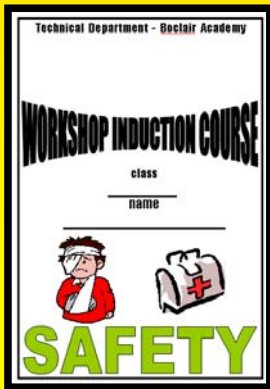
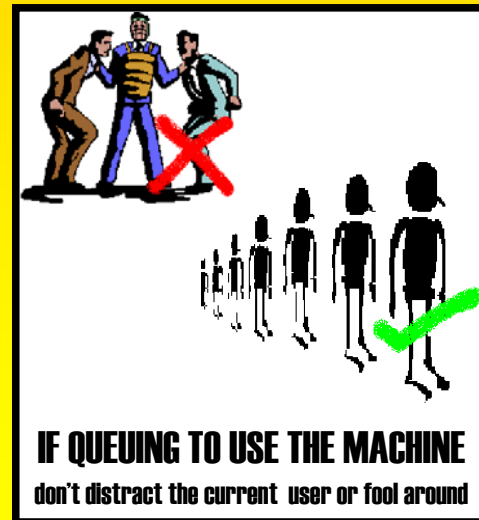


## WORKSHOP SAFETY



Here are a selection of some of the safety notices you will see around the various workshops in the Department. They will give you good general safety advice. Mostly you should find that they are all describing simple good behaviour which, in itself, will help you avoid most dangerous situations.



Click here to see the Safety Unit first years get when they first come to the Department

Technical Department - Brannock High School

# WORKSHOP INDUCTION COURSE

class

\_\_\_\_\_

name



# SAFETY

## Personal Safety in the Technical Dept.

It is very important to be safe in the workshops. There are tools that, if mis-used can be dangerous to you, your classmates and your teacher. If you work safely though, you will have fun!

This unit explains some of the rules you must follow and some of the procedures for working in the workshop areas.

We will start by describing the correct way to enter the workshop. Below, the order for entering the workshops have been mixed up. You have to place them into the correct order and then write this in the table on the next page.

Think back to what you were told on your P7 visit. Ask your teacher if you can't remember. Better still, use your common sense.

Store your school bag in the safe place indicated

Take off your coat and hang it on a peg

Gather round the teachers' desk when told to do so

Take out a pen/pencil and anything else you know you will need during the period

Stand by your bench and wait quietly to hear what your teacher would like you to do

step	action
1	Enter the workshop in a calm manner.
2	
3	
4	
5	
6	

**Complete the following sentences ...**

It is important that we tie our aprons at the back because

---



---

Bags are not left lying on the floor between the benches because

---



---

**Workshop Dress Code**

It is important that you are dress appropriately for the workshop to keep yourself safe.

If you don't follow the dress policy you will be considered a safety hazard to yourself and others and be denied access to the workshop.

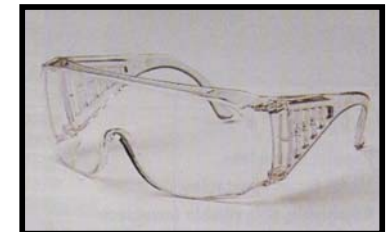
*The following code is the acceptable way to dress for the workshop ...*

1. Always wear an apron.
2. Ensure long hair is tied back.
3. Do not wear open toed shoes.
4. No hanging jewellery that could be caught in machinery.
5. Ties should be tucked in, and sleeves rolled up.
6. Loose, baggy clothing should not be worn.
7. No football tops or similar sports shirts are allowed.

Your teacher will tell you anything else they believe could be considered dangerous. You must follow their instruction to stay safe.



