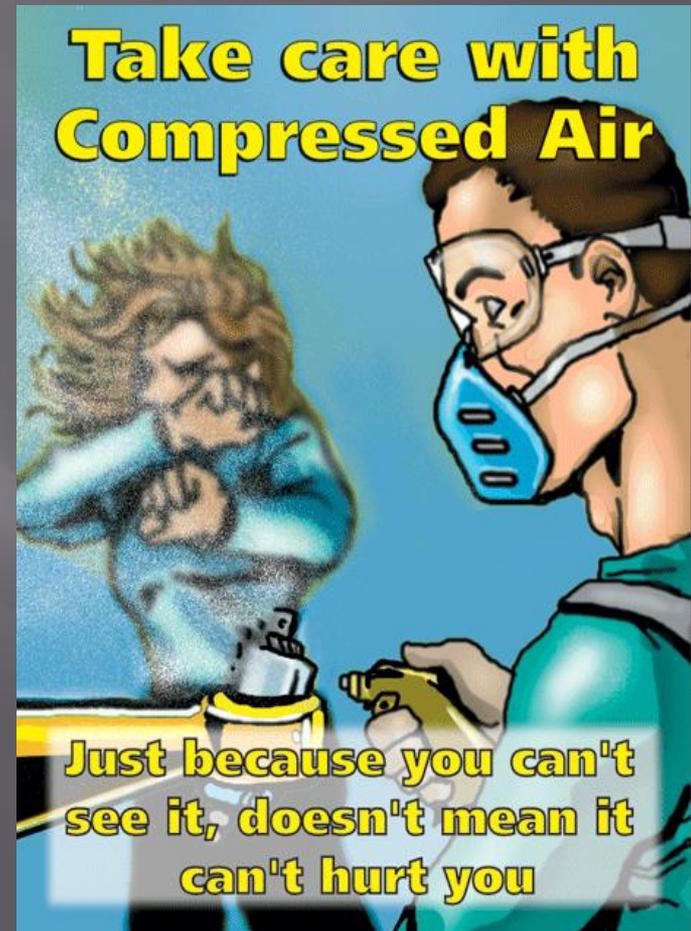
# Eye Protection

- Your Eyes are our most important sense, and it is very difficult to get by without them.
- • Always use approved eye protection whenever cutting, hammering, using a power tool, in the vicinity or watching someone else doing these things!
- • Make it a Lifelong Habit to recognize hazards to your eyes and take precautions to protect your eyes, not just when someone is standing over you and making you do it.



