

Designing Handouts

Safety issues are a priority for the elementary teacher every day of the year. For teachers of technology this concern is multiplied many times over. All too often the classroom teacher **is** the technology teacher and he or she may have little safety training for running a technology program. For most elementary students, the technology classroom is the first time they have ever operated machinery, power tools or hand tools. Having a positive first experience is important and making sure that it is a safe one can be difficult. There are many things a teacher can do before beginning a technology activity to help ensure student safety.

How easily can your printed safety instructions be interpreted by students of various reading levels? Notice in the diagram below the strategies you can implement, when designing your instruction sheets, to make them clearer for students to understand.

Clearly show which machine the rules are written for.

Use large print.
16 pt font is good

Highlighting key words draws attention to important points.


Show safety gear to be worn

Use familiar warning signs

Use photos specific to the machine students will be using.

Scroll Saw

Use this machine for cutting thin material and curves




1. **Set guard properly**, pressure fingers resting on top of your material. This will help prevent your work material from bouncing while cutting.

2. You must hold material down while cutting.

3. If cutting tight curves, make sure **fingers do not turn into the blade.**

4. Always move work forwards when cutting curves.





5. Wear your **safety goggles.**



6. Keep fingers away from the blade and from the cutting line.

7. **STOP** If your teacher has not instructed you on the use of this machine see him or her before you start!

8. To adjust speed, turn black/blue dial on front of saw, set at half speed at most.



Sample Instruction Sheet