**Workshop Information**

**DESIGN AND TECHNOLOGY**

* **Do Not** enter the workshop unless permitted by the teacher.
* **Never** throw anything in the workshop.
* Keep **noise levels low,** danger can be heard as well as seen.
* Know the location of and know how to operate **Emergency Stop Buttons** for all machinery.
* **Report all incidents and faulty equipment** to the teacher, even if the problem appears to be minor.

**PERSONAL SAFETY**

* Always **wear eye protection** in the workshop.
* Tuck in **loose clothing, remove ties and any jewellery** that may become and entanglement hazard
* **NO headphones under any circumstances.**
* Always **wash your hands** at the end of practical lessons, especially if you have used paints, solders or other chemicals.
* Move around the workshop with care **NEVER RUN**.
* Use suitable lifting equipment and manual handling methods if moving heavy objects and materials.

**SAFE WORK METHODS**

* **Listen carefully to all instructions.**
* Read all **SOPs and instructions.**
* Keep your work area **tidy and return all tools** to their racks when you have finished using them
* **NEVER use tools for the wrong purpose** and always **carry sharp tools with points facing down.**
* **NEVER use power, gas or pneumatic tools without permission.**

**MACHINE SAFETY**

*Every machine has its own specific requirements; some however are common to all.*

* **NEVER** use machinery without first having been **instructed in its safe operation**.
* If you are unsure about the operating procedure, **ask a teacher**.
* **Always wear the correct Personal Protective Equipment** (PPE).
* There should **never** be **more than one student** operating the same machine or **within the yellow safety zone at any one time.**
* Always **check the machine guards** are in place **before operating.**
* **Clamp work securely** when drilling using the drill press.
* **Clean** the machine after use **using a brush (do not blow dust).**