

SAFETY BOOKLET ONE


This booklet will help introduce you to, Health and Safety in the workshop. It will help you gain an understanding of safety, related to some of the common equipment used in school workshops.

Your teacher will explain / demonstrate the use of equipment, tools and machinery in your workshop.

If you are in any doubt about the use of a machine or equipment, you must ask your teacher for help.

You must not use any machines or equipment, until your teacher is happy with your knowledge of safety and the operation of specific machines. Your teacher will tell you, when you are allowed to use machines.

WORKSHOP SAFETY RULES

Click here for links to helpful information → 

1. Why are workshop Safety Rules important?



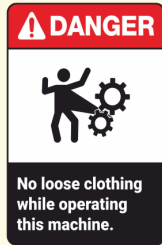
2. You should never run / rush in a workshop. Why is this?



3. Why is it important, to know where the emergency stop buttons are, in a workshop?



4. Why is it important to wear an apron / overall, when working in a workshop?




5. Why are good shoes (not training shoes) a necessity in a workshop?



6. Why is it important to listen carefully to all the teacher instructions?



WORKSHOP SAFETY RULES

Click here for links to helpful information → 

7. Why should all stools be put away / stacked, before practical work takes place?



8. You must not operate a machine, that you have not been taught to use by your teacher. Why?



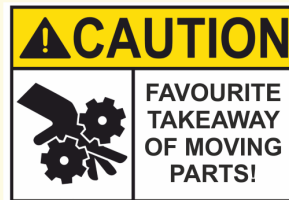
9. When using sharp tools, both your hands should be behind the cutting edge. Why?



10. In the unlikely event, that you find a damaged tool / piece of equipment, why should you report it to your teacher straightaway?




11. Why should you always keep your hands away, from that parts of machinery, that are rotating or moving?



12. When engaged in practical work, why should school bags to stored away and not left out?



WORKSHOP SAFETY RULES

Click here for links to helpful information → 

13. Why is long hair a danger, when using machinery ?



14. Why should you be patient and never rush practical work?



15. Name a machine that has a guard. What is the purpose of a guard?



16. Why should you always keep your work area / bench tidy and put away tools, that are not being used?



17. Never distract someone using a machine or equipment. Why?



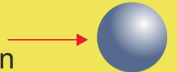
18. Write a safety rule that you think should be added to this list. Add / draw a couple of symbols, that relate to your safety rule.

PLACE / DRAW YOUR SYMBOL HERE

SOME EXAMPLES OF POOR BEHAVIOUR / ATTITUDE IN A WORKSHOP

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Link Button
For help and information

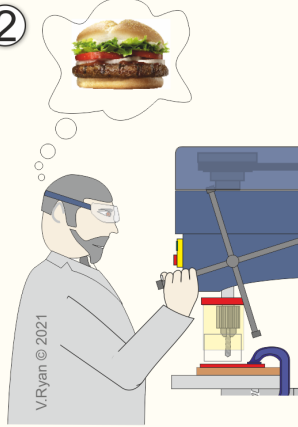


Below are a number of images. Each one, represents an example of poor behaviour / attitude in a workshop. Briefly describe the poor behaviour / attitude represented by each image.