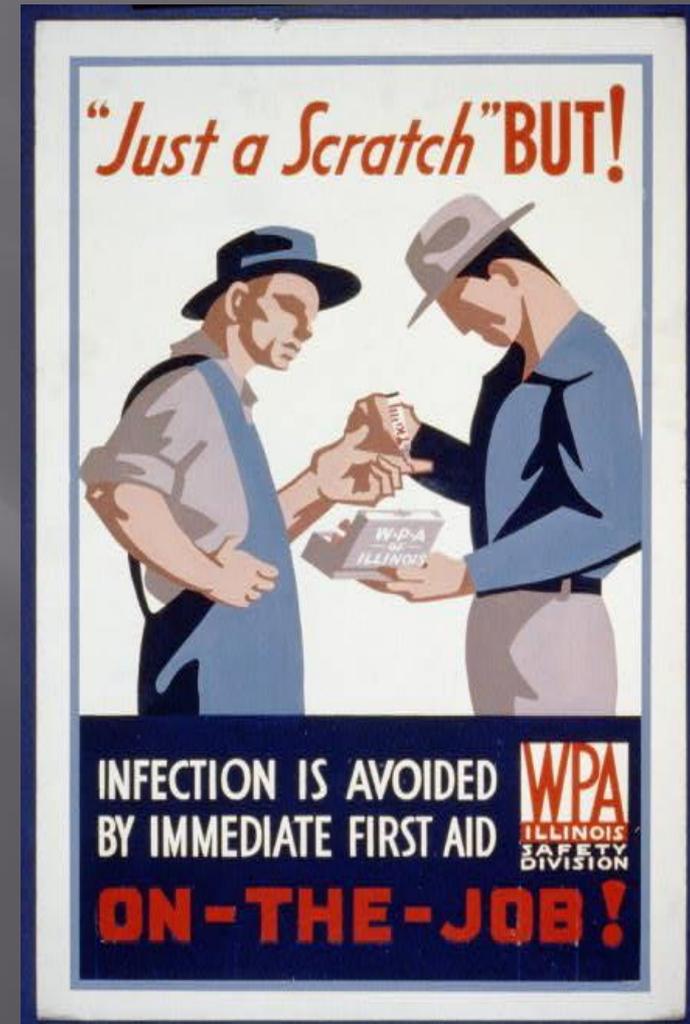
# Use of Shop Pressurized Air

- ▣ Pressurized air can be very dangerous.
- ▣ Use only if:
  - You have been trained on how to use safely
  - You have asked for permission to use
- ▣ Typical use is for running air tools and blowing dust off projects.
- ▣ Never direct air near face, exposed skin, or at other people.



# Injuries, Cuts and Bloodborne Pathogens

- Pathogens are infectious microorganisms in human blood that can cause disease in humans and include, but are not limited to, hepatitis B (HBV), hepatitis C (HCV) and human immunodeficiency virus (HIV)
  - Notify Instructor of all cuts and injuries (first aid support)
  - Apply direct continuous pressure if you are bleeding.
  - Keep wounds covered until healed
- If you come in contact with someone else's blood:
  - Wash skin immediately with soap and water
  - Flush other areas (like eyes or mouth) with water immediately



# Online Code of Conduct

Code of online conduct has been prepared to protect the rights and safety of all.

- ▣ It's a Privilege!
- ▣ To be used for:
  - Information/news from libraries, universities, colleges and scientific research
  - discussion groups/electronic communities
- ▣ Not for:
  - Racism, sexism or hate
  - Pornographic
  - Illegal or immoral acts
  - Harassing, malicious, or fraudulent
- ▣ Consequences are real



# Other Computer Related Points

- ▣ Copyright and plagiarism issues
- ▣ Security violations (hacking)
- ▣ Personal social networks - chatting
- ▣ Etiquette- disrespectful speech, flaming, harassment, and violations of privacy
- ▣ TDSB monitoring, tracking, & records
- ▣ Surfing, gaming, videos, looking for music are all **distractions to your learning** and not allowed
- ▣ Do not pull USB cables out, miss handle mouse and keyboard, and leave monitor straight
- ▣ Report broken or poor working peripherals immediately to instructor
- ▣ Save to USB, back-up to your H Drive



