St Gerald's DLS College

Policy on Safe Use of Machinery

Contents

1.0: Introduction by the Board of Management

This policy was devised in consultation with all the teaching staff in our school. It was submitted to the Board of Management. It is being reviewed as part of the School Development Planning Process.

In devising this policy, we have given great consideration to the democratic and child centered principles of this school. The establishment of a sound learning environment at school and classroom level is critical to effective learning and teaching.

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2.0: School Ethos

'"St Gerald's College, is a Lasallian Centre and the mission of the school is to give a human and Christian education to the young, with special concern for the disadvantaged".

3.0: Aims

- To generate a safe environment for students to work.
- To highlight the importance of correct procedures when using machines.
- All students will be provided with adequate training in the safe use of machines in the technology subjects in St Gerald's College.

4.0: Purpose

- Satisfy the school and others that their legal duties have been met under Health and Safety legislation.
- Highlight the importance of safe machine use in the subject areas of Materials Technology (Wood), Technology and Construction Studies.
- Assess student competence in the pillar drill, scroll saw, lathe, band saw, mortiser and belt/disk sander machines through a practical and theory test (both tests must be passed before students are certified to use the machine).
- Provide the teacher with a written record of the students who are competent in the use of individual machines and power tools and the students who have not passed the test

5.0: Application of the policy

This training and assessment module will be mandatory to students studying the subjects of Materials Technology (Wood), Technology and Construction Studies in St Gerald's College.

6.0: Teacher Responsibilities

- Checking that their classroom/work areas are safe.
- Ensure that students using machinery receive adequate training and have passed both assessment tests.
- Enforce proper usage of Personal Protective Equipment (PPE).
- Ensure that machinery and tools are properly maintained.
- Conduct periodic inspections to ensure that guards and safety equipment originally installed on machines and tools remain in place, have not been tampered with and are properly adjusted.

7.0: Student Responsibilities

- Receive training on the safe use of machinery and pass the assessment tests.
- Ensure all required guards and safety equipment are in place prior to using machines.
- Wear assigned Personal Protective Equipment (PPE).

8.0: Student use of Machinery

Review of Occupational Health and Safety in the Technologies in Post-Primary Schools (2005) from the State Claims Agency states that "young persons should not use high-risk woodworking machinery unless they are assessed as mature and competent and have received sufficient training." This review outlines that the following machines can be used by students in the Technology room under the supervision of the teacher and correct training being provided to the students.

1. Band Saw
2. Belt sander
3. Mortiser

4. Woodturning Lathe
5. Pillar Drill
6. Scroll saw

This policy will develop a coordinate approach by all teachers in the Technology subjects to the training of students in the safe and correct use of machinery in the technology subjects.

9.0: Implementing Machine Training in the Classroom

Each machine should be introduced to the students when the teacher believes the class has the necessary maturity for its use under supervision. According to the State Claims Agency Report (Review of Occupational Health and Safety in the Technologies in Post-Primary Schools) 2005 all of the six machines listed above can be used at Junior Cycle provided pupils are deemed competent by their teacher to use them. The following procedure shall be implemented for the introduction to each machine with students:

9.1: Procedure

1. Each machine shall have its **Safe Operating Procedures** in close proximity to remind students of the processes if necessary.
2. The teacher should first demonstrate how the machine is to be used, the precautions to be observed and the correct safety and operating procedures to be followed.
3. The parts for the machine should, also, be outlined and their uses briefly explained.
4. The **Demonstration Plan** outlines for each machine the key points that the teacher must cover.
5. Depending on the class size, students may need to be split up into groups. It is not possible to give an effective demonstration with a large group of students trying to peer around a machine (for example if there is a class of 24 students they could be split up into four groups of six). All students should be able to get up close to the machine to see exactly what is happening. In the case where the class is split up into a number of groups the teacher must have a task in place for those students not viewing the demonstration.
6. Following the Demonstration each student shall carry out a **Practical Test** in the teacher's presence and a **Theory test**.

7. Once the student has passed each of these tests, they shall be permitted to use the machine under teacher supervision in the room.

10.0: Written Material

Material recapping the important points of the machine demonstration will be administrated to students at the end of class which will allow them to prepare properly for the theory test.

11.0: Theory Test

Preferably, students should complete the theory test in the class following the demonstration. The test should approximately take 10-15 minutes for students to complete. Appropriate measures should be put in place to deal with students who have learning difficulties (i.e. ensuring the presence of a special need assistant for a student who may have dyslexia). Students will have to pass the test before they are given permission to use the machine.

12.0: Practical Test

The practical test should take place when a student uses the machine for the first time. The teacher will observe the student and tick off a checklist to validate that the student has followed correct procedure when using the machine. Once the test is completed the student will then sign the sheet to say he/she has completed the test. Like the theory test if students fail this test they won't be given permission to use the machine.

13.0: Record keeping

The teacher shall be responsible for the recording of each student completing their **Practical** and **Theory Test** on each machine. This record shall be kept in the Materials technology wood Room folder with all other records.

14.0: Review

This policy shall be reviewed on an annual basis by the subject department and updated where necessary.

Signed:_ Brendan Forde

Brendan Forde

Chairperson of BoM

Signed: Daniel Hyland

Daniel Hyland

Secretary of BoM

Date of next review:_____