

Safe working and responsible behaviour: Technology (Mandatory)

In *Technology* you will learn to assess situations and demonstrate responsible and safe use of a range of tools, materials and techniques in different technological environments. To achieve this you will need to use risk assessment techniques and control measures.

This material addresses aspects of the following syllabus outcome:

4.3.2 A student demonstrates responsible and safe use of a range of tools, materials and techniques in each design project.

Extract from: Stage 4 Technology Syllabus © Board of Studies NSW 2003.

General guidelines for responsible behaviour in the technology classroom

1. Never use the room as an area to play, run or fool around.
2. Be aware of safety lines marked around machinery and understand their purpose.
3. Report any damaged, blunt or faulty tools to your teacher.
4. Carry sharp tools with the sharp edge pointing down.
5. Keep your whole body behind the cutting edge when using sharp edged tools.



This photo shows unsafe practice.

6. Always use the correct tool for the purpose it was intended.
7. Replace tools in their correct place when you have finished using them.



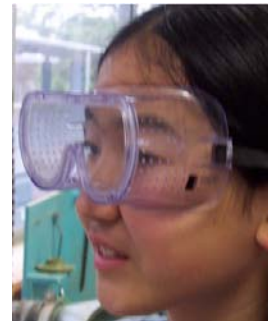
8. Clean up any left over materials to avoid an untidy workspace.



9. When working with tools or machinery that could cause injury from movement or impact, e.g. chisels, saws and drills, firmly clamp any materials.



10. Do not remove any guard from portable power tools or machines.
11. Eye protection must be worn where there is a possibility of eye damage from flying objects.
12. Protective garments must be worn where there is a chance of chemical splashing or spillage.
13. Loose hair must be securely confined when operating machinery.
14. Students carrying out practical activities using chemicals or workshop tools that are either hand tools or powered should wear enclosed leather shoes.
15. Report any accidents immediately to your teacher.



Activity 1: True or false

Read the guidelines then shade the box with the correct true or false answer to the follow statements.

| | | |
|--|---|---|
| 1. A sharp chisel is safer to use than a blunt chisel. | T | F |
| 2. Hold your work firmly in your hand when using a chisel. | T | F |
| 3. Off-cuts of materials need to be piled up neatly on your bench until it is time to finish the lesson. | T | F |
| 4. A file can be used without a handle as long as the material is firmly clamped. | T | F |
| 5. A screwdriver can be used to carry out a variety of tasks including chiselling, hammering and levering. | T | F |
| 6. All tools need to be put back immediately after you use them. | T | F |
| 7. A G-cramp can be used to secure your work when planing to avoid any dangerous slipping. | T | F |
| 8. Hacksaw blades can break because of excessive speed and force. | T | F |
| 9. Always stop a machine before making adjustments. | T | F |
| 10. You can remove the guard off a machine if it gets in the way or you can't see properly. | T | F |
| 11. Hammers and pipes should be used to tighten nuts with a spanner. | T | F |
| 12. All power cords should be free from cuts and any damage needs to be covered up with tape. | T | F |

Activity 2: Fill in the blank spaces

Use the following word list to fill in the spaces for the following statements.

| | | | | |
|-------|---------|-----------|----------|-------|
| loose | leather | vice | hands | blunt |
| clean | safe | scattered | machines | |

1. All tools and machinery should be returned to the correct place in _____ working condition.
2. Any _____ tools should be sharpened to avoid excessive force being used in their normal operation.
3. _____ shoes must be worn when carrying out practical activities.
4. A _____ helps secure materials and avoids the chance of slipping when cutting.
5. Off-cuts of materials can be dangerous if they are _____ around a workspace as you may trip on these.
6. _____ hair and clothing can be hazards in workspaces as they can become entangled in moving parts.
7. Your _____ should always be behind the cutting edge of a chisel when you are using it.
8. A _____ workspace reduces the risk of injury.
9. _____ must not be used unless a teacher is present and you have been granted permission.