①



②



③



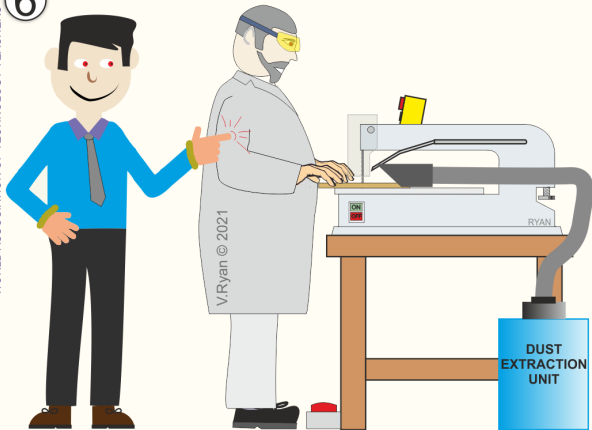
④



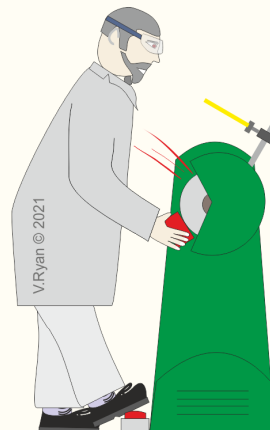
⑤



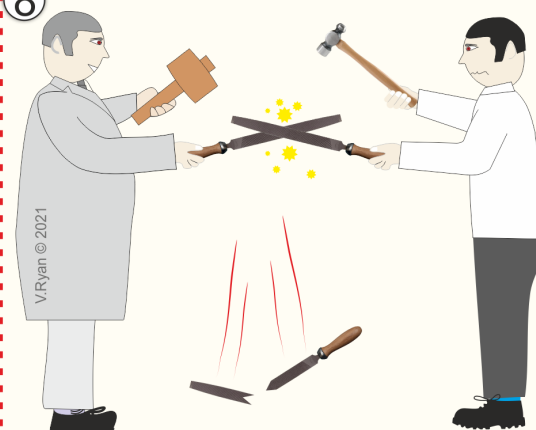
⑥



⑦



⑧



⑨



DRESSED APPROPRIATELY FOR A WORKSHOP?


[Click here for links to helpful information](#) → 

Diagram 'A', shows a person suitably dressed for practical work in a workshop.

Using diagram 'B', identify all the safety aspects, that suggest that this person, is **not** ready for work in a workshop. One example is already identified for you.

DIAGRAM 'A'

The right attitude for a workshop

APRON
WORN



Safety
Declaration
read,
understood
and signed.

NO RINGS OR JEWELLERY

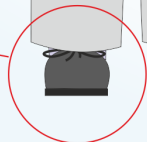


SAFETY GOGGLES



DUST MASK -
WHEN USING
SOME MACHINES

SAFETY SHOES

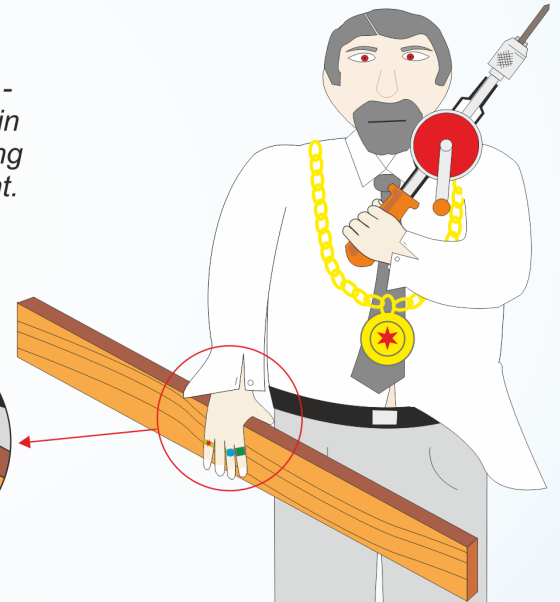
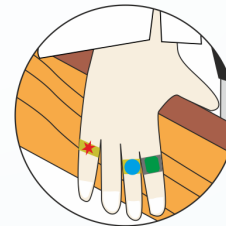


ALL LOOSE CLOTHING
TUCKED IN SAFELY.
E.G. TIE


DIAGRAM 'B'

The wrong attitude for a workshop

*Rings / jewellery -
could get caught in
a machine, causing
a serious accident.*



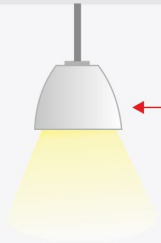
AN UNSAFE AND DISORGANISED WORKSHOP

Click on the *Link Button*, for help in answering the questions below. 

