



Home of the **KNIGHTS** [www.nelsonheightsschool.ca](http://www.nelsonheightsschool.ca)

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April 3, 2017

RE: NLSD Trades Trailer FOIP and Permission Forms

Dear Parents,

We are very excited that our students will have the opportunity to work in the NLSD Trades Trailer from April 18<sup>th</sup> through until June 16<sup>th</sup>. Here, they will have the opportunity for some hands on experience with welding, metal fabrication, and computerized laser cutting.

We have 2 forms that we need to have signed. The first is permission form that **BOTH** parents and students must sign in order for them to participate in the program. There is also a FOIP (Freedom of Information and Privacy) release form that allows student information (photos, videos, interviews) to be used for trades trailer related media releases, etc.

Please sign and return **BOTH SIDES OF THE LAST PAGE** and return to NHS ASAP. We hope to begin the student programming shortly after we return from Spring Break.

Sincerely,

Jason Whaley  
Principal  
Nelson Heights School



Proud to be a part of Northern Lights Public Schools  
[www.nlsd.ab.ca](http://www.nlsd.ab.ca)



## Mobile Trades Program Lab Safety and Procedures

The objective of the Mobile Trades Program is to provide students with awareness of apprenticeship and to provide students with "trade related skills" experience. The primary focus of the program this term is WELDING AND METAL FABRICATION. The course work is a combination of theory and hands on activities and projects.

You will be learning in a safe secure environment that can become dangerous if basic safety rules are not followed. Therefore there are a few simple rules that involve common sense and if they are followed, will allow you to complete your projects safely.

### Dress code:

Upon entering the workshop, you need to ensure your safety:

1. Roll up your sleeves and tuck your shirt in your pants.
2. Wear appropriate footwear at all times. Sandals and bare feet are not permitted in the workshop.
3. Rings, bracelets, necklaces and long hair can be dangerous around the equipment. Remove your jewelry and tie your hair back.
4. Always wear the safety glasses provided for you use at the shop entry when classes begin.

The various activities in the workshop can be messy. The school will not be held responsible for any damage to your clothing. A smock is provided. It is recommended that you obtain appropriate clothing (old clothing or coveralls) that you don't worry about soiling. Shorts are not permitted. Legs must be covered.

### Use of tools:

5. Before using the equipment or tools, you should have received the necessary oral or written instructions.
6. For your protection, that of others and for the respect of the equipment you should always be alert and apply yourself diligently to your work.
7. All tools must be used appropriately.
8. Under no circumstances are you to use any tools without the instructor's permission.
9. At no time may you use a tool or machine if the instructor is not in the workshop.
10. You may not distract another student while he or she is using a tool or equipment.
11. Keep a safe distance of 1 meter from any person using a too.
12. Do not step away from any machine without first turning it off.
13. Turn off machines before cleaning them.
14. When finished with a tool put it back where it belongs. EVERY TOOL OR PRODUCT SHOULD BE IN ITS PLACE AT ALL TIMES.
15. When a machine is in use, hearing protection is highly recommended not only for the person using the machine but also anyone in close proximity.

**Use of products and various construction materials:**

16. All supplies and materials should be used carefully. Avoid contact with your mouth and eyes.
17. All materials and products required for the completion of your project will be available. Everyone learns by making mistakes; however CAUTIOUS USE OF SUPPLIES IS REQUIRED.

**Miscellaneous:**

18. If you feel that there is a dangerous situation in the workshop notify your instructor.
19. If you have an accident (no matter how minor it may seem) or you witness an accident, notify the instructor.
20. If you have any doubts or questions, ASK. Your instructor is there to help you.

**In the workshop it is strictly forbidden:**

- To wear inappropriate or inadequate clothing.
- To run
- To horse around, to push
- To throw anything (including into the garbage cans)
- To eat
- To drink
- To needlessly bother a classmate
- To use a tool in a dangerous manner
- To intentionally waste products and materials

Cleaning is a part of safety instructions. A messy workshop contributes to accidents. At the end of every class all students are responsible for putting away unused supplies, materials and tools and to clean up all work spaces.

