

S1 Health and Safety

# Workshop Induction



Name.....Class..... Teacher.....

# Personal Safety in the Workshop

It is very important to be safe in the workshop. There are tools that if misused can be very dangerous to you, your classmates and 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.

## **Task 1:**

We will start by describing the correct way to enter the workshop. Below, the order for entering the workshop has been mixed up. Place them into the correct order and **write them** in the table below.

Place your school bag at the front of the classroom.

Take off your coat and hang it on a peg when you enter the workshop.

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

Take an apron and put it on make sure it is tied.

Line up quietly against the wall outside the workshop.

Action number	Action
<b>1</b>	
<b>2</b>	Enter the workshop when your teacher asks you to.
<b>3</b>	
<b>4</b>	
<b>5</b>	
<b>6</b>	

# Personal Safety in the Workshop

## **Task 2:**

**Complete** the following sentences:

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

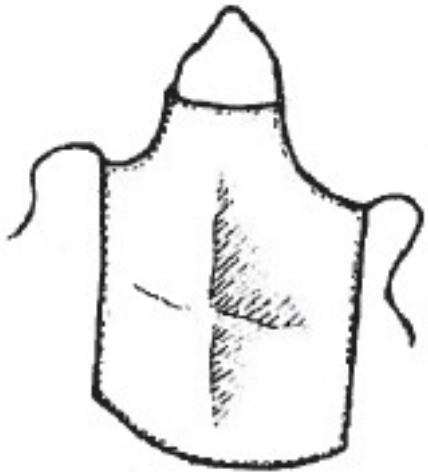
\_\_\_\_\_

Bags and jackets should not be left lying on the floor between workbenches because... \_\_\_\_\_

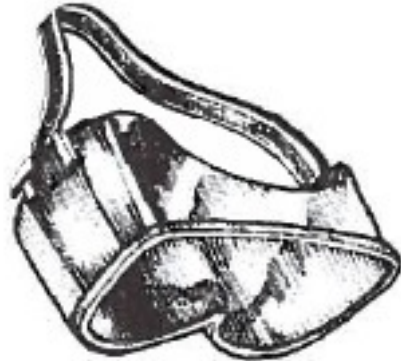
\_\_\_\_\_

## **Task 3:**

**Label** the two pieces of safety equipment shown below.



\_\_\_\_\_



\_\_\_\_\_

## **Task 4:**

**Draw** where the safety equipment from Task 3 would be worn .



State one other thing the girl should do after entering the workshop.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Workshop Dress Code

It is important that you are dressed appropriately for the workshop to keep yourself safe. If you do not follow the dress code policy, you will be considered a safety hazard and will 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 - if you have long hair please bring something to tie your hair back each period.
3. Do not wear open toed shoes.
4. No hanging jewellery which could get caught in the machinery.
5. Ties should be tucked in and sleeves should be rolled up.
6. Loose baggy clothing should not be worn.

Please sign below to say that you have read and understood the dress code above.

**Pupil Signature:** \_\_\_\_\_



# Workshop Safety - Fire Alarm

## Task 5:

What do you do if the fire alarm sounds while you are in the workshop? **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 down your tools and when instructed walk to the class assembly point following your teacher.

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

Carry on working regardless. It's probably somewhere else in the building so who cares!

If the fire alarm sounds while you are in the workshop, you will exit the classroom and turn **left**, exiting the building via the double doors at the end of the corridor (bottom of the middle stairs). You will walk up the hill and assemble at your class meeting point on the pitch.



## Workshop Rules

1. Never enter a workshop or classroom without the permission of your teacher. Line up quietly outside the room.
2. Never leave school bags or jackets lying on the floor between benches. Leave them at the front of the room where no one will fall over them.
3. Always **wear an apron** to protect yourself and your clothing.
4. Always **WALK**—do not run!
5. **Never carry on or throw anything** in the workshop.
6. Be careful when carrying tools from the storage cupboards to your bench. Look where you are going!
7. Always use the tools in the way your teacher has shown you.
8. **NEVER touch machinery or tools your teacher has not shown you how to use.**
9. Never go near a machine when it's in use, unless you are the operator.
10. Do not talk to or distract someone who is using a machine. Stand well back when it is in use.
11. Always wear **safety glasses** when using a machine.
12. Tie long hair back, tuck in ties, secure loose clothing, remove all hanging jewellery and fasten cuffs or roll up sleeves before using machinery.
13. Do not touch other pupils' models unless instructed to do so by your teacher.
14. Check your work bench at the beginning of the period and report any missing or damaged tools to your teacher immediately.
15. Always return tools to their correct storage place when you have finished using them.

**Pupil Signature:** \_\_\_\_\_

**Task 6:**

From the illustration shown, identify 10 examples of poor workshop practice in the workshop. Write your answers in the space provided.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_



## Pupil Responsibilities

1. It is your responsibility to come prepared for class. You will be expected to bring a pencil (not pen) each time you visit the workshop so you can mark out your models. If you have long hair, it's up to you to bring a hair bobble / clip.
2. It is your responsibility to ensure your full name and class is written on each piece of material you are given. At the end of each period it is your responsibility to ensure all your material goes into the class storage box.
3. At the end of each lesson, it is your responsibility to ensure all your tools and equipment are returned to their correct storage area. If you tidy up quickly, offer to help someone else tidy away their tools.
4. If you see a tool that is broken or in a dangerous condition, it is your responsibility to tell your teacher immediately. Similarly, if someone is behaving in an unsafe way, tell your teacher.

## Task 7:

Complete the following sentences:

1. I must put my \_\_\_\_\_ and \_\_\_\_\_ on all of my materials for my model.

2. At the end of each lesson, I must put my materials ... \_\_\_\_\_

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3. If I see anything that is unsafe I must... \_\_\_\_\_

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# Health and Safety Wordsearch

## **Task 8:**

Find the words listed below in the letter grid.

All of the words have something to do with workshop safety.

ALWAYS

FOLLOW

GOGGLES

MACHINE

GUARDS

SAFETY

LINE

INSTRUCTIONS

RESPONSIBLE

TIDY

TEACHER

YELLOW

WORKSHOP

APRON

YOU

8

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

## Homework Exercise

Using the boxes below, **draw** a story board to explain what we should do at the end of each lesson. You should use a pencil for you sketches and ensure they are as neat as possible.

**Remember:** do not use words - only pictures!

1. Tidy away tools and equipment.

2. Put your materials in the class box.

3. Wait by your work bench so your teacher can check the tools.

4. Take off apron and hang them on the hooks by the door.