

# **SAFETY REGULATIONS IN DESIGN AND TECHNOLOGY WORKSHOPS**

## **General Safety Rules and Guidelines**

- Unauthorized persons are not permitted in the Design & Technology Workshops. No activity is to be carried out by students without the presence of a teacher or instructor.
- No student is to enter or work in the workshop without the approval and supervision of a teacher or instructor.
- Students must attend a safety briefing by a teacher or instructor before their first practical lesson and the first lesson involving any new tool or machinery.
- Students should not operate machines unless they have been instructed upon for their correct use.
- Students should always work thoughtfully and purposefully. Proper care must be exercised and all safety precautions must be observed in the workshop. Practical jokes and other acts of carelessness are strictly prohibited.
- All machineries should have safety guards and protective gear.
- All faulty tools and machines should not be used and must be reported immediately and an "OUT OF ORDER" sign must be prominently displayed on the machines.
- Areas around electrical equipment should be dry and away from water. Anyone operating any electrical appliance should make sure their hands are dry and they have proper footwear.
- All electrical switches must be turned off before leaving the workstation or workshop.
- The Emergency Stop Switch in the D&T Workshop and Machine shop should be activated at the end of each working day to cut off electrical power supply to all machines and equipment.
- Always ensure the work area is well-ventilated.
- All fire-fighting equipment must be easily accessible and periodically checked for validity.
- Every workshop should have a first-aid box, which is prominently displayed and made easily accessible with updated supplies of properly labeled medicines.
- If the workshop is unattended, all electrical switches and main gas valve must be turned off and all doors should be locked.
- Injuries, no matter how slight, should be given first-aid treatment and the injured should be immediately sent for medical attention, if necessary. All incidents and injuries must be recorded and reported.
- All severe accidents caused by machinery and tools should be reported to the Principal and Cluster Superintendent without delay.
- The machines involved in the accident must not be operated or tampered with until inspected by the relevant authority.

- During an emergency, anyone may activate the emergency stop switches to stop all machines.

### **Personal Responsibilities**

- Always use the right tool for the right job and return it to its proper place after use.
- Extreme care should be exercised when handling sharp pointed or sharp-edged tools.
- Tools that are blunt, badly worn, mushroomed or in poor condition are not to be used and teacher / instructor must be notified about it.
- Sharp tools are not to be carried around in your apron pocket.
- All hot materials must be handled using tongs or gloves.
- The teacher/instructor must be informed before working with hot materials or heating any material.
- All hot materials must never be left unattended and ample warning must be given to other classmates before heating materials or working on hot materials.
- All students and staff should wear their aprons and their strings tied securely.
- All students must clean the machines after use.
- Shirts with long sleeves, watches, rings, bracelets and bangles should not be worn during workshop sessions.
- Students not wearing spectacles must wear goggles to protect their eyes when working on machines.
- When handling chemicals, the protective gloves and face mask must be used for the relevant machines.
- Do not inhale the fumes produced by the heat coming from any work; protective mask must be worn.
- No consumption of food and drinks is allowed in the workshop.
- Do not rush. Watch your step while in the workshop.
- Do not talk or walk unnecessarily in the workshop.
- When in doubt, always clarify with the teacher / instructor.
- The workshop must be kept clean and tidy at all times.