The few safety rules listed above are not difficult to follow. They are simply common sense. It goes without saying that a student that refuses to follow these rules puts not only himself or herself in danger but also others. He or she would be subject to an immediate removal from the class.

# Northern Lights Public Schools

## Mobile Trades Lab: Welding Program



**Northern Lights**  
PUBLIC SCHOOLS

School: ***Nelson Heights***

Dates the Lab will be on Location – Start: April 18<sup>th</sup>-June 16<sup>th</sup>

(Start and end dates could change due to factors such as weather and need for repair)

Instructor: George Berland (Journeyman Welder)

Please read through this booklet so that you have a good understanding of the risks associated with the welding program as well as safety procedures that are in place so that our students are able to participate in the program safely.

Please sign this page so that your child has permission to attend the welding program.

We would also appreciate it if you would review the consent to disclose personal information found on the last page of this booklet. This will provide the school division the ability to take photos of the students as they work in the welding lab.

### Risks Associated with Welding (include but are not limited to):

A hazard may be defined as something that has the potential to cause injury or damage to health. Main potential welding-related hazards encountered by welders include electricity, radiation, flashes, heat, flames, fire, explosion, noise, welding fumes, fuel gases, inert gases, gas mixtures and solvents.

The Mobile Trades lab experience has been designed with safety as our main consideration. Students will learn safety procedures in their first classes and then will review the safety procedures at the beginning of each class. Students will be supervised as they work to ensure they are working safely. There are two adults working in the lab providing instruction and supervision for the students working in the lab.

Please read over the following two pages for detailed safety procedures.

**I have read and understand the objectives and safety procedures of the Mobile Trades Program. I agree to fulfill expectations and commit to following the instructors directions fully.**

\_\_\_\_\_  
(Student's Name)

\_\_\_\_\_  
(Student's signature)

**I have read and understand the risks and safety procedures of the Mobile Trades Program and I approve of my child's participation in the Mobile Trades Program.**

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Parent/Guardian signature)

	<b>PARENTAL CONSENT TO DISCLOSE PERSONAL INFORMATION for SPECIAL PURPOSES</b>	<b>F 170-1</b>
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**NORTHERN LIGHTS SCHOOL DIVISION NO. 69  
CONSENT TO DISCLOSE PERSONAL INFORMATION**

(Freedom of Information and Protection of Privacy Regulation A.R. 200/95, 39 (1)(b) & 40 (1)(d))

This consent form is to be completed in the following circumstances:

1. When the teacher, school, media or an outside organization takes photos and/or makes videos or when interviews are undertaken where individual students and /or adults (parents, family members, volunteers, student teachers, etc.) are identified by name; or
2. When the teacher, school, media or board takes photos and/or makes videos where individual students and /or adults (parents, family members, volunteers, student teachers, etc.) are identified and the material is to be used for purposes outside the school.

I, \_\_\_\_\_, hereby consent for personal information about  
Name of parent/guardian

\_\_\_\_\_ to be used for the following purposes:  
Name of student

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• School pictures and/or interviews and or/video;</li> <li>• Program brochures and marketing materials (print and digital);</li> <li>• Northern Lights School Division website and social media;</li> <li>• Northern Lights school websites and social media;</li> </ul> | <ul style="list-style-type: none"> <li>• Trades in Motion Mobile Trades Lab partner websites, social media and promotional materials;</li> <li>• News releases;</li> <li>• Media coverage;</li> <li>• Teacher portfolios;</li> <li>• Gifts for community partners;</li> <li>• Teacher training materials</li> </ul> |
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I understand that this consent is effective immediately and continues until revoked by me at any time, upon written notice to the NLSD FOIP Co-ordinator. In the event that consent is withdrawn, I understand that the information about my child will be removed from further publication or uses.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
Parent/Legal Guardian or Independent Student

Questions or concerns may be raised with or addressed to the NLSD FOIP Coordinator at 6005-50 Avenue, Bonnyville, Alberta, T9N 2L4, 826-3145 or 1-888-826-3145 or Fax at 826-4600.