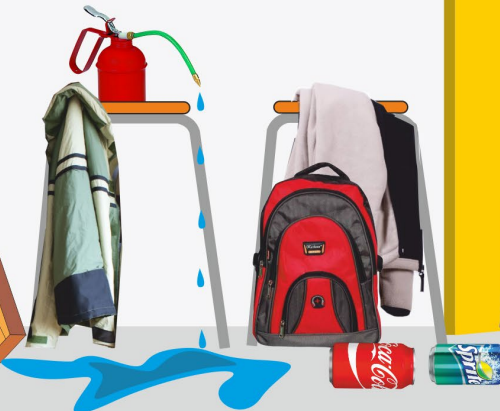
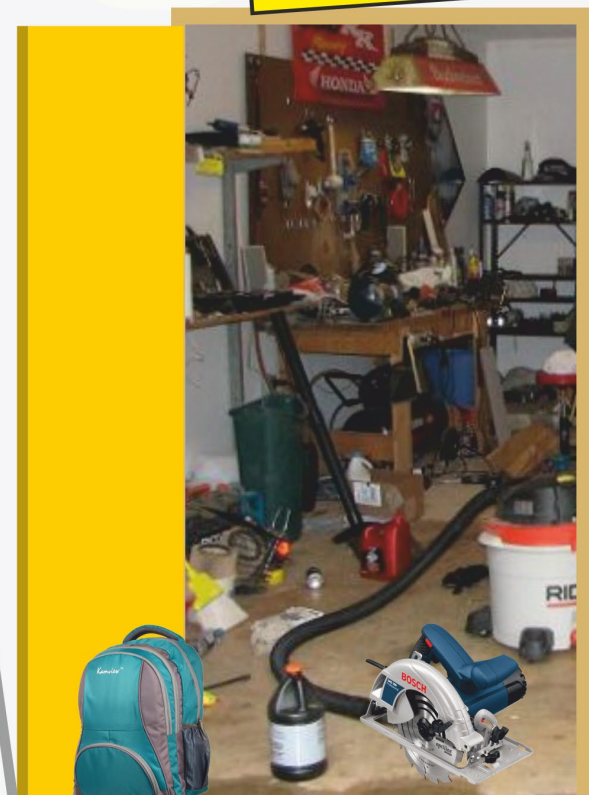
Study the image of the workshop below. Identify all the safety issues. One safety issue has been identified for you. Can you think of any more safety issues? If you can, draw and describe them on the image.

POOR LIGHTING

The lights are not suitable for the workshop and one of the light fittings is broken.



STOCKROOM



A SAFE AND WELL ORGANISED WORKSHOP

Study the image of the workshop. Good examples of safety and workshop organisation, are indicated by the letters. Write a description / explanation alongside each letter. One has been completed for you. Can you think of any more good examples of safety and organisation? If you can, draw and describe them on the image.

