

## SAINT YON TRADE TRAINING CENTRE POLICY STATEMENT

# WORK, HEALTH AND SAFETY

### GENERAL OVERVIEW

The application of safety and health principles to the practical rooms of the Trade Training Centre has three main objectives. These objectives are:

1. To promote the safety of staff, students and visitors
2. To assist students in acquiring and developing an understanding of safety, the knowledge relating to the safe operating of equipment, the importance of good housekeeping and the development of safe working practices.
3. To stress a need for safety awareness to enable students to recognise potential dangers and thereby develop a responsible attitude within the practical room.

With these objectives in view, teachers should regard it as their responsibility to instruct students in the safe use of all equipment and continually supervise in order to maintain a hazard free working environment.

Safety is an important aspect of modern day living, for there are many ways in which we can injure others and ourselves. From an early age children are taught about safety. They learn: not to touch things on the stove; not to play with fire, electrical appliances, medicine, and pills; how to cross the road safely; how to swim safely; how to ride their bicycles safely and so on. The review of Safety is an ONGOING mechanism if best practice is to be followed.

### GUIDELINES.

#### **Personal Equipment.**

Students enrolled at Saint Yon Trade Training Centre are required to wear a uniform appropriate for the vocational course being undertaken. Students who do not present at the beginning of each lesson in the correct uniform will not be allowed to participate in the lesson. In the event of non-compliance the student will have their school and their parent's advised of the breach. Repeated infringements will be treated seriously and may result in suspension or cessation of enrolment at Saint Yon Trade Training Centre. The uniform expectations for the current courses being offered are as follows:

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All students using a Trade Workshop are required to purchase the 'Trade Uniform' mandated by Saint Yon. As part of trade uniform students are required to wear black leather uppper shoes with steel toe caps

Any other required personal protective equipment will be supplied. This may include protective glasses or an eye shield, ear muffs, a dust mask or respirator, or protection for their hands - which they must use as and when required.

Hospitality - A full Chefs Commercial Cookery uniform and Tool Kit (as per the Saint Yon Commercial Cookery and Tool Kit specification sheet) must be present and worn when the student undertakes 'practical lessons' in the commercial kitchen.

Sport, Fitness and Recreation - full sports uniform of the home school the student attends. This includes suitable sturdy sports shoes with a firm upper and satisfactory ankle support. The sports uniform being worn shall mimic the school sports uniform suitable for that season of the year (summer /winter).

*For further information re uniform / protective clothing please refer to the Uniform Policy.*

Theory books, textbooks, drawing and writing equipment may be required as directed by the teacher in light of the courses or units undertaken.

### **Teacher's own personal equipment.**

Teachers are themselves expected to meet all the required safety equipment responsibilities as well. Except for shoes, teachers will be supplied with the required safety equipment

### **General classroom conduct.**

General classroom behaviours and expectations are well spelt out in the student diary. However, VET staff may find that the particular nature of the courses they control require special rules in addition to the normal expectations. Staff are encouraged to use their professional judgement in this regard and may choose to develop classroom routines that are tailored to the particular activities and/or students involved.

### **Basis for Discretion**

Failure to abide by these requirements will result in the offending student being withdrawn from practical work, and being given work to complete until ALL the requirements are met. Continued neglect of these requirements, will result in school detentions and parent notification/consultation.

## **GUIDELINES & PROCEDURES FOR SAFETY TRAINING**

1. Safety Instruction: The aim of safety instruction is to eliminate accidents by teaching the students to avoid unnecessary risks and to cope sensibly and confidently with those risks that cannot be avoided.
  
2. PLEASE NOTE: The VET teacher must be trained to the level of the Certificate course they are delivering safety instruction on. If this is not the case they must immediately inform the Head of Trade Training and receive such training prior to departing knowledge and skills associated with such procedures, processes or machine operations. Any staff without formal practical training can only be attached to a class on an ongoing basis if approved by the school Principal and the CEO. Relief staff are not to enter a practical situation unless they have formal tertiary VET qualifications for that course.
  
3. To ensure that the safety instruction that our students receive is an adequate and continuing process, teachers are requested to adhere to the following procedures when introducing students to unfamiliar tools, equipment, machines and processes:
  - a) Lecture and demonstration, or use of a suitable video, by the teacher on the operation, procedure or machine practices to be experienced. Showing sequence of operations, adjustments to be made and any precautions that are to be observed;
  - b) Information sheets on the operation, procedure or machine practices to be read by the students. Further reinforcement may be necessary through the completion of an activity
  - c) The relevant test is given to students using the "Onguard" online program
  - d) Students can only proceed to "hands on" experience when they have achieved a 100% test result.
  - e) When the student has passed the relevant safety test for the operation, procedure or machine practice a record should be kept and the relevant safety test printout may be kept on file. Alternatively, if the test is computer generated a register needs to be kept with a copy of the software to show what was completed by the student.

