



Technical Education Resources



Workshop Induction Course > Safety



> Name:

> Class:

> Teacher:



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> Workshop Safety

How to dress

- > Before starting working with tools and equipment, especially machines, remove or tuck in ties, take off jewellery and tie back long hair.
- > Wear aprons or overalls to protect clothes and stout shoes.
- > Wear special protective clothing and eye protection when required.



How to Behave

- > Behave sensibly at all times.
- > Move around with care and carry tools sensibly.
- > Report immediately any accidents or breakages.
- > You are responsible for your friends safety. Be vigilant when you and they are using tools.



Don't carry on!!

Safe working Practice

- > Keep your work area clean and tidy.
- > Check the condition of tools and report any which are blunt or broken.
- > When using sharp edged tools remember to keep both hands behind the blade.
- > Clean equipment and the work area after use.
- > Report faults and problems.



Keep your work area

A Safe Working Environment

- > Leave hot tools and metals in a safe place to cool. Inform others by using a HOT sign.
- > Always read instructions of glues, solvents, etc
- > Consult your teacher about the disposal of any waste.
- > Avoid inhaling large amounts of dust - wear a face mask when using power sanders.
- > Clean and wash hands thoroughly after work.



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> 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 will also receive a folder from your teacher that you should keep in the class storage cupboard. It is your responsibility to make sure your folder is returned to the cupboard at the end of each lesson.

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

If you see a tool that is broken, or in a dangerous condition, tell your teacher immediately. If someone is behaving in an unsafe way tell your teacher.

Complete the following sentences.

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

.....

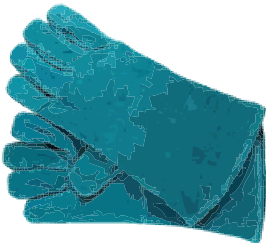
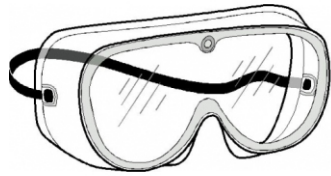
If I see anything that is unsafe, I must

.....

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> Safety Equipment

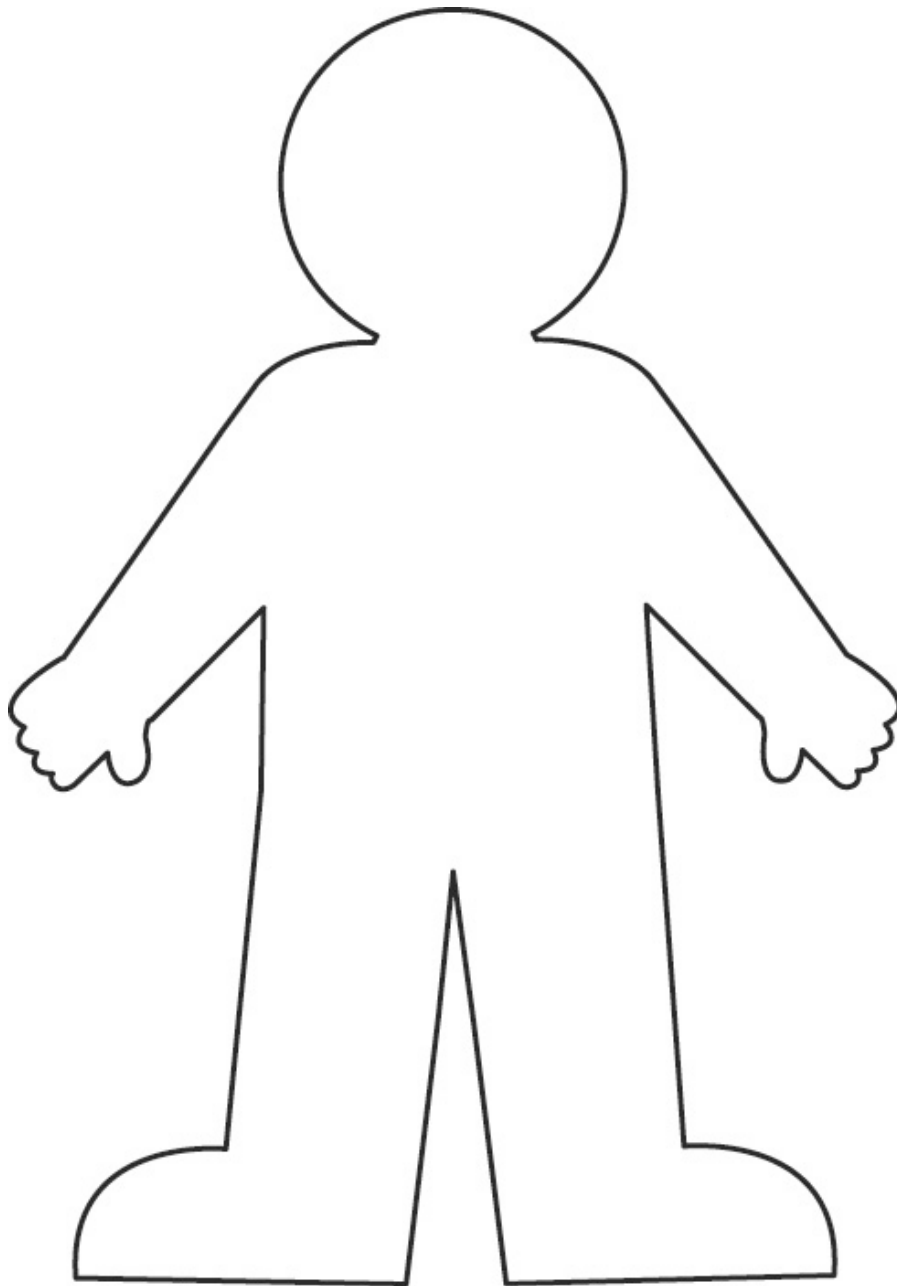
Name each piece of safety equipment shown below.



