



MAKER SPACE SAFETY CONTRACT

ASU Preparatory Academy

PURPOSE

The STEM curriculum at ASU Preparatory Academy includes hands-on experiences. Students will be asked to participate in some activities, which require the use of potentially dangerous materials, tools, and equipment. Safety in the classroom is the number one priority for students, teachers, and parents. To ensure a safe classroom, a list of guidelines has been developed and provided to you in this safety contract. These rules must be followed at all times.

We ask that you read through the rules carefully before signing the syllabus and safety acknowledgement (online) agreeing to abide by these guidelines in order to safely participate in the maker space.

GENERAL GUIDELINES

1. Conduct yourself in a responsible manner at all times in the maker space.
2. Follow all written and verbal instructions carefully. If you do not understand a direction or part of a procedure, ask the instructor before proceeding.
3. Never work alone. No student may enter or work in the maker space without an instructor present.
4. When first entering a lab, do not touch any equipment, chemicals, or other materials in the maker space area until you are instructed to do so.
5. Do not eat food, drink beverages, or chew gum in the maker space. Do not use maker space glassware as containers for food or beverages.
6. Carefully follow all instructions, both written and oral: Unauthorized use of equipment is prohibited.
7. Be prepared for your work in the maker space.
8. Never fool around in the maker space. Horseplay, practical jokes, and pranks are dangerous and prohibited.
9. Observe good housekeeping practices. Work areas should be kept clean and tidy at all times. Bring only your maker space instructions, worksheets, and/or reports to the work area. Other materials (books, purses, backpacks etc.) should be stored in the classroom.
10. Know the locations and operating procedures of all safety equipment including the first aid kit, eyewash station, safety shower, fire extinguisher, and fire blanket. Know where the fire alarm and the exits are located.
11. Be alert and proceed with caution at all times in the maker space. Notify the instructor immediately of any unsafe conditions you observe.
12. Labels and equipment instructions must be read carefully before use. Set up and use the prescribed equipment as directed in the maker space instructions or by your instructor.
13. Keep hands away from face, eyes, mouth and body while using chemicals or adhesives. Wash your hands with soap and water before and after performing all experiments. Clean (with soap), rinse and wipe dry all work surfaces (including the sink) and apparatus at the end of the experiment. Return all equipment clean and in working order to the proper storage area.
14. Equipment must be personally monitored at all times. You will be assigned a maker space station at which to work. Do not wander around the room, distract other students, or interfere with the projects of others.
15. Students are never permitted in the storage room without teacher permission.
16. Know what to do if there is a fire drill during a maker space period; containers must be closed and any electrical equipment turned off.
17. When using knives and other sharp instruments, always carry with tips and points pointing down and away. Always cut away from your body. Never try to catch falling sharp instruments. Grab sharp instruments only by the handles.

CLOTHING

18. Any time that ANY TOOL is used, students will wear maker space goggles. There will be no exceptions to this rule! Goggles will be available for each student, but students are allowed to bring their own if they wish.

19. Dress properly during a maker space activity. Long hair, dangling jewelry, and loose or baggy clothing are a hazard in the maker space. Long hair must be tied back and dangling jewelry and loose or baggy clothing must be secured. Shoes should completely cover the foot. Full-length pants are required.

ACCIDENTS AND INJURIES

20. Report any accidents (spill, breakage, etc.) or injury (cut, burn, etc) to the instructor **immediately**, no matter how trivial it may appear.
21. If a chemical should splash in your eye(s) or on your skin, immediately flush with running water from the eyewash station or safety shower for at least 20 minutes. Notify the instructor **immediately**.

HANDLING CHEMICALS

22. All chemicals and adhesives in the maker space are to be considered dangerous. Do not touch, taste, or smell any chemicals unless specifically instructed to do so. The proper technique for smelling chemical fumes will be demonstrated to you.
23. Handle flammable hazardous liquids over a pan to contain spills. Never dispense flammable liquids anywhere near an open flame or source of heat.
24. Never remove chemicals or other materials from the maker space area.
25. Take great care when transferring chemicals from one part of the maker space to another. Hold them securely and walk carefully.

HANDLING GLASSWARE AND EQUIPMENT

26. Carry glass in a vertical position to minimize the likelihood of breakage and injury.
27. Never handle broken glass with your bare hands. Notify the instructor immediately of any broken glassware.
28. When removing electrical plug from its socket, grasp the plug, not the electrical cord. Hands must be completely dry before touching an electrical switch, plug, or outlet.
29. Report damaged electrical equipment immediately. Look for things such as frayed cords, exposed wires, and loose connections. Do not use damaged electrical equipment.
30. If you do not understand how to use a piece of equipment, ask the instructor for help.
31. Do not immerse hot glassware in cold water; it may shatter.

HEATING SUBSTANCES

32. Exercise extreme caution when using a burner or other heat source (such as a soldering iron or heat gun). Take care that hair, clothing and hands are a safe distance from the heat source at all times. Do not any heat source unless specifically instructed to do so. Never reach over an exposed heat source.
33. Never leave a heat source unattended. Never leave anything that is being heated unattended. Always turn the heat source off when not in use.
34. You will be instructed in the proper method of heating items. Do not point the hot end of a heat source at yourself or anyone else.
35. Heated metals and glass remain very hot for a long time. They should be set aside to cool and picked up with caution. Use tongs or heat-protective gloves if necessary.
36. Never look into a container that is being heated.
37. Do not place hot apparatus directly on the maker space desk. Always use an insulating pad. Allow plenty of time for hot apparatus to cool before touching it.

In addition to these general guidelines, ALWAYS abide by any additional safety procedures provided by your instructor at the time of an activity. Each lab will start by going over specific safety instructions to ensure the safety of the students.

Please complete the syllabus and safety acknowledgement page with the appropriate signatures acknowledging receipt of this safety contract at: jmckeonasuprep.weebly.com

Thank you,
Mrs. Jerika McKeon