- f) The teacher must directly supervise the student the first time they undertake any machine operation. For substantial risk machinery the teacher will be expected to give direct supervision whenever the machine is being used.

## PHYSICAL ENVIRONMENT

it is important that a number of well-established routines and instructions are seen as uniform throughout the department when operating in a workshop.

1. Teaching staff will display safety awareness, and follow correct working procedures at all times.
2. All students are to be excluded from workrooms unless supervised. No student is to enter the room before the teacher arrives, and the teacher is to be the last to leave the room.
3. Acts such as running, distracting, teasing, skylarking etc., will not be tolerated within the workroom.
4. The use of personal protective equipment (glasses, aprons, face shields, gloves, hair restraints, ear muffs, dust masks, etc.) will be compulsory. The procedure being undertaken will dictate the protective equipment required, i.e. the wearing of trade uniform, wearing of protective glasses/face shields when operating a machine.  
Non-slip shoes with solid leather uppers and steel capped toes are to be worn at all times. Soft material shoes are not acceptable. Students without the correct attire will be excluded from practical activities.
5. Workstations are to remain uncluttered as much as possible and all tools/equipment returned to their storage locations. A check of tools and equipment is to be made at the beginning and end of each lesson and every effort is to be made to find missing tools before the class is dismissed. The Head of Trade Training must be informed immediately of any missing tools or equipment.
6. Cleanliness is to be emphasised by having students clean the workstations and machines, and sweep the floor at the end of each lesson.
7. Students are not to enter storerooms or tool cupboards unless under **direct teacher supervision.**

8. "Safety Zones" are marked clearly on the floor and are to be observed at all times.
9. All machines and equipment is to be isolated when not in operation.
10. Non trained Replacement teachers & Non VET teachers will **not be allowed** to supervise students using machines/tools and related equipment. Suitable subject material must be prepared in advance which teachers can give students. It is often necessary for students to still attend classes when incorrectly attired

## **SAFETY PROCEDURES FOR MACHINES AND THE WORK AREA.**

1. Students are to be appropriately attired (as mentioned previously).
2. Approved eye protection is to be worn where appropriate. Students who wear glasses must also wear appropriate safety glasses.
3. Students must have passed all necessary Safety Tests.
4. Movement in the work area should be kept to a minimum.
5. Students should avoid making a thoroughfare of marked safety zones around machines.
6. Machines must only be used by students being supervised by a teacher competent in the use of that machine.
7. Guards must be correctly and permanently fitted to machines.
8. All work should be held securely while it is being worked on i.e. Vices, clamps, etc.
9. All persons other than the operator and the teacher must be outside the safety zone when the machine is in operation.
10. Pupils must not leave a machine until it has stopped after being switched off.
11. Adjustments and measurements of work must be carried out when the machine is switched off and stationary.
12. Tools and attachments should be kept in racks when not in use.

13. Dust extraction must be used when any fixed machinery is operated

Students will be instructed in the correct use of hand tools and portable or fixed power tools. Only the correct tool should be used for the job, and students will not be allowed to improvise if the correct tool is not immediately available.

Teachers can access further information and resource material on the area of safety and changes to workplace safety WHS regulation via 'On Guard'

Example safety tests and further examination of policies applicable to VET can be seen in the samples in the 'Onguard' program.

## VET DEPARTMENT

### EXAMPLES OF LEVEL OF SUPERVISION

#### **SAFETY – Machines / Tools / Equipment**

##### **RISK ASSESSMENT**

It is mandatory that each piece of equipment has had a 'risk assessment' performed on it and that a Standard Operating Procedure Sheet is located close to the machine. Besides normal regular checking risks need to be reviewed every 12 months.

##### **CATEGORIES OF SUPERVISION**

- a) **LOW risk of injury (Level 1): g.s.** = GENERAL SUPERVISION OF PUPILS – Pupils in the work area must be under the control of a teacher competent in the area of study.
- b) **MODERATE risk of injury (Level 2): v.s.** = VIGILANT SUPERVISION OF PUPILS OPERATING THE MACHINE OR EQUIPMENT  
The machine or equipment is only to be used by pupils when the teacher supervising is competent in the use of the machine or equipment, and is in the immediate vicinity of the pupil operating the machine or equipment so he/she can instruct, supervise and take immediate action if necessary.
- c) **SUBSTANTIAL risk of injury (Level 3): d.s.** = DIRECT SUPERVISION OF PUPILS OPERATING THE MACHINE OR EQUIPMENT BY A QUALIFIED OPERATOR ONLY.  
The machine or equipment is only to be used by pupils when under the direct supervision of a qualified operator.

A qualified operator is a teacher holding a statement of authority for the equipment or process concerned.

- d) **HIGH risk of injury (Level 4): cds.** = CLOSE DIRECT SUPERVISION OF PUPILS OPERATING THE MACHINE OR EQUIPMENT BY A QUALIFIED OPERATOR ONLY.