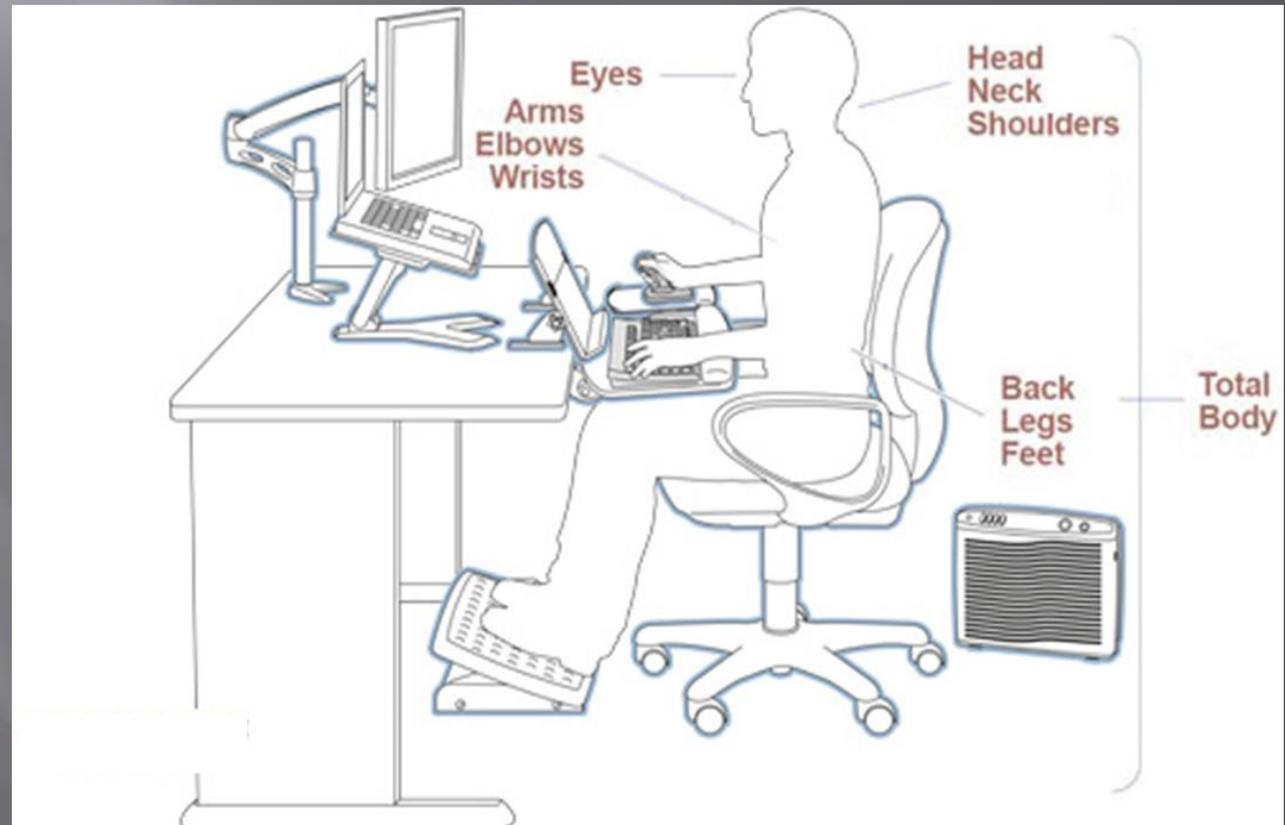
# Computer Ergonomics

- ▣ Prevent eye, wrist, back, and shoulder strain

- ▣ Sit up, slouching will strain lower strain!

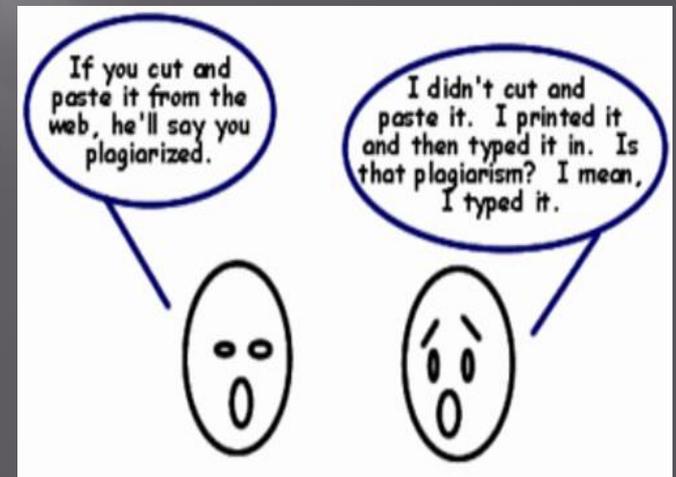
- ▣ Monitor facing slightly down

- ▣ Wrist space and support



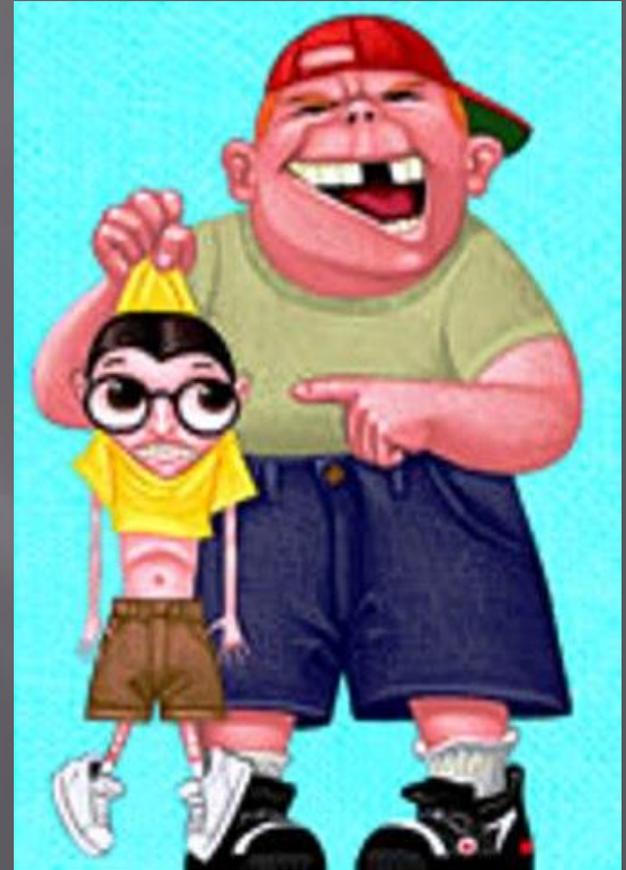
# Plagiarism

- Plagiarism is defined as "taking and using another's thoughts or writings, etc. as one's own."
  - Whether the work is copied verbatim (word for word) or whether it is paraphrased, if the sources are not acknowledged, it is plagiarism.
- Some specific examples of plagiarism are:
  - Copying information, ideas or images from another student, the Internet, books or magazines ( All or part).
  - Submitting work done by another person as one's own.
  - Copying of another person's work.
  - Copying of images and/or graphs.
- Consequences include: mark of 0, parents contacted, report and recorded



