

SAFETY MATTERS

Safety in the school workshop is the responsibility of everyone who uses the workshop. Accidents usually happen when people are fooling about or being careless.

Teachers are responsible for checking that:

- Machines are set up properly
- Safety guards are fitted
- Stop buttons work and are accessible
- Electrical cut-out devices work
- Warning signs are displayed
- The first-aid box is kept topped up
- Fire drill procedures are posted
- Dust extraction units work
- Safety clothing and equipment is available
- Pupils are shown how to use each tool and machine safely
- Workshop safety rules are given, kept to, and understood by all

Pupils are responsible for:

- Following the general safety rules at all times
- Only using tools and machines they have been given permission to use
- Using the machines and tools only in the way that the teacher instructed
- Using tools and machines only for the job they are designed for
- Making use of all machine guards
- Reporting any defects of tools or machines immediately
- Reporting any liquid spillage immediately
- Reporting any accidents, however minor, to the teacher
- Considering the safety of everybody else in the workshop
- Behaving sensibly at all times, especially when the teacher's back is turned
- Using chemicals and smelly adhesives in a ventilated area
- Not leaving hot materials lying around
- Not interfering with other pupils while they are working
- Not throwing anything in a workshop
- Not encouraging others to behave dangerously

For your own safety:

- Wear an apron
- Tie back any long loose hair
- Remove any dangling earrings or bracelets
- Secure loose shirt cuffs or shirt tails.
- Make sure your laces are tied up
- Wear stout shoes
- Do not run in the workshop
- Wear safety clothing when appropriate e.g. goggles, face mask etc.

SAFETY SIGNS

There are three types of safety sign:

Red signs show things that are not allowed

Blue signs show things that must be done

Yellow signs are warnings.

These are **Red** signs.



These are **Blue** signs.



These are **Yellow** signs.

**AT WORK**

In factories there are laws that control Health and Safety. The main law is the -

Health and Safety at Work Act 1974

This law says that employers must take all reasonable care to ensure the safety of their employees and that employees should co-operate with the employer to ensure the safety of all workers.

A Write a list of safety rules for your school workshop, using your own words and in your own style.

B Take any one of the safety rules and produce an A4 size poster illustrating the rule in a manner suitable for putting up on the workshop wall.