In Design and Technology, you will learn about the correct and safe use of tools materials and machinery for specific processes that are necessary to construct a project.

***Learning Intention***

*Students demonstrate safe practices in the use of materials, tools and equipment in the context of producing design and technology projects.*

**Activity: The Safe use of Machines**

Use the word bank to complete the following statements:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Distance | Safety guards | Instruction | Protection | Distracted |
| Cleared | Machine | Unattended | Teacher | Switched Off |

1. Do not operate a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ unless you have received thorough

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and fully understand how the machine should be used. When using machinery that is fitted with\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, ensure that they are fitted correctly. When appropriate wear eye and ear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and restrain long hair.

1. Keep a safe \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ between your hands and any moving parts of the machinery. When making adjustments to the machine ensure the power is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_. Ensure that you operate a machine by yourself, and do not leave a machine \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ while it is running. Give your machine your full attention and do not look away or talk to others while using a machine. Operators of machinery should not be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
2. Never Lean on machines. If any part of the machine is broken or malfunctions notify your \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ immediately. After using machines, the work area should be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of scrap material and machine tools and accessories.

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| **Safe Working Procedures** |
| **General Workshop Procedures** |

**CIRCLE “T” for TRUE OR “F” FOR FALSE TO ANSWER THE FOLLOWING:**

1. Running is forbidden in the workshop. T or F
2. Scrap materials and offcuts should be left on the floor and/or the bench T or F
3. Soft topped shoes and thongs can be safely worn in the workshop T or F
4. Protective clothing and equipment is to be worn during practical lessons T or F
5. Safety zones are necessary around machinery and other hazardous areas T or F
6. Tools, materials or other items must not be left on the edges of benches T or F
7. Blunt, damaged or badly adjusted tools should be reported to the teacher T or F
8. It is ok to crowd around and distract another student while they are using tools or machinery T or F
9. If you have any doubts about any operation, ask the teacher T or F
10. Hair must be tied back or restrained when working around machinery and power tools T or F
11. Only major accidents need to be reported to your teacher T or F
12. All jobs should be clamped to the bench or held in a vice when being worked on T or F
13. The operator is responsible for switching machinery on or off T or F
14. You do not need to ask permission to use tools and equipment in the workshop T or F
15. Eye protection must always be worn while using machinery or power tools T or F
16. Running in the workshop is permitted if you are in a hurry T or F
17. Describe one particular hazard that could be encountered in the workshop and state how you can minimize your risk of accident or injury?

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