The machine or equipment is only to be used by pupils when under close direct supervision of a qualified operator.

A qualified operator is a teacher holding a statement of authority for the equipment or process concerned.

- e) **VERY HIGH risk of injury (Level 5): TUO.** = **TEACHER USE ONLY**

## USE OF MACHINES & EQUIPMENT

### INFRINGEMENTS

Whenever possible students should be encouraged through positive means to observe safety requirements. This may be through teacher example, affirmation, verbal reminders and admonition.

Should a situation arise whereby a student chooses to ignore these positive approaches and in doing so places his own safety and the safety of others at risk, he is to be sent immediately from the workshop. This infringement is to be reported to the Head of Trade Training who may in turn direct the teacher to forward a letter home to the parents informing them of the infringement and of the students temporary exclusion from the practical classes.

### ACCIDENTS

During the progress of a lesson, a student may occasionally suffer a scratch or slight abrasion from the material he/she is handling or from the careless use of a tool or piece of equipment.

These minor abrasions may be treated using the First Aid Kits, which are kept, in the workrooms. All accidents or injuries that require first aid should be entered in the First Aid Record Book (incident report) which is in the Office.

As soon as possible after a serious accident the teacher should write a personal report while the memory is fresh. The report should include:

1. A sketch of the area in which the accident occurred, showing the point of the accident and the position of the nearest teacher.
2. A statement written and signed by, showing ages, two students who may have witnessed the accident.

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3. A signed statement from a witnessing teacher (if applicable).
4. A statement by the injured student, if practicable.

NOTE \* each report submitted is to be witnessed and dated by a responsible person.

- under no circumstances, should a teacher admit liability for an accident. This should be left for a court to decide.

The Teacher should as soon as possible ask any other reliable witnesses to the accident (usually students) to write out their account of what happened.

### **Implications re Safety Responsibilities for Teachers.**

In the case of accidents, teachers could be found liable, legally in two ways:

1. Negligence in relation to unsafe equipment or premises.
2. Negligence in relation to providing adequate supervision.

The Principal cannot be blamed solely (if at all) for unsafe premises. Teachers have a responsibility to be in active co-operation and communication with the Principal. Teachers have the responsibility of being punctual in reporting defective equipment or buildings.

In our situation this would be done by informing the Head of VET or the school WHS representative, who in turn shall inform the Administration Officer and endeavour to rectify the situation as soon as possible.

Each teacher has a responsibility and personal duty to ensure that his/her own equipment and rooms are safe.

Teachers are bound to exercise meticulous care in preventing injury wherever a teacher-student relationship exists, and the student does not have to be in your class, merely in your vicinity.

Particular attention should be drawn to the new W H & S regulations, which require adequate signage and appropriate risk assessment and hazard management for ALL workplace activities. Teachers should make themselves aware of their responsibilities under the regulations and ensure that risk control strategies are developed, including the recently completed hazardous and dangerous materials regulations (including MSDS Sheets). Again the relevant information is available from the Head of VET.

## **FIRE PRECAUTIONS**

Due to the flammable nature of material and equipment used in the workrooms, the possibility of fire is a constant reality.

Fire extinguishers are located in each room and are serviced regularly. Teachers should be aware of their location and ensure they are not tampered with in any way and ensure they are not hidden through inadvertent storage of materials.

In the event of an extinguisher being used, this should be reported to the Head of VET.

In the event of a fire, school emergency and evacuation procedures are to be followed.

## **Electrical Power Boards**

The use of electricity to run information technology based equipment has become more and more demanding in the school environment. The continual addition of computers, printers, faxes, photocopiers, overhead projectors etc, brings with it the use of devices such as power boards, extension leads and double adaptors to channel electrical energy to equipment so that it operates effectively.

Unfortunately, there are times when the use of devices such as double adaptors, extension leads and power boards can cause increased electrical hazards in the workplace, such as overheating. Responsibility for electrical safety lies within school managements, duty of care for the health and safety of its employees and students. To this end, it is extremely important that power boards and similar electrical channel devices are used with caution only if they have been checked and 'tagged'.

Power boards are appropriate for computers, printers and other information technology provided the following is taken into consideration:

- The use of double adaptors should be avoided.
- Power boards should have individual switches, which should be turned off unless in use.
- Power boards should be supplied with overload protection.
- Power boards should not be plugged into other power boards for extension purposes, or to allow for further switches.
- Power boards in any environment should be used in a tidy fashion, usually contained under or adjacent to a workstation.
- Power boards should not be protruding in any way, which may cause someone to trip, knock or fall over it.

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- Extension leads should not be used across open floor areas or office/classroom traffic areas, as this increases the risk of trips and falls.
- Paper and other flammable materials should not be piled on top of power boards, which are generating significant heat.