



Dear Parents and Carers of Design and Technology Students,

To ensure safe and quality education in the Design and Technologies Department at Mary Valley State College, we have implemented health and safety procedures that are aligned closely to those of industry practices. My letter to you today includes important safety information for you and Design and Technology students. Please take the time to read it.

Under the *Work Health and Safety Act 2011 (Qld)*, everyone has a part to play to ensure safety is maintained. Teachers are obligated to provide students with a sound safety program, followed by informed instruction, workshop demonstrations and close supervision of safe working practices within all Design and Technology practical workspaces.

It is extremely important for parents to be aware that their child's actions also need to be safe for themselves and others around them. Unsafe actions unfortunately may result in a student being excluded from the Design and Technology practical workshop environment for a time.

Mary Valley State College cannot allow any student that demonstrates the potential to injure themselves or others to actively participate in workshops. Our Design and Technology staff take comprehensive precautions to create the safest possible environment for all students. The Design and Technology department has developed several workshop safety rules and a range of consequences for breaches of these rules. A laminated poster listing our safety rules and their consequences is displayed in each classroom. Teacher instruction is provided to all students regarding our safe working environment and our culture of safety. Students are to become very familiar with their obligations regarding safety in Design and Technology.

CONSEQUENCES FOR SAFETY BREACHES - Depending upon the type and severity of the safety breach, consequences may include:

- A verbal warning: verbal warnings for minor breaches entail the teacher explaining to the student how they failed to meet their obligations.
- Writing out the guidelines for safety and behaviour in Design and Technology.
- The teacher contacting parents or carers either by phone or in writing which will require a parent's signature for acknowledgement.
- The student may be required to complete a re-training program before returning to the workshop.
- The student may be prohibited from using workshop facilities for a period of time determined by the subject coordinator or Head of Department.
- The student may be prohibited from using practical Design and Technology workshop facilities indefinitely at Mary Valley State College and require transfer into a different elective subject.

Mary Valley State College ITD WORKSHOP SAFETY RULES

- Students are to complete their class ONGUARD safety training modules / Safety Induction before being authorised to take part in practical lessons in the workshop.
- Students are to use only those tools and machinery that they have been inducted to use by their teacher and, where applicable, only when they have been granted permission to use.
- All tools and machinery are to be used correctly at all times.
- Workshop dress rules are to be complied with at all times in the workshop. These rules are outlined in the students' Safety Induction.
- Sensible and safe behaviour is to be observed at all times.
- Appropriate personal protective equipment (PPE) is to be worn at all times whenever in ITD workspaces. Fully enclosed, all leather or vinyl footwear, as well as safety glasses, are considered the minimum requirement for any ITD practical workspace activity. Senior classes are required to wear banded earplugs as needed throughout the course.
- When machinery, plant and equipment are being used, students are to maintain a safe distance from the operator and not attempt to distract them in any way.
- Students are to remain outside the yellow safety lines unless they are operating the machine.

It is important to point out that students are required to complete a number of practical exercises for assessment and once completed they are permitted to take these items home. Parents and students need to be aware that these products are a result of an assessment exercise only. They do not and are never intended to conform to Australian Standards and therefore are to only be used with due care and consideration.

To participate in subjects within the Design and Technologies department, the attached student contract and parental/caregiver consent form for high and extreme risk activities (if applicable), must be completed by all parties.

Thank you for your support in helping our school to provide a safe learning environment. Should you have any further questions, we invite you to contact the school on 54885333.

Mary Valley State College STUDENT ITD WORKSHOP SAFETY CONTRACT

I _____ (student) have read and understood the workshop safety rules and I agree to abide by them to the best of my ability. I am aware that if I breach these regulations, I could be excluded from all ITD practical workshops for the safety of myself and others.

Student signature: _____ Date: _____

I (parent/carer) have read and understood the workshop safety rules and agree to the enforcement of them for my child's safety. I am aware that if my child breaches the rules, my child could be excluded from all ITD practical workshops due to the danger they pose to themselves and others.

Parent signature: _____ Date: _____



Mary Valley State College

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