LINK
BUTTON

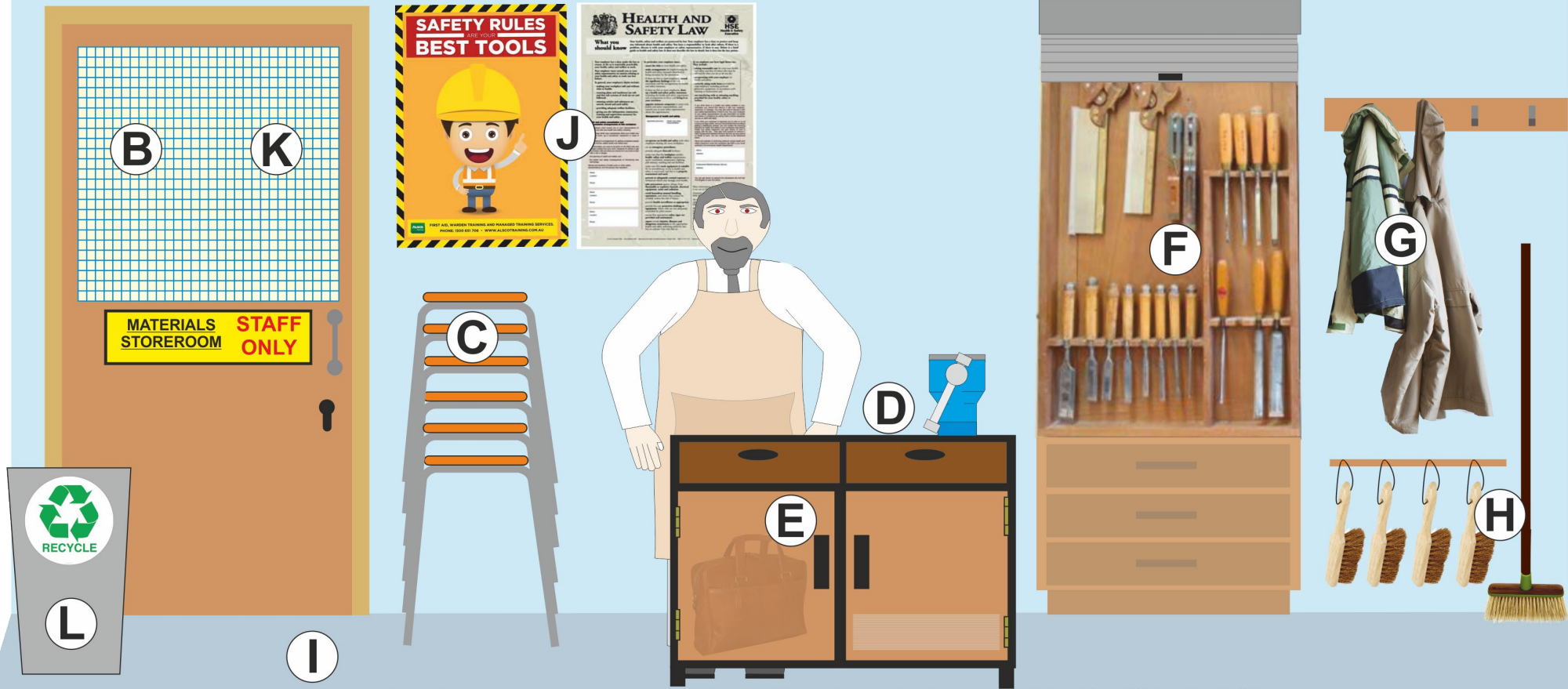
Click the link
button for help



HIGH QUALITY LIGHTING

A modern, bright LED lighting system.
There are no badly lit areas in the workshop. Every part of the workshop can be clearly seen.

A



B

K

C

J

D

F

G

E

H

L

I



Click on the *Link Buttons* for help in answering the questions on, 'the safe use of the fretsaw'.

Study the two diagrams that show the fretsaw being used. What is wrong with the way the machine is being used in diagram 'A', compared to diagram 'B'?

DIAGRAM 'A'

1. This fretsaw is being used in an unsafe manner. Identify all the areas that show DANGEROUS use of the machine. One area has been identified for you.

The fretsaw user is not concentrating. He is not focussed fully on the safe use of the fretsaw.



DIAGRAM 'B'

2. This fretsaw is being used safely. Identify all the areas that show SAFE use of the machine. One area has been identified for you.

Guard in the correct position.



THE DRILLING MACHINE



Click on the *Link Buttons* for help you answer the questions on safe use of the drilling machine.

1. Study the two diagrams below, that show the drilling machine being used. What is wrong with the way the machine is being used in diagram 'A', compared to diagram 'B'?

DIAGRAM 'A'

2. The drilling machine is being used in an unsafe manner. Identify all the areas that show **DANGEROUS** use of the machine. One example has been identified for you.

