

Design Technology Safety Policy

Excellence, Diversity, Learning, Integrity
Community



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By – SSLT

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DESIGN TECHNOLOGY HEALTH & SAFETY POLICY

Rationale:

The Design Technology Health and Safety Policy should be read in conjunction with the employers general Health and Safety Policy.

The purpose of this document is to record the arrangements made in the Design Technology to implement the School Policy

Design Technology maintains this document. It is copied to all new members of staff, i.e. teachers, technicians, trainees etc. working in the department. A reference copy is available for consultation by staff or visitors in the ADT office or DT classroom).

Aims:

General Aims

Design Technology has an excellent health & safety record and this department is keen to promote practical work as an essential component of good Design Technology teaching. However, it is the duty of all members of Design Technology Staff i.e. who work in the department, teachers, technicians, teaching assistants and other support staff:

- to take reasonable care for the health and safety of themselves and the other persons who may be affected by their acts or omissions during work;
- to be familiar with this health and safety policy by periodic reference to it
- to look out for any revisions
- to follow its provisions and
- to cooperate with other members of staff in promoting health and safety.

Procedure:

Specific areas of responsibilities listed below require, procedural guidance suitable to meet their departmental (area of responsibility) needs, when read in conjunction with this policy.

Responsible person(s)	Area of responsibility
Head of Faculty (Arts, Design and Technology)	Overall strategic use and curriculum organisation.
Design Technology Teacher	Monitoring of workshop, machinery, tools and equipment
Workshop Technician	Maintenance of workshop, machinery, tools and equipment
Manager of School Maintenance	Repair or Replacement of furniture

Health and safety roles

The employer VISS has the ultimate duty to ensure the health and safety of employees and others within this school.

Within the Design Technology, the faculty head is delegated to maintaining this policy document and reviewing safe practice in Design Technology.

Communication of Health and safety information is of greatest importance and is the task of the head of ADT and subject teachers.

The employer expects Design Technology and ADT Department to monitor the implementation of this policy.

Training

The person with the task of seeing that training is provided is the head of faculty.

Generally, the department follows the guidance of the Victoria's Department of Education and Training: Student Safety Guidelines: Technology.

The Student Safety Guidelines handbook is available in the Faculty folder on the school drive
S:\Secondary School\Faculties\Arts and Technology\Art and Technology New Folder
Structure\Technology\Design Technology\Health and Safety

Risk assessments

Every employer is required under various regulations to supply employees with a risk assessment before any hazardous activity takes place. As it is impracticable for the employer to write risk assessments for each of the many activities in school Design Technology, the employer adopts a general risk assessment for the school according to local circumstances.

The Design Technology schemes of work have been checked against model risk assessments and staff should only deviate from the schemes only if their proposed activities have been checked and agreed by the Head of Faculty or Workshop technician.

IB Design Technology individual student investigations should only be carried out after the subject teacher responsible has carried out a risk assessment.

Equipment and resources

- Electrical equipment testing will be carried out as required by qualified personnel and arranged by the workshop technician
- Hazardous chemical or substances; the advice on controlling, using and disposal of these will be referred to the subject specialist and the workshop technician
- Equipment safety; all Design Technology staff should familiarize themselves with the safe use of Design Technology equipment within the school and should seek the guidance of the subject specialist, the head of faculty or the workshop technician for assistance. Any member of staff finding a hazardous defect in an item of equipment must report it to the workshop technician

- Personal protective equipment: The employer provides Eye protection, ear protection, protective gloves and workshop aprons and it is expected that staff, students and visitors use these where necessary. Safety glasses will be replaced as and when necessary if they become damaged.
- Chemicals: the task of arranging the safe storage of chemicals will be carried out in accordance with any local directives. The subject teachers and workshop technician, monitored by the head of faculty will ensure that Chemicals will be stored securely to minimize the risk of fire, explosion and spillage, labels are readable and spill kit is available if necessary.
- Waste disposal: waste materials are disposed of in an environmentally responsible manner in accordance with any local legislation. Other disposal follows Student Safety Guidelines

Security

Security; access to the workshop will be controlled. When not in use or when no teacher is present, the workshop will be locked.

Emergency Procedures

- Fire: Design Technology staff will follow the normal school procedures in case of major fires.
- Injury: Design Technology staff will follow the normal school procedures in cases that require first aid. Design Technology staff or the technician will carry out remedial measures (e.g. eye rinsing) while waiting for the school nurse.
- Reporting procedures: injuries to a pupil or a member of staff must be reported using the standard school procedures. Dangerous situations that may have resulted in injury should be reported to the head of faculty.

Evaluation

This will occur during Term 1 of the 2018-19 academic year.

Appendix 1

Workshop Rules for students

The biggest danger in the Workshop is YOU! You are at risk when you do not understand the dangers and hazards or if you act carelessly. The person most likely to suffer from your mistakes is YOU! Report any accident or breakage to your teacher.

- 1.** Always listen carefully to the teacher and follow instructions.
- 2.** Do not use or enter the workshop unless there is a teacher present.
- 3.** Always wear the correct protective equipment when using the workshop, including aprons, glasses and ear protectors.
- 4.** Report any accidents or injuries to the teacher immediately, whether it is you or someone else. Seek first aid and call the school nurse.
- 5.** Do not use a machine if you have not been shown how to operate it safely or are not permitted to. If you are unsure or require assistance, ask the teacher first.
- 6.** Appropriate behaviour at all times; No running, playing, or physical contact with other students.
- 7.** Pay full attention to what you are doing, particularly when using machines. Do not distract other students while they are working.
- 8.** Report any damage to machines/equipment to the teacher as soon as possible and avoid using that machine, tool or equipment, as this could cause an accident.
- 9.** Return all equipment after use, store unused materials and dispose of rubbish correctly. Floor area where work was done must be swept after every class.
- 10.** Know where the emergency stop buttons are positioned in the workshop. If you see an accident at the other side of the workshop you can use the emergency stop button to turn off all electrical power to machines.
- 11.** No loose fitting clothing, loose hair or long sleeves allowed in the shop.
- 12.** No tools, equipment or materials are to be removed from shop without authorization.
- 13.** Safety is your top priority when using the shop. If you are not sure what you are doing, "ASK".

Taken from CLEAPPS