

# REGULATION—HIGH POINT REGIONAL HIGH SCHOOL DISTRICT

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## 2421.2 VOCATIONAL EDUCATION SAFETY PROGRAM

### A. Introduction

This plan is submitted in compliance with the New Jersey Administrative Code Title 6, Section 6:53-2.2. Its purpose is to insure that the Vocational Education Program in our district will function in a safe manner. The plan applies to tools, machines and equipment located in our schools and classroom activities involving same.

### B. Objectives

1. To ensure that all students enrolled in vocational, shop and laboratory courses are provided with a safe environment.
2. To eliminate injuries and accidents in vocation, shop, and laboratory courses arising from unsafe practices or hazardous conditions.
3. To develop a responsible attitude on the part of pupils when working with tools, machines and equipment.
4. To provide a comprehensive plan and guides for procedures to be carried out in the event of an accident.
5. To provide students with a knowledge of proper dress, the use of safety apparatus and appropriate practices to ensure the safe use of equipment in the classroom.

### C. General Policies

1. All the requirements of the New Jersey Administrative Code, Chapter 53, regarding safety requirements of machines and the safe use of machines, tools and equipment shall be followed.
2. Pupils working with tools, machines and equipment of any kind may do so only under the direct supervision of a certified teacher.
3. Pupils working with tools, machines or equipment which cause dispersal of particles of material into the air must wear safety goggles. Use of these goggles is to comply with Board Regulation 7432, Eye Protection Practices.



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4. Any unsafe condition should be reported immediately to the department supervisor and then to the building principal who will take the necessary steps to alleviate the condition.
5. Tools, machines, equipment, personal protective devices and hazardous substances not in compliance with the requirements of Chapter 53 shall be removed from service.
6. Students shall exhibit safe and reasonable behavior. Any student not doing so shall be excluded.
7. The curriculum guide for each course or program designated as vocational, shop or laboratory based will include the following:
  - a. Instruction in the safe use of tools, equipment and materials involved in the course, as well as an awareness of potential hazardous and emergency procedures to be followed.
  - b. When appropriate, restrictions on clothing, hairstyles, etc., in the course.
  - c. Any special safety practices or considerations to be followed in the conduct of the course.

## D. Inspection Procedures

1. An annual inspection of potential hazards in each school building shall be conducted by the department supervisor. The Safe Schools Program checklists shall be used as a guide for the inspection.
2. The school building shall be inspected each year by the school principal in compliance with Element 7.6, Health & Safety, of the rules and procedures for evaluating the school district.
3. Inspections are a part of the everyday routine for each staff member. Equipment considered unsafe for use shall be removed from service and reported to the department supervisor.



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4. Facilities, tools, machines, equipment and personal protection devices will be inspected and maintained in a proper and safe condition by the district's custodial staff. Outside firms shall be used, when necessary, for repair and maintenance of specialized equipment.

## E. Emergency Procedures in the Event of an Accident

1. Procedures to be followed in the event of an injury to students have been developed by the Health Office and distributed to all staff.
2. A list of emergency telephone numbers is prominently posted at various locations throughout the building.
3. A list of persons administratively designated as qualified in first aid has been distributed to staff.
4. Regulations 8441, Care of Injured and Ill Persons and 7420, Handling and Disposal of Body Wastes and Fluids have been adopted to comprehensively describe actions to be taken in the event of illness and injury. Copies have been distributed to each academic department and are generally available to all staff.

## F. Safety Education for Pupils

A description of the safety instruction program will be included in the course/program curriculum guide. Methods may include such as the following:

1. Lectures, demonstrations and discussions.
2. Safety rules distributed to students and posted in the room.
3. Review of safety procedures for equipment use before and during class.
4. Safety posters and warning signs.
5. Outlined equipment danger areas.



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G. Methods used to Assess Student Knowledge of Safe Practices

1. Oral and/or written evaluation.
2. Contracts and/or checklists.
3. Observation of safety practices.
4. Assessment of accident reports.

H. The Assistant Superintendent is designated as the person responsible to implement and monitor the Vocational Health and Safety Program. Included in the duties of this role is the responsibility to:

1. Distribute the results of the hazard analysis procedure to all staff potentially effected.
2. Inform all involved staff as to the improvement plan adopted to correct any potentially unsafe conditions.
3. Orient all new staff to the procedures required by the Vocational Health & Safety Program, and inform them of existing potentially unsafe conditions and plans for remediation of those conditions.

Adopted: 18 December 1995