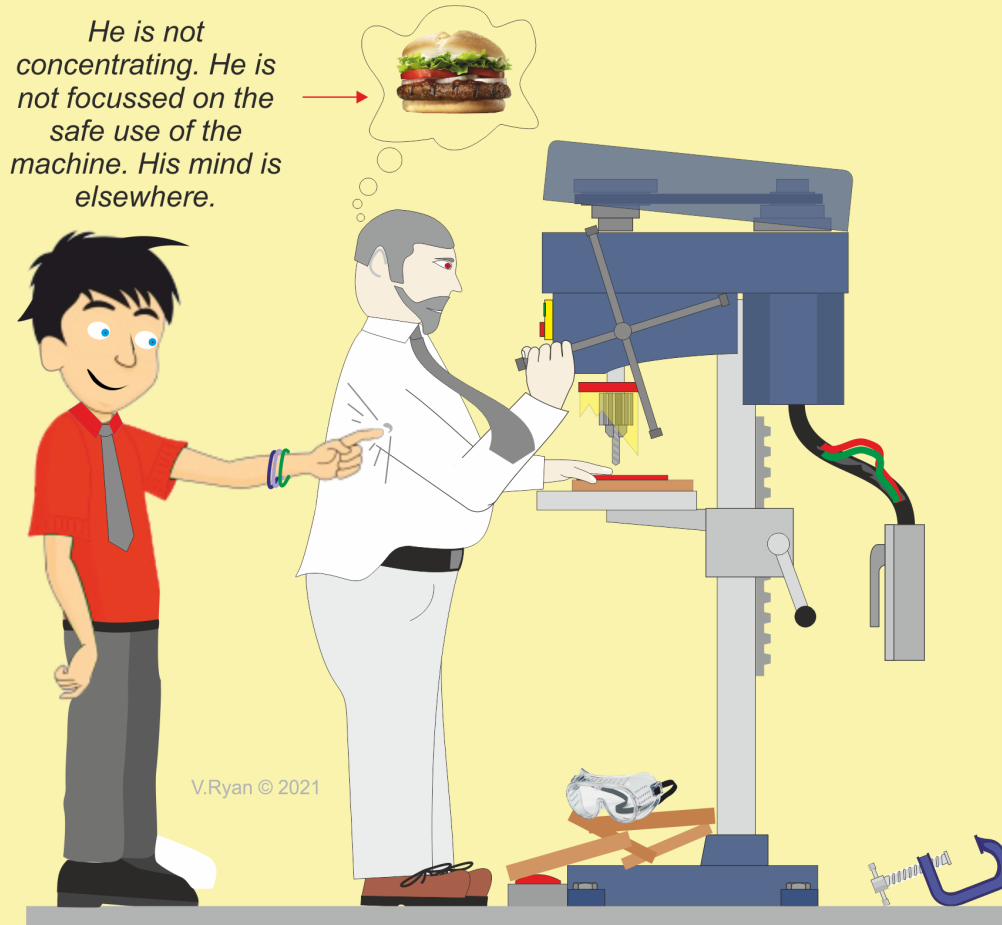
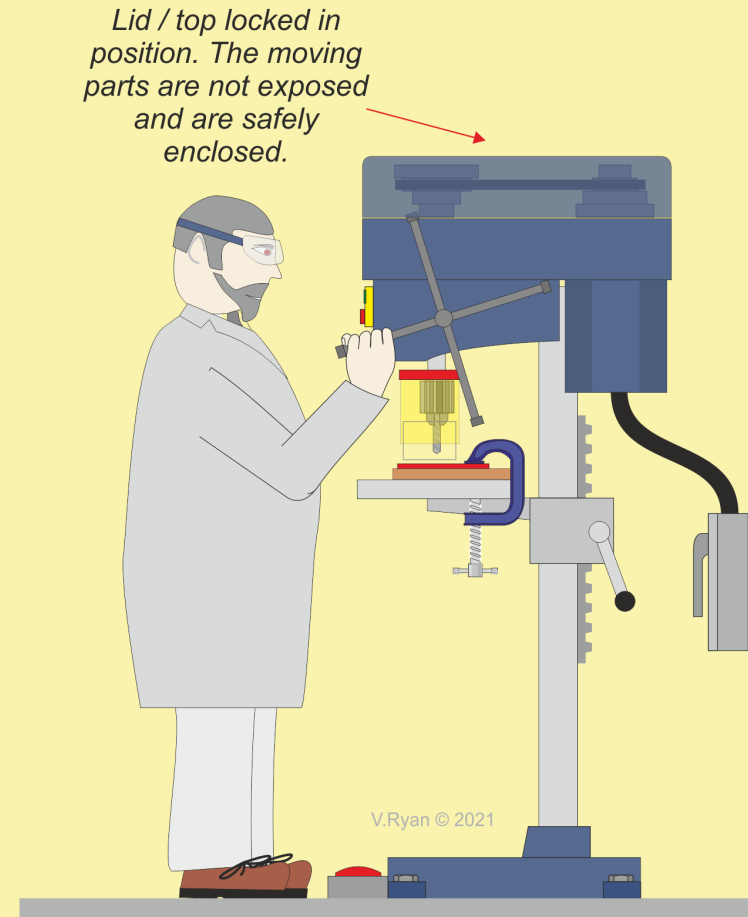


