



Safety Practices and Procedures

Canyons School District CTE



Administration and Training

1. The [USB E Safety Program and Management Guide](#) is available on the [USB E-CTE website](#). This document should be a primary resource guiding safety management for all CTE programs as applicable.
2. Safety is a component of CTE Program Approval. CSD will regularly review safety facilities, monitor teacher compliance with district safety standards, conduct an annual hazard review, and provide training where necessary.
3. CSD is responsible for evaluating the skill level and safety knowledge of all new teachers.
4. CTE directors, administrators, principals, counselors, and teachers must be reasonable and prudent in seeing that class enrollments are not excessive. Reasonable class loads are determined by the size of the facility, student workspace requirements, and the ability of the teacher to adequately supervise various activities. Suitable class loads contribute to a safe work environment.
5. The CTE teacher must have administrative support for each policy statement. This support will endorse the importance of student safety in the classroom and shop area.
6. CSD will conduct an annual Canvas Safety Training for all CTE Teachers and will administer safety assessments to ensure teacher qualifications.

7. The CSD CTE Safety team is set to perform an annual inspection of all CTE shops and laboratory areas. This [safety inspection checklist](#) will be used for all wood, auto, and metal/robotics labs. The [FCS Lab checklist](#) will be used for all cooking and sewing labs. These checklists will serve as the tool for assessing the space for any immediate safety issues. The Safety team member will manage the coordination of any required improvements.

Teacher

1. CTE teachers must provide appropriate supervision of students in classroom, shop, or lab areas.
2. CTE teachers must be particularly alert and supervise students using machinery and tools. Students may not work in a shop or lab if the teacher is absent. Absolutely no exceptions! (Provisions for long-term substitute teachers are found in the “Substitute Teachers” section below.)
3. CTE classes must be supervised and taught by teachers who have the appropriate training and subject endorsement for the course being taught.
4. CTE teachers cannot delegate their supervisory responsibility to a student, student aid, teacher’s assistant (TA), unlicensed paraprofessional, or adult volunteer.
5. Each teacher must provide and implement a comprehensive and workable safety program. This program will include, but not be limited to:
 - a. General Safety Rules
 - b. Hand tool safety and demo
 - c. Eye Safety
 - d. Personal Protective Equipment

- e. Testing on all tools and machinery to be used- Canyons School District CTE Teachers will offer extra instruction and testing accommodations for any student who requires them to succeed on any mandatory safety test.
 - f. Safety tests are maintained until a student is 21 years old
 - g. Accident report investigations
6. Safety should be taught and reviewed continually throughout the year.
 7. CTE teachers must always set a proper safety example for students to follow.
 8. All individuals must use appropriate eye protection, related personal protective equipment, and machine guards in all lab areas.
 9. CTE teachers must maintain an organized, clean, and uncluttered work environment.
 10. CTE teachers must conduct an annual equipment and safety evaluation.
 11. CTE teachers are responsible for ensuring that equipment in a shop or lab is kept in safe operating condition. The teacher must correct all known hazards and defective conditions through individual action, maintenance work orders, or a written request to the appropriate school or district administrator. Defective equipment should be tagged, and the electrical power disconnected or locked out to prevent use.
 12. CTE teachers should be familiar with basic first aid, (first aid certification is recommended). Teachers must follow approved school procedures in case of an accident, complete a written accident report, and maintain accident records as required.
 13. CTE teachers must set a proper safety example at all times for students to follow.

14. CTE teachers must maintain order and control in the classroom, lab, or shop facility. Teachers must be aware of students who do not safely conduct themselves and be prepared to administer immediate corrective action, including removal from shop areas if necessary.
15. CTE teachers must complete the annual CSD CTE Canvas Safety Course and Training to determine qualification. Contact a CSD CTE Leadership team member for enrollment information.
16. In an emergency, CTE teachers must obtain “coverage” from another faculty member before leaving the classroom or lab. Students must discontinue the use of tools and equipment until the regular CTE teacher returns.
17. Students must never be left unattended in any CTE classroom, shop, or lab. Before leaving the classroom, shop, or lab, the CTE teacher must ensure all students are gone and the facility is locked.
18. CTE teachers should refrain from using personally owned or personally modified equipment. Safety guards should be purchased from commercial vendors.
19. CTE teachers should refrain from bringing and using personal tools in the shop. Students should never be allowed to use tools which are owned by the teacher.

