

Safety in the Workshop

Safety needs to be a top priority in the workshop, lab or classroom. The safety checklist is intended to be reviewed with the class at the beginning of the class year and each student should refer to it again before each individual lab exercise. It is recommended that the teacher add this to the student contract at the beginning of the year. This checklist can also be used for observing and recording student behavior and to assist teachers in making judgments about whether the students have worked safely. Note that the list is not exhaustive and if the teacher already has an equivalent, comprehensive list, then that list can serve as a substitute.

Safety checklist – tools, equipment, materials and machines

General advice

Y/N	When students work in the technology workshop they:
	Do not run
	Wear appropriate fully enclosed shoes
	Tie back long hair
	Do not wear loose clothing or jewelry
	Read lab directions thoroughly before beginning
	Review the appropriate safety rules for the tools, equipment, materials and machines that they are using
	Report any accidents, fire or spills to the teacher immediately

Alcohol

Y/N	When students use alcohol safely they:
	Do not ingest or inhale it.
	Wash hands when done using alcohol or taking a break
	Flush with running water if they get it in their eyes
	Only mix with water

Balloons

Y/N	When students use balloons safely they:
	Do not blow them up to the point of exploding
	Only pop them if part of the lab requirement
	Do not release the air making a screeching sound
	Only fill them with the material specified in the lab (i.e. air, water)

Burning candle

Y/N	When students use a burning candle safely they:
	Blow out the extinguish the match or lighter after lighting candle
	Avoid creating wax drips
	Do not play with the flame (i.e. putting finger through it)
	Watch the flame and blow it out when leaving it alone.
	Respect the potential danger of fire.

Epoxy

Y/N	When students use epoxy safely they:
	Keep the epoxy tube covered when not in use
	Avoid creating drips and contact with epoxy
	Put the epoxy to the outside of working area when not in use
	Wear cotton gloves while using the epoxy if required by the teacher
	Wash hands when done using epoxy or taking a break
	Do not digest or inhale it

File and rasp

Y/N	When students use a file or rasp safely they:
	Make sure it has a securely fitted handle before they use it
	Clamp the work to be filed/shaped
	Avoid cuts by removing burrs from work after filing and brushing fragments from clothing carefully
	Wear a dust mask if necessary
	Work in a well-ventilated area
	Wear safety glasses if necessary

G-clamp

Y/N	When students use a G-clamp safely they:
	Avoid a falling hazard by storing the G-clamp away from the edge of the work space, securing it to the workbench or putting it away if it is not being used
	Tighten the G-clamp with their hands (a hammer is not recommended)

Glue gun

Y/N	When students use a glue gun safely they:
	Keep the glue gun in a stand when not in use

	Avoid creating drips and contact with melted glue
	Turn off the glue gun when not in use
	Wear cotton gloves while using the glue gun if required by the teacher
	Keep cords away from the heated tip of the gun

Hammer

Y/N	When students use a hammer safely they:
	Check the hammer head is securely fitted before using it
	Do not hit hammer faces together
	Wear safety glasses while using a hammer
	Carry and store hammers with care
	Use a clamp or vice to secure work or hold the object to be hammered with pliers
	Wear ear protection when required

Heated metal

Y/N	When students use heated metal safely they:
	Do not touch the metal to check if it is hot
	Keep it clear of paper or cloth
	Let it cool for 10 – 15 minutes before leaving it alone

Knives

Y/N	When students use knives safely they:
	Protect their free hand while using a knife and keep fingers away from the blade while cutting
	Carry a utility or craft knife with blade retracted or with blade in a scabbard
	Avoid using excessive force when cutting with a knife through material
	Place items for cutting on an appropriate surface or cutting board
	Secure the item to be cut on a stable surface
	Use a safety rule as a guide when using a knife to make straight cuts in materials
	Cut away from their body and others using a smooth, even pressure
	<i>(Secondary students)</i> Wear safety glasses and use pliers to snap off a craft knife blade at an angle away from others

	knife blade at an area away from others
--	---

Mallet

Y/N	When students use a mallet safely they:
	Check the mallet head is fitted securely before using it
	Keep their hand away from the point of impact
	Wear eye protection if required
	Wear ear protection if required

Metal sheets

Y/N	When students use metal sheets safely they:
	Remember that the metal has sharp cut edges
	Wear safety glasses and use appropriate scissors or shears if cutting the metal
	Use a cloth or wear gloves and use appropriate pliers if bending the metal
	Throw away excess material in specified container

Nails

Y/N	When students use nails safely they:
	Store nails in a suitable container with a cover
	Pick up dropped nails immediately
	Do not hold nails in their mouths
	Keep an eye on nail head when striking with hammer

Pins

Y/N	When students use pins safely they:
	Store pins in a suitable container or pin cushion after removing them from fabric
	Pick up dropped pins immediately
	Do not hold pins in their mouths
	Avoid force and use a thimble if putting pins into thick materials

Plane

Y/N	When students use a plane safely they:
	Store planes with the blade retracted while not in use
	Use a vice to clamp or hold the wood to be planed
	Plane material in the direction of the rising grain

Pliers

Y/N	When students use pliers safely they:
	Grip them firmly enough so they don't slip.
	Wear safety glasses if using for cutting an object.
	Use them for their designed purpose (not as wrench or in electrical sockets).
	Only use insulated handles if working with electricity.

Sandpaper

Y/N	When students use sandpaper safely they:
	Do not create a dust hazard
	Wear a dust mask if required or if sanding for a long period of time

Saw

Y/N	When students use a saw safely they:
	Use a small block of wood as a guide when starting a cut
	Keep their free hand clear of the cutting area
	Securely clamp the work to be sawed
	Securely attach mitre boxes, bench hooks or Lynx jointers to bench tops
	Work in a designated area clear of other students

Scissors

Y/N	When students use scissors safely they:
	Keep fingers away from the blades while cutting
	Do not use open scissor blades to pierce materials
	Carry scissors carefully with scissor point facing down and hand placed just below the finger grips
	Choose scissors that are appropriate for the material being cut

Stapler

Y/N	When students use a stapler safely they:
	Keep their fingers clear of the stapler
	Use the stapler for its intended purpose only

Syringe

Y/N	When students use syringes safely they:
-----	---

	Only fill them with lab specified materials
	Do not point them at themselves or others when they express them
	Remember that they are not water guns and should be used appropriately
	Should be left in the lab with the other materials

Test tubes (glass)

Y/N	When students use test tubes (glass) safely they:
	Keep fingers away from broken glass and call the teacher for disposal
	Lubricate the rubber stopper and glass tube with water before inserting and gently twist the tube at the end being inserted while holding the test tube with a cloth
	Be careful touching hot glass tubes as they look the same as cold glass
	Point test tubes with substances being heated away from themselves and others