

Name:

Class:

Date:

Activity 4.2A: Create a Lab Safety Manual

Instructions

Complete the worksheet based on information for your school's agricultural shop or laboratory, or another lab or shop approved by your teacher. Use the information you collect to create a safety manual following the guidelines in Section 2.

Section 1: Facilities

1. How big is the shop/lab?

Answer:

2. Count and list all of the pieces of large stationary equipment and workspaces in the shop/lab.

Answer:

3. List the types of portable power tools available in the lab.

Answer:

4. List the basic types of hand tools available in the lab.

Answer:

5. List the chemicals present in the lab.

Answer:

Section 2: Create the Manual

Using the information you have gathered and the safety information from the chapter, create a shop/lab safety manual. Your manual should be creative and include graphics, pictures, and anything else that would make it easier to read. Safety manuals should include the following sections and information.

Before You Enter the Shop/Lab

- List the rules for who can or cannot enter the shop/lab

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- List the guidelines for PPE
- List what someone entering the lab should or should not wear

General Safety Rules

- Give a list of general safety rules that should be followed at all times

Shop/Lab Layout and Safety Features

- Draw a floor plan of the shop/lab
- Label all stationary equipment, exits, and safety feature locations (first-aid kit, fire extinguisher, eyewash station, etc.)

Specific Safety Rules

- List the most important specific safety rule for each of the large stationary pieces of equipment in the shop/lab