

TGJ3M - General Class and Safety Guidelines

Rules help provide order and structure and create an optimal learning environment. The following rules will be enforced throughout the semester.

- Do not bring food, drinks, hand lotions, gum or candy near the computers. Apart from making keyboards sticky or greasy, liquids can cause the equipment to short circuit.
- For cleanliness and preventing the spread of germs. Use hand sanitizer or wash hands before and after using the keyboard or other equipment.
- Observe good housekeeping practices. Keep your work area uncluttered to avoid a trip hazard. Leave knapsacks, handbags, jackets or coats in your locker.
- Do not wander around the room, interfere with someone's work or machine or distract other students. Horseplay, practical jokes and pranks are dangerous and prohibited.
- Report any equipment damage or personal injury to your teacher immediately.
- Know the location of all emergency equipment, including fire extinguishers, eye-wash station, first aid kit and emergency exits.
- Procedures for lock down, medical emergencies and fire drills will be explained and practiced. Ask your teacher if you require clarification on any safety procedure.

Prior Knowledge and Skills

- Students should be familiar with common safety terms such as: material safety data sheet (MSDS), Musculoskeletal Disorders (MSDs), Personal Protective Equipment (PPE), Workplace Hazardous Materials Information System (WHMIS).
- Students should be familiar with the Occupational Health and Safety Act and Regulations.
- Students should be able to research using the Internet and other resources.
- Students should be able to work individually or in cooperative groups.