

## Shop Injury Response Plan

As a student in this shop class, I understand that safety is a top priority. In the event of an injury, I agree to follow the steps outlined below to ensure proper care and documentation.

### Steps to Follow in Case of Injury:

1. **Immediately inform Mr. Hicks** of the injury, whether it happened to me or another student.
2. **Have a student or EA stand in the area where the incident occurred**, if it is safe to do so, to make sure nothing is moved or cleaned up. An investigation may occur and the scene needs to remain unchanged from when the incident occurred.
3. **Mr. Hicks will assess the severity** of the injury and provide treatment if possible.
4. If the injury requires further medical attention, **Mr. Hicks will escort or send the injured student to the office** for further evaluation.
5. If the injury is **minor**, Mr. Hicks will treat it in the shop, and once treated, we will complete an **incident report** together.
6. If the injury is **moderate to severe and requires hospital care**, Mr. Hicks will fill out the incident report to the best of his ability, and any necessary updates can be made later.
7. **All injuries must be reported, regardless of severity.** Reporting an injury will never result in punishment.

By signing below, I acknowledge that I understand and agree to follow these procedures in the event of an injury.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_