



ASPIRE - LEARN - ACHIEVE

Design and Technology Safety Policy



ACADEMIA



CITIZENSHIP



THE ARTS



TECHNOLOGY



S P O R T

BENTLEY PARK COLLEGE

A Complete Prep to Year 12 Education

Rationale

The Queensland Department of Education (DoE) acknowledges that an effective and productive Design and Technology (D&T) curriculum involves a significant amount of high risk practical workshop curriculum activity. D&T encompasses Industrial Technology and Design (ITD, formerly Manual Arts), and Home Economics. Such experiences provide opportunities to introduce students to the concept of risk management and safe work practices.

Naturally, it is essential that all D&T staff are fully conversant with the management of safety in their workplace and that they carefully plan curriculum activities. To ensure the quality of safety education in D&T subjects, Workplace Health and Safety (WHS) procedures that are linked closely to those of Industry practices have been implemented.

It is essential for D&T students to follow these procedures, outlined in the **Design and Technology Safety Policy**. The majority of accidents in a workplace are caused by human factors and students will need to show a mature attitude and display safe working practices at all times. As a requirement of the risk assessment processes in D&T, Bentley Park College obtains additional parent