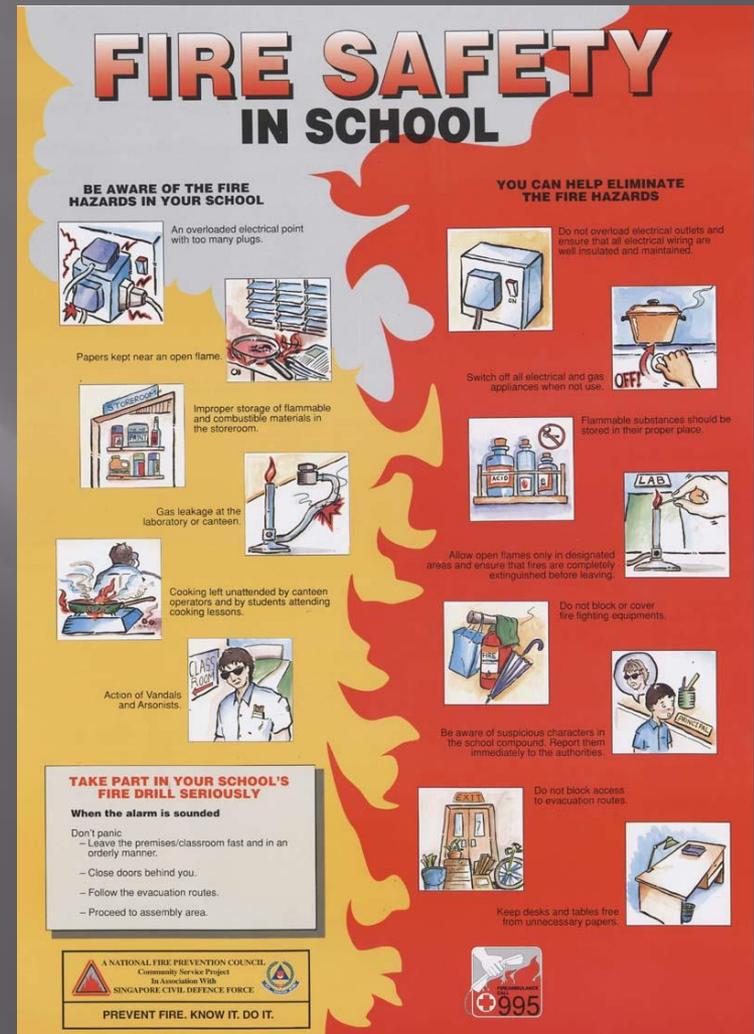
# What is Bullying?

- Bullying is typically a form of repeated, persistent and aggressive behaviour that is directed at an individual or individuals intended to cause fear and distress/harm to another person's body, feelings, self-esteem, and/or reputation.
- Different kinds of bullying:
  - hitting, kicking, pushing, shoving, or making someone do something they don't want to do
  - making someone feel unsafe or scared, leaving them out of games, or making them feel that they're not important
- can be verbal, physical, or social in private, public and/or electronic (cyberbullying).
- Consequences will be severe, starting with a report to the main office



# Emergency Procedures

- ▣ Fire Safety:
  - Fires must have three things to have combustion:
    - Fuel, Heat, and Oxygen
  - Fire extinguisher locations in your room
  - Fire blanket
  - Emergency exit location
- ▣ Emergency fire procedure :
  1. Alarm will sound
  2. Immediately exit the building at suggested exit, calmly and quickly.
  3. Wait patiently until signal to come back into building is made.



# Emergency Procedures

- ❑ **Hold and Secure** is a response to a threat in the general vicinity of a school, but not on or near school property. This could be a police pursuit, a crime in progress or an active search by local police for a known dangerous offender.
- ❑ **Lockdown** is a response to an emergency situation where the evacuation of a school building is neither safe nor advisable and steps are required to isolate students and staff members from danger by having everyone remain inside the building.



