



**SAFETY • SERVICE • SAVINGS**  
A TRUST BUILT FOR STUDENTS

# VOCATIONAL SHOP SAFETY

## QUICK REFERENCE GUIDE

Every year districts submit claims for injuries suffered in vocational classes across Oregon, ranging from splinters, foreign objects in the eyes, slips, trips and falls to lacerated or amputated body parts.

### TIPS TO REDUCE CLAIMS

Below are a few simple things to remember that can reduce or eliminate these types of claims.

**SUPERVISION** – The best defense against injuries to students in vocational classes is supervision. Students should never be allowed to use equipment without a teacher present. Due to the equipment hazards, vocational classrooms should not be used for lunch breaks or a place for students to congregate.

**DOCUMENTATION** – Vocational instructors should provide written curriculum for the safe operation of each piece of equipment students will be using. Documented training and test scores should also be kept on file to help illustrate students have been informed and trained properly before using equipment.

**HOUSEKEEPING** – Housekeeping plays a key role in helping to prevent accidents in vocational shops. Here are a few ideas to help prevent accidents.

- No electrical cords running across the floor
- Floors should be free from obstructions and sawdust kept to a minimum
- All equipment should be maintained and in good working condition

**GUARDS (Oregon Occupational Safety and Health - [OSHA](#))** – Most accidents occur because guards are not placed correctly, not functioning properly or are removed. No one should be allowed to operate a piece of equipment unless the guards are:

- Present
- In good working condition
- Used correctly

**PERSONAL PROTECTIVE EQUIPMENT ([OSHA](#))** – A personal protective equipment (PPE) policy should be in place and enforced regardless of the piece of equipment used. The PPE should be inspected to make sure it is in good condition, fits the student properly and the student has been trained on how to use it correctly. PPE in most vocational classrooms will consist of protection for:

- Eyes
- Face
- Hands
- Body (protective apron)

**ELECTRICAL** – Don't overload electrical circuits.

These few simple reminders can help reduce the chance of an injury in your vocational classroom. Remember, safety begins at the top.

### PACE RISK MANAGEMENT

800-285-5461 • [PACE.OSBA.ORG](http://PACE.OSBA.ORG) • [RISKMANAGEMENT@SDAO.COM](mailto:RISKMANAGEMENT@SDAO.COM)