**Name both of these items of safety equipment ...**



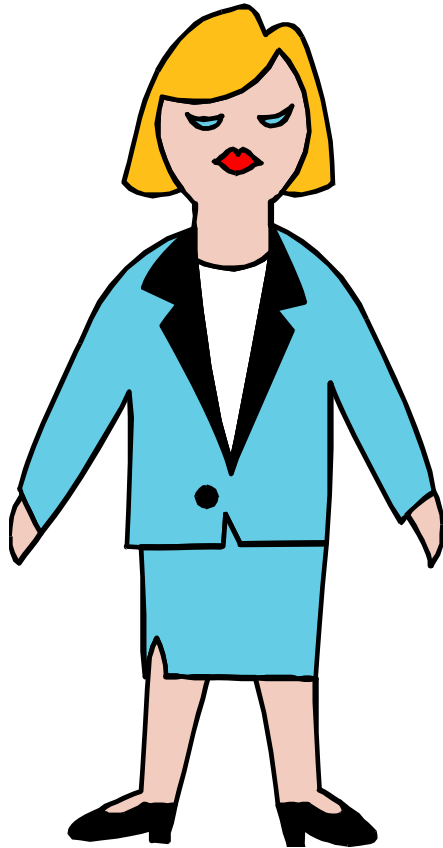

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**Draw where the safety clothing on the previous page would be worn on the character below.**

Can you spot one other thing that the lady would have to do before working in the workshop?

Write this answer on the line below.

---



## In the Event of a Fire ...

Tick the box beside the statement you agree with.

Run as fast as you can out the building and go home.

Calmly stop working, put your tools down on the bench and walk to your class assembly point following your teacher.

Start screaming, throw your tools down and push your way to your class assembly point and be the first person there.

Carry on working regardless. It's probably in a different part of the school anyway, so who cares.



## Workshop General Safety Rules

Always walk, do not run in the workshop.

Only sit on stools, never sit on the benches.

Do not shout across the workshop.

Be careful when carrying tools from the storage racks to your bench.

Never touch machinery or tools that your teacher has not shown you how to use.

Always use tools in the way your teacher has demonstrated.

Always wear goggles when working with machines.

Never get too close when someone is working on any machines.

Always wear aprons to protect your clothes.

Never leave school bags on the floor between benches. Store them underneath the benches instead.

**We will now examine the workshop safety rules. You should choose any three and explain why they are important.**

Copy the rule out in the space provided, explain why the rule is important.

Rule : \_\_\_\_\_

\_\_\_\_\_

This is important because : \_\_\_\_\_

\_\_\_\_\_

Rule : \_\_\_\_\_

\_\_\_\_\_

This is important because : \_\_\_\_\_

\_\_\_\_\_

Rule : \_\_\_\_\_

\_\_\_\_\_

This is important because : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Choose a different workshop safety rule. Draw a poster in the space below that describes this rule without using words. Work as neatly as you can.**

## **Machine Safety Rules**

Always ask your teachers' permission before you use a machine in the workshop.

Only use machines that you have been shown how to operate.

Only use machines for the tasks you have been shown to complete.

Always wear goggles when using any machine.

Do not cross the yellow line when someone is using the machines.

Never talk to or distract someone that is using the machines.

Always concentrate fully on your work when using the machines.

Always use guards when operating machines.

Get your teacher to check the machine is set up correctly before you use it if you are not sure.

**Think about why we have special rules just for using machines.**

*Complete the sentence below.*

We have special rules for the use of machinery because :

---

---

When my class is in the workshop, we have to follow these rules because :

---

---

---

**It is important to remember that if you use the machines properly they will not harm you. Don't be scared of them but treat them with respect and you will enjoy making models using them.**

## **Pupil Responsibilities**

It is your responsibility to come prepared for the class.

You will need a pencil each time you visit the workshops so you can mark out your models.

You may also receive a folio from your teacher that you should keep in the class storage box. It is your responsibility to make sure your folio is returned to the box at the end of each lesson.

The materials you are working on must be returned to the class box at the end of the period. Make sure you put your name on all the parts of your model.

If you see a tool that is broken, or in a dangerous condition or spot that something is missing, tell your teacher immediately.

If someone is behaving in an unsafe way tell your teacher. You will be helping them and everyone else.

**Complete the following sentences.**

At the end of each lesson I must put my folder and model

---

If I see anything that is unsafe, I must

---

## Keep it Tidy – Stay Safe

At the end of each lesson you will be asked to tidy up any mess the class has made. It is important that is done as accidents can happen when tools or materials are left lying around for people bump into or slip on.

*At the end of every lesson you will:*

Put away tools you have used in their proper places.

Sweep your bench clean.

Put rubbish in the bin.