Facility

1. All machines must be equipped with guards that meet or exceed industrial OSHA standards and those guards must be maintained.
2. All CTE shop and lab facilities must be equipped with an eye wash station that is tested regularly.

3. All CTE shop and lab facilities that generate fine particulars must be equipped with appropriate dust removal, air filtration, and fume ventilation.
4. All shop and lab facilities that use flammable materials must be equipped with an approved flammable material storage cabinet.
5. Safety Data Sheets (SDS) are stored in the district's [online database](#), and instructions on how to access them are displayed in every CTE shop and lab.
6. It is recommended that all shop facilities be wired with an emergency shutoff switch controlling all power tools and equipment.
7. Adequate work space must exist around each piece of machinery and workbench area. Establish machine safety zones and adequate passage space within the facility.
8. Eye protection requirements should be posted at each entrance of every CTE shop or lab facility. Sanitary eye protection should be available at the main entrance.
9. All CTE shop and lab facilities must be equipped with adequate lighting.

Student Responsibility

1. Parent/guardian consent forms must be completed and signed by the student and a parent or guardian before participation in the CTE program. (This is included as part of the CTE course disclosure/syllabus.)
2. A student is not allowed to use any machine or perform any operation until he/she has received safety instruction and scored 100% on a safety test, and the teacher is satisfied that the student can use the equipment safely. Canyons School District will offer extra instruction and testing accommodations for any student who requires them to succeed on any mandatory safety test.

3. Each student must sign a document stating that he/she has received safety instructions and agrees to follow the safety rules for each piece of equipment used. (This is included as part of the CTE course disclosure/syllabus.)
4. The CTE teacher oversees the shop or lab facility, grants permission to work, and directs which machines can be used. A student may not work in the shop unless he/she has permission from the instructor.
5. Every student and visitor must wear appropriate eye protection in any CTE shop/lab/job site area where hand tools, power-driven tools, or machinery is being operated. Safety Glasses must meet ANSI Z-87.1-2023 standards.
6. Every student must wear personal protective equipment where appropriate (face shield, hearing protection, respirator, welding helmet, gloves, etc.).
7. Students must report all injuries to the teacher.
8. Students must respect a machine operator's workspace.
9. The use of personal electronic devices, including iPads, cell phones, or headphones of any design, is prohibited within a CTE shop or lab. A student's full attention and ability to hear are critically important safety factors.

Student Teachers

Student Teachers receive a temporary Utah Student Teacher/Intern License, which authorizes them to teach under the supervision of a cooperating Teacher. The Cooperating Teacher evaluates the Student Teacher's performance and assumes responsibility for student safety. After completing the requirements below, and when appropriate in the student teaching experience, the Student

Teacher will be granted full control of the class, without the Cooperating Teacher's presence.

The Student-Teacher will complete the following:

1. CTE Teacher Safety Training Canvas course
2. Pass the safety tests required of the students.
3. Agree to and sign the assurances above.

Substitute Teachers

If a substitute teacher is present, the school administration must provide a class meeting place away from dangerous equipment, If the class must meet in the shop area, all tools and equipment with the potential to cause serious injury should be secured to prevent their use. The teacher must provide an appropriate lesson plan for the substitute or have emergency lesson plans on file with the school administration. Under no circumstances should students be allowed to use tools, equipment, or machinery when an unqualified (unendorsed) substitute teacher is in charge of the class.

If there is a long-term substitute (2 weeks or more) and/or the substitute does not have the appropriate CTE endorsement, the long-term substitute will be required to complete the appropriate CSD CTE safety Canvas training module before allowing students to use tools, equipment, or machinery.

This practice includes all CTE lab areas – including kitchens, sewing labs, health science labs, wood, welding, and auto/diesel shops.