DIAGRAM 'B'

3. The drilling machine is being used safely. Identify all the areas that show **SAFE** use of the machine. One example has been identified for you.



THE BENCH TOP DISK SANDER

LINK BUTTONS

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Click on the *Link Button* for help in answering the questions on, 'the safe use of the disk sander'.

Click the links
button for help



Study the two diagrams that show the disk sander being used. What is wrong with the way the machine is being used in diagram 'A', compared to diagram 'B'?

DIAGRAM 'A'

1. This disk sander is being used in an unsafe manner. Identify all the areas that show DANGEROUS use of the machine. One area has been identified for you.

Disk sander surround / guard is broken and offers no protection

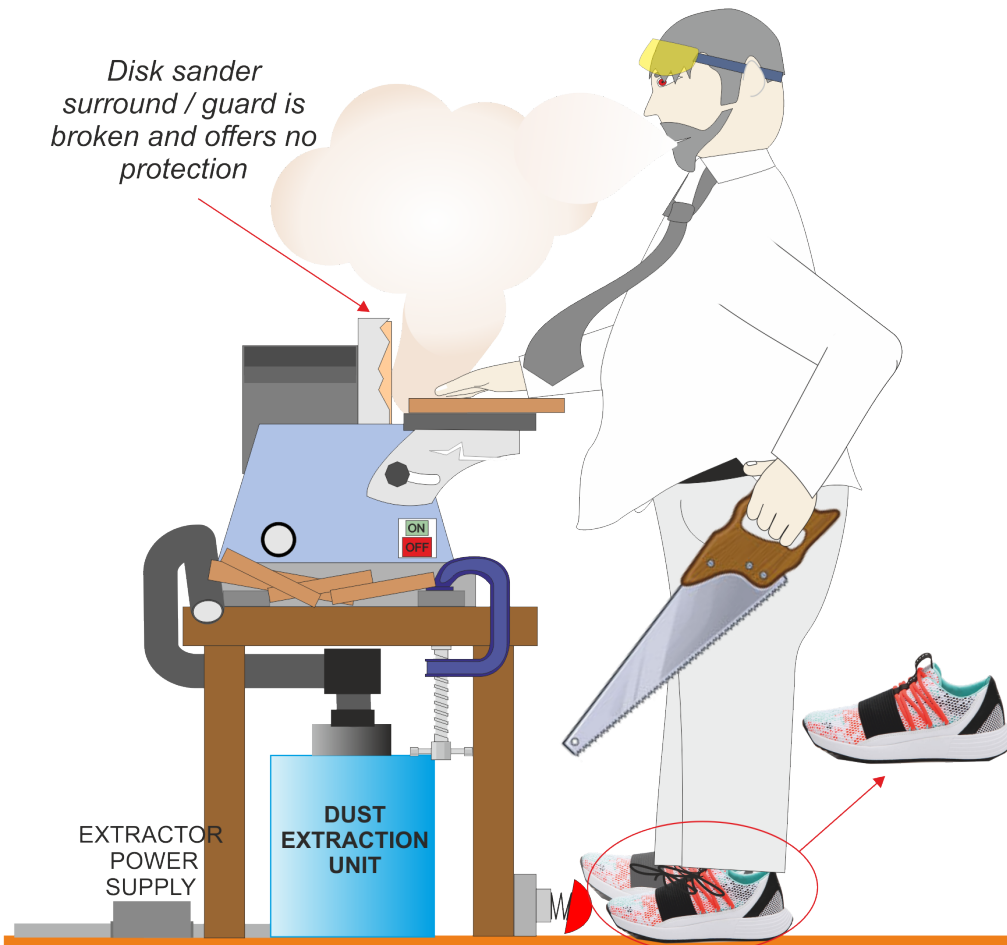
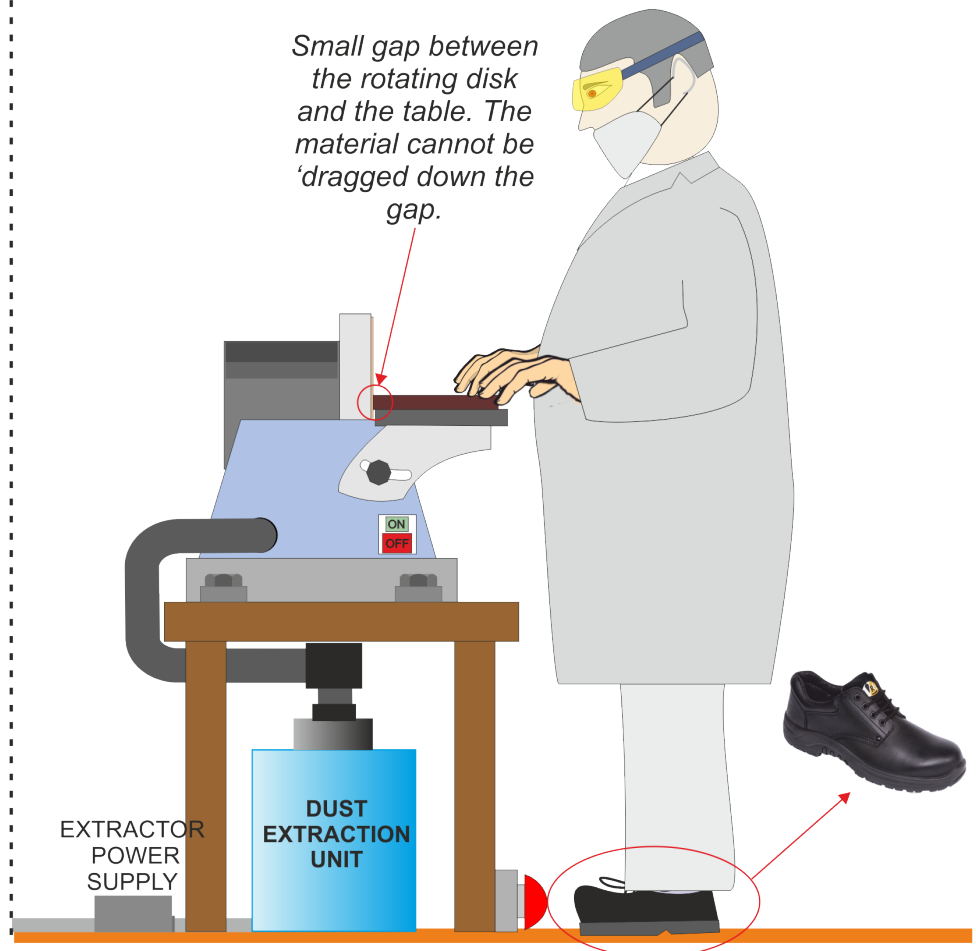


DIAGRAM 'B'

2. This disk sander is being used safely. Identify all the areas that show SAFE use of the machine. One area has been identified for you.