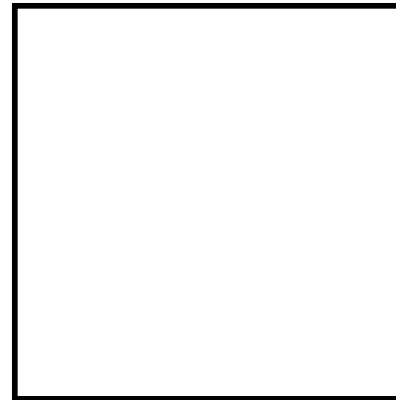
Lend a hand to others who have more to put away than you

Stand by your benches quietly while your teacher checks the tool racks and benches.

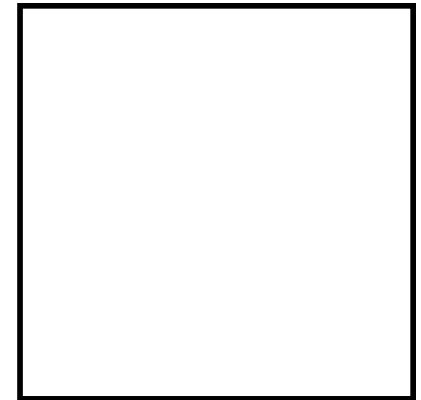
Leave the workshop as a whole class when your teacher tells you everything is back the way your class found it.

## Storyboard – at the end of the lesson ...

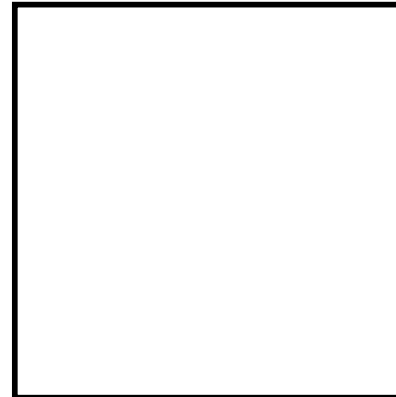
**Draw a storyboard that explains what we do at the end of each lesson. Do not use any words to tell your story, only pictures.**



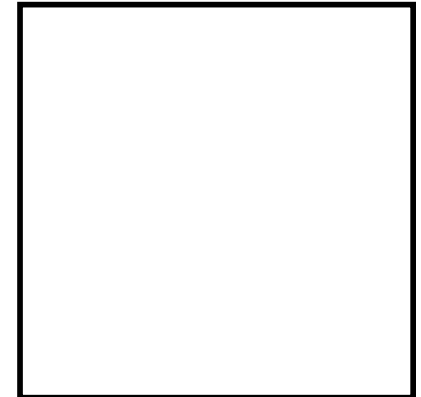
1. Put any tools you have used away in their proper places.



2. Sweep your benches clean.



3. Put rubbish in the bin



4. Stand by your benches quietly while your teacher checks the tool cupboards and your benches.

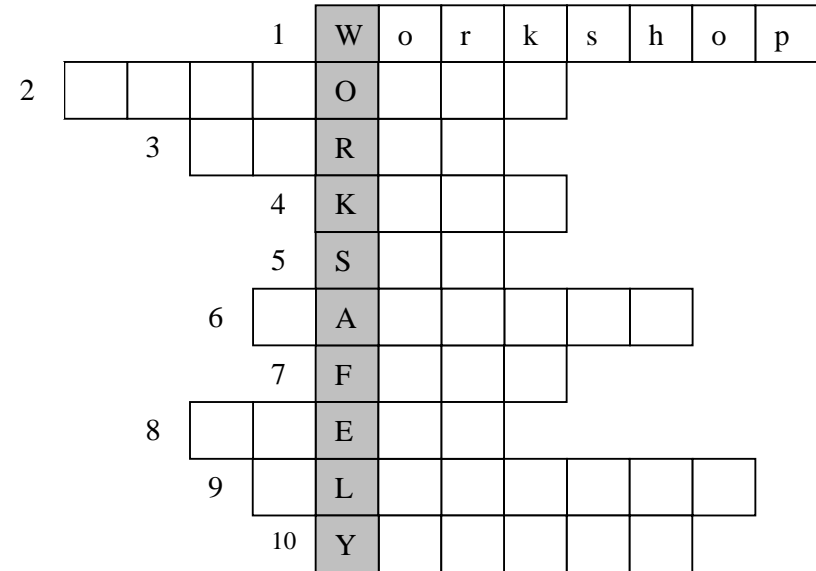


## Puzzled ?

Find the words below listed in the word square. All the words have something to do with being safe in the workshop.

