

8. Smoking on school campus is a violation of District rules and the Health Code. _____
9. Hands must be dry when handling any electrical equipment. _____
10. All four legs/wheels of the chair must be on the floor. Tilting back can cause the loss of balance. _____
11. It is not permissible to bring food or drink into the classroom. Food and drink could damage equipment, and attract pests. _____
12. A clean, well-organized work station will help reduce the possibility of an accident. _____
13. It is okay to install software from home or download data from school computers. _____
14. You may stand on a chair when a ladder isn't available. _____
15. Extension cords may be pulled out of the outlet. _____
16. Cutting too many sheets of paper in a paper cutter or with scissors can lead to an accident and damage equipment. _____
17. Storage cabinet doors and file cabinet drawers may be kept open. _____
18. It is permissible to leave a computer printer or a photocopy machine unattended. _____
19. Sharp objects, such as scissors and staple removers, should be stored in containers when not in use. _____
20. Unprofessional dress could lead to workplace hazards (examples: long nails, large hoop earrings). _____
21. Unauthorized use of the internet could lead to student expulsion from LAUSD. _____
22. Respect for personal boundaries, and use of professional language will lead to a professional work environment. _____
23. Per OSHA Standards, fire extinguishers and smoke detectors must be installed in all offices. _____

Student	Instructor
<p>THIS IS TO CERTIFY that I have received instructions on safety precautions in my Health Information Technology class.</p> <p>The teacher demonstrated to me how to use tools, equipment and chemicals safely and correctly. I will observe all safety precautions. If ever in doubt regarding any operations, I will obtain the necessary information from my teacher.</p>	<p>THIS IS TO CERTIFY that</p> <p>_____</p> <p style="text-align: center;">(name of student)</p> <p>has been given safety instructions in my class.</p> <p>I demonstrated the proper use of tools, equipment and chemicals in the class and this student passed this written safety test with 100% accuracy.</p>
<p>_____</p> <p style="text-align: center;">(Student Signature) (Date)</p>	<p>_____</p> <p style="text-align: center;">(Teacher Signature) (Date)</p>