Small gap between the rotating disk and the table. The material cannot be 'dragged down the gap.'



THE BUFFING / POLISHING MACHINE

Link Buttons

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Click on the *Link Buttons* for help in answering the questions on, 'the safe use of the polishing machine'.

Study the two diagrams that show the polishing machine being used. What is wrong with the way the machine is being used in diagram 'A', compared to diagram 'B'?

DIAGRAM 'A'

1. This polishing machine is being used in an unsafe manner. Identify all the areas that show DANGEROUS use of the machine. One area has been identified for you.

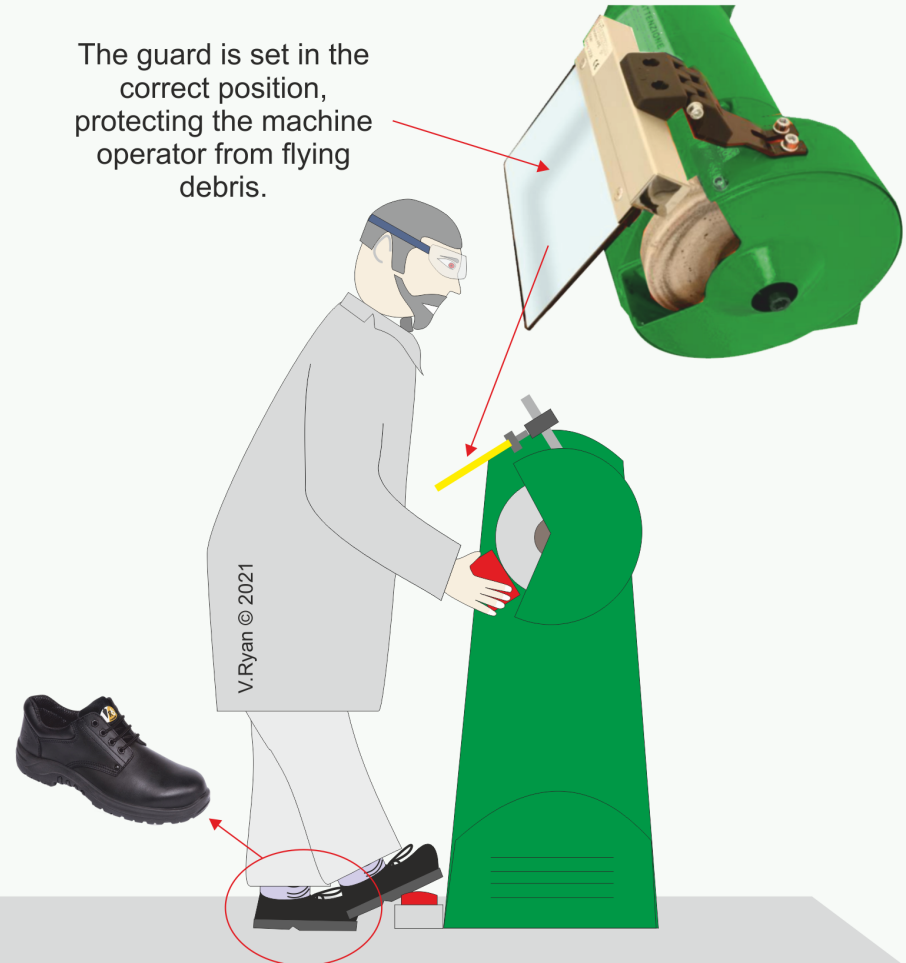
The machine operator should not be wearing a hat. It is also partially covering his eyes.



DIAGRAM 'B'

2. This polishing machine is being used safely. Identify all the areas that show SAFE use of the machine. One area has been identified for you.

The guard is set in the correct position, protecting the machine operator from flying debris.



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