

Electrical Technology Rules- Garrard ATC

1. Proper Personal Protective Equipment is to be worn at all time while in the shop area (this includes off site work).
 - Footwear must be boots or slip-resistant work shoes
 - Shirts must have sleeves
 - Blue jeans or work pants worn evenly to the ankle
 - Instructor approved Safety Glasses
 - Other P.P.E. as required by task

2. Clothing must be worn correctly at all times while at the Garrard County Area Technical Center.
 - Shorts/Pants/Skirts must be worn at waist level
 - Laced footwear must be tied
 - Not excessively baggy
 - Hats worn only at instructor's discretion, with bills turned forward
 - No beanies, toboggans, hoods, or bandanas

3. Jewelry is to be removed before entering shops
 - Piercings that cannot be removed must not be dangling or loose

4. No food or drinks are to be brought into the shop/classroom.

5. Only use the tools, material, and equipment that you have been trained with **in this class.**

6. Ensure work boards, trainers, and/or projects are de-energized before using.

7. Use lockout/tagout procedures for all live work, regardless of the simplicity of the task.

8. No tobacco use of any kind, at any time.

9. Do not enter restricted areas without the direct permission of the instructor.

-This includes mezzanine, cage, and instructor's desk area

10. Show respect to others at all times.

-No cursing, bullying, harassing, innuendos, or horse playing at any time.

The failure to adhere to these or other communicated program rules will result in disciplinary action including but not limited to:

Daily Grade of "0"

Loss of Break

In Depth Hacksaw Training (a.k.a. Ring Cutting)

Sentence Writing

Referral to ATC Principal

By signing below, I agree that I have read and understand the rules of the Electrical Technology program, and agree to abide by them while I am enrolled in this program.

(Student Signature &
Date) _____

By signing below, I agree that I have read and understand the rules of the Electrical Technology program, and agree that my child is to abide by them while he/she is enrolled in this program.

(Parent Guardian Signature &
Date) _____