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> Safety Clothing

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



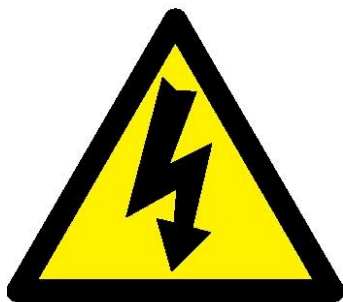
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> Safety Signs

There are many sign around the workshop. Each type of sign has a different meaning. Each type is explained below.



Prohibition Sign - a sign prohibiting behaviour likely to increase or cause danger (e.g. 'no access for unauthorised persons')



Warning Sign - a sign giving warning of a hazard or danger (e.g. 'danger: electricity')



Mandatory Sign - a sign prescribing specific behaviour (e.g. 'eye protection must be worn')

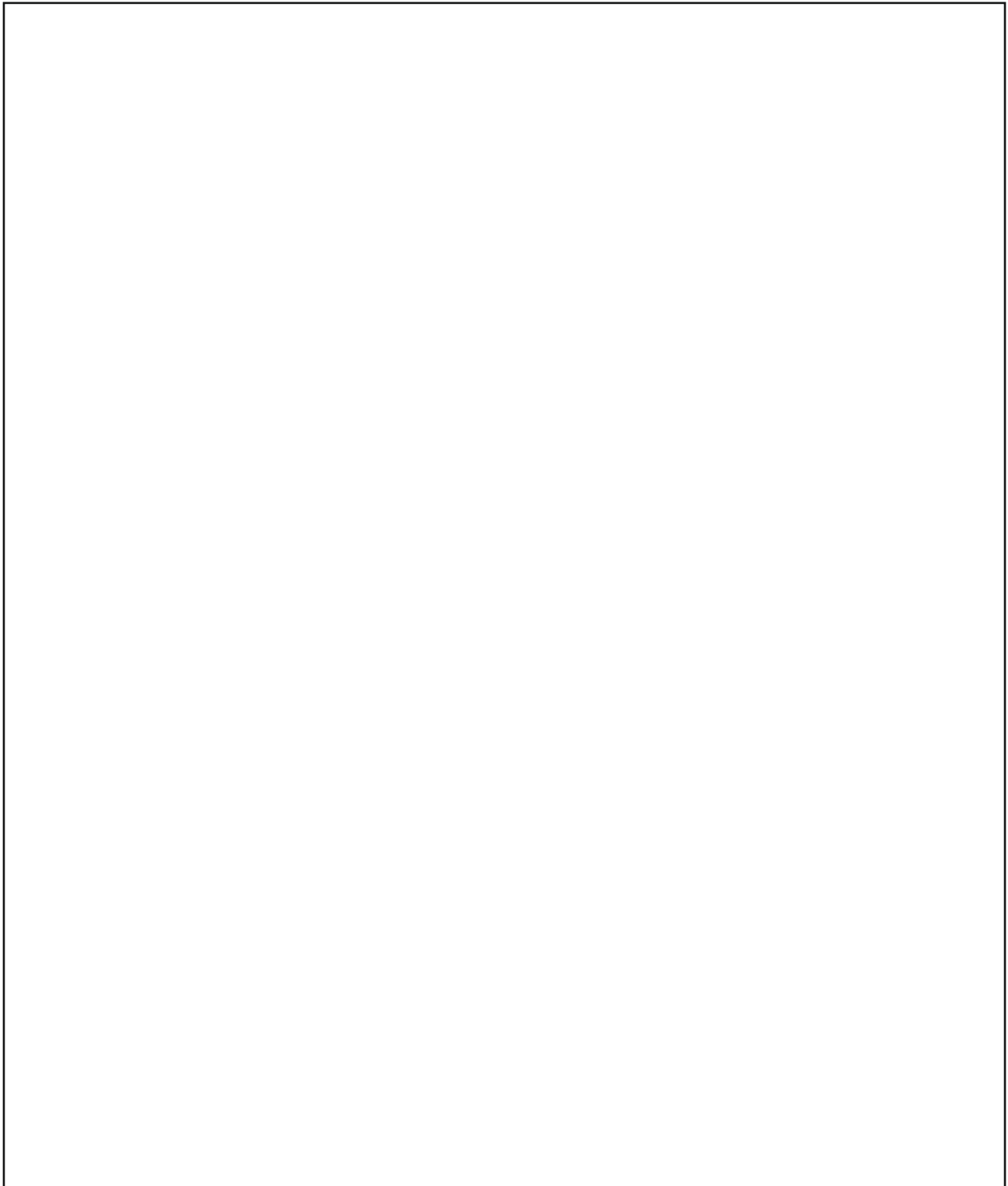


Emergency Escape or First-Aid Sign - a sign giving information on emergency exits, first-aid, or rescue facilities (e.g. 'emergency exit/escape')

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> Safety Poster

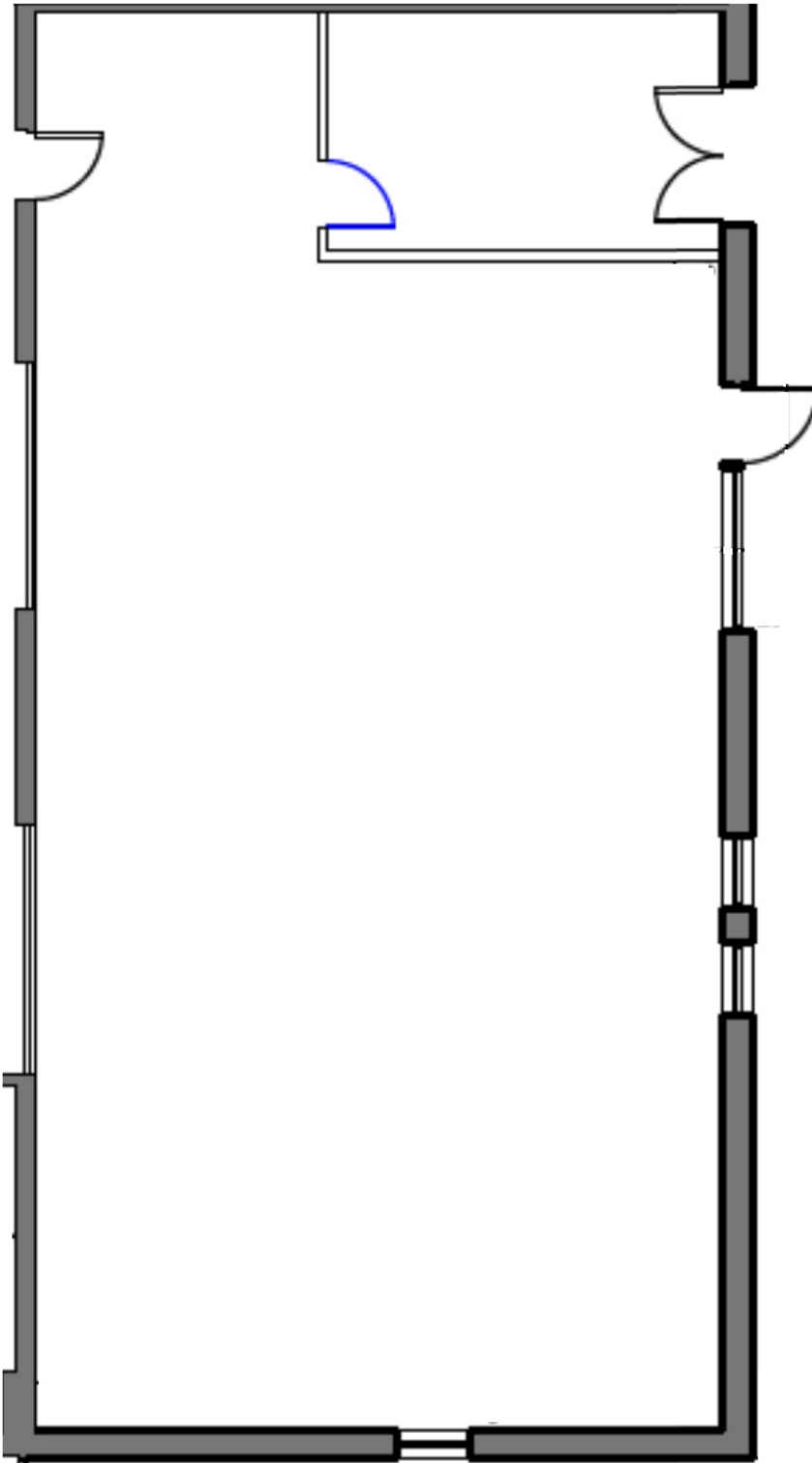
Choose a workshop safety rule. Draw a poster in the space below that describes this rule without using words.