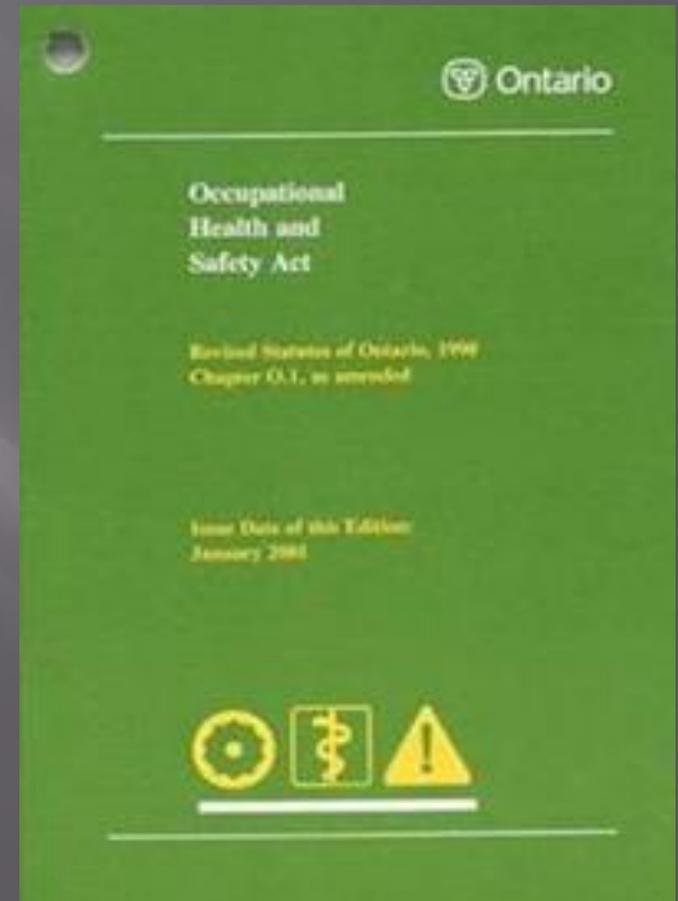
# Emergency Procedures

- ▣ Student responsibilities:
  - Follow the directions of school staff and emergency personnel;
  - Remain calm and quiet;
  - If out in the hall, proceed immediately to the nearest classroom;
  - Turn off all electronic devices including ringers on cell phones;
  - Pass on information to school staff.



# Health and Safety Support

- ❑ The Occupational Health and Safety Act, 1990, (OHSA) is the Ontario law that governs health and safety in the workplace.
- ❑ You have the right to:
  - **Participate** in workplace health and safety issues
  - **Know** about any potential hazards
  - **Refuse** work that you believe is dangerous



# Health and Safety Support

- The Workplace Hazardous Materials Information System (WHMIS) is a Canada-wide system designed to give employers and workers information about hazardous materials used in the workplace.
- 3 ways information on hazardous materials is provided:
  - Labels on the containers of hazardous materials;
  - Material Safety Data Sheets to supplement the label with detailed hazard and precautionary information; and
  - Worker education programs.



# Resource Links

- Bullying: <http://www.bullying.org/>
- TDSB Code of Online Conduct:  
[http://www.tdsb.on.ca/\\_site/ViewItem.asp?siteid=262&menuid=23189&pageid=20102](http://www.tdsb.on.ca/_site/ViewItem.asp?siteid=262&menuid=23189&pageid=20102)
- TDSB Caring and Safe Schools:  
[http://www.tdsb.on.ca/\\_site/ViewItem.asp?siteid=196&menuid=907&pageid=702](http://www.tdsb.on.ca/_site/ViewItem.asp?siteid=196&menuid=907&pageid=702)
- TDSB Safety Tips:  
[http://www.tdsb.on.ca/\\_site/ViewItem.asp?siteid=196&menuid=2814&pageid=2278](http://www.tdsb.on.ca/_site/ViewItem.asp?siteid=196&menuid=2814&pageid=2278)
- Canadian Centre for Occupational Health and Safety  
<http://www.ccohs.ca/>
- Workplace Hazardous Materials Information System (WHMIS)  
<http://www.hc-sc.gc.ca/ewh-semt/occup-travail/whmis-simdut/index-eng.php>
- YOUNG WORKER AWARENESS PROGRAM  
<http://ywap.ca/english/index.htm>