ALWAYS	APRON
FOLLOW	GOGGLES
GUARDS	INSTRUCTIONS
LINE	MACHINE
RESPONSIBLE	SAFETY
TEACHER	TIDY
WORKSHOP	YELLOW
YOU	

E	T	A	T	R	O	Z	Y	S	T	G	N	F	D	X	C	I	Q	G	H	K	A	Y	M	W
T	K	P	K	Q	F	E	Y	E	D	R	L	M	B	G	E	G	I	O	Z	N	R	P	O	R
F	Q	Y	L	Y	U	V	A	B	H	R	E	Q	W	U	U	A	J	G	Z	G	U	L	R	N
M	J	X	I	U	M	C	L	F	Y	U	A	Q	O	O	E	L	R	G	O	G	L	O	L	Q
L	R	C	B	A	H	M	L	X	F	C	I	U	G	E	R	J	E	L	V	O	K	D	Y	R
I	G	S	W	E	P	V	P	H	R	U	X	S	G	P	Y	K	B	E	F	S	M	W	D	M
U	G	S	R	D	Y	T	R	C	T	S	B	J	Y	J	N	Y	S	S	I	B	I	O	G	O
F	K	O	O	R	R	W	B	Y	Z	D	F	Z	P	I	T	F	Q	H	G	E	R	L	I	F
I	K	T	E	C	J	O	C	L	B	H	S	Y	D	I	T	M	T	C	O	S	E	L	F	I
I	M	S	T	O	O	T	L	O	U	N	S	Q	W	N	J	P	S	E	Y	P	F	E	V	A
D	U	X	T	G	T	Q	E	N	O	N	T	U	Z	K	L	X	I	R	W	V	B	Y	C	A
A	L	W	A	Y	S	N	B	I	J	D	E	D	C	H	I	E	Z	D	N	P	W	Z	L	S
B	A	C	W	R	H	U	T	J	R	C	S	I	E	H	J	L	J	J	M	N	C	M	H	O
R	U	K	J	B	P	C	Q	A	H	N	W	A	M	S	Y	Y	T	V	I	A	V	S	J	C
K	V	T	T	I	U	W	S	C	S	Q	O	D	F	E	W	K	F	C	N	J	Y	O	U	V
W	C	I	A	R	D	A	N	W	U	W	C	B	M	E	A	E	L	R	S	I	L	U	I	W
A	Q	Q	T	R	E	S	P	O	N	S	I	B	L	E	T	T	S	W	A	D	A	T	G	
W	Z	S	G	J	M	K	S	K	M	E	Z	X	H	C	M	Y	O	Y	G	U	B	P	F	O
Y	N	T	S	J	R	F	S	P	U	B	C	Z	B	V	Z	W	B	E	K	R	U	R	Y	J
I	X	Y	C	D	J	L	E	S	S	T	P	N	Y	A	A	S	N	F	S	L	A	O	P	J
P	P	G	I	F	R	L	O	B	O	W	M	E	X	B	P	A	F	A	I	H	K	N	R	U
S	C	C	N	X	A	F	M	B	L	G	T	M	V	N	T	C	H	N	R	I	W	Z	S	T
A	G	T	K	W	J	Q	K	N	C	X	K	A	D	H	B	Y	E	A	Z	G	V	E	M	Z
E	N	I	H	C	A	M	C	G	S	D	I	R	E	V	N	O	K	U	U	Q	Z	C	E	S
F	D	Y	F	T	S	U	Y	V	S	P	J	C	N	J	Q	U	G	F	K	T	S	X	O	E



- This is where you make your models in technical.
- At the end of each lesson, any tools you have used should be placed back in the \_\_\_\_\_.
- You have to wear these when in the workshop to protect your clothes.
- You should \_\_\_\_\_ your hands off of anything your teacher has not told you to use.
- You use this tool to cut wood.
- Doing this to someone when they are on a machine is dangerous.
- Half round and flat are two types of this tool.
- You should always get your teacher to \_\_\_\_\_ any machine before you start to use it.
- You should remove any piece of this that could be dangerous to wear in the workshop.
- The colour of the lines you should never cross when someone is working on a machine.