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> Emergency Stops

See if you can find all the emergency stop buttons that are around the room. Once you find one, put a red circle on the floor plan below.



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> Fire Alarm

What do you do if the fire alarm sounds while you are working in the workshop?

Tick the box beside the statement you agree with.

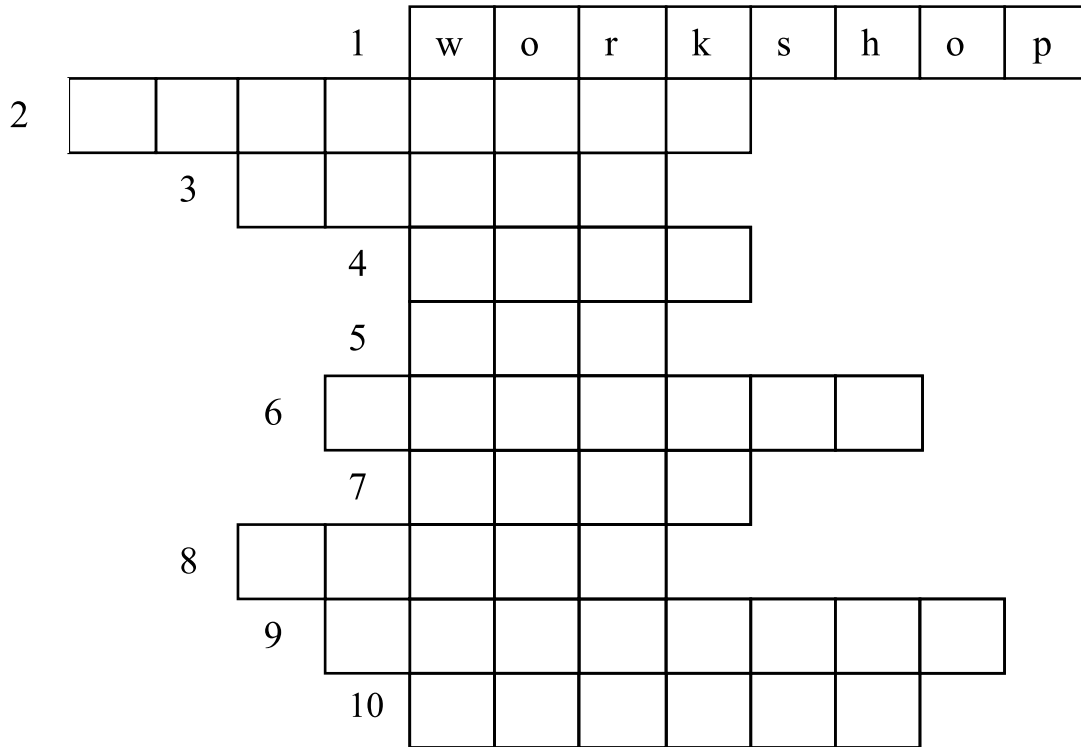
<input type="checkbox"/>	Run as fast as you can out of the building and go home.
<input type="checkbox"/>	Calmly stop working, put your tools down on the bench and walk to your assembly point following the
<input type="checkbox"/>	Start screaming, throw your tools down and push your way to your assembly point and be the first
<input type="checkbox"/>	Carry on working regardless, its probably in the main part of the school anyway, so who cares.



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> Wordsearch

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



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

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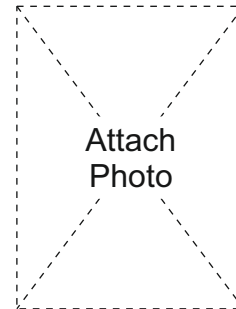
> Agreement

I have read and understood the importance of safety and discipline within the Technical Department.

I shall, at all times try my best to adhere to the rules set out and will work to the best of my abilities

Pupil Name:-

Class :-



Pupils Signature:-

Parents Signature:-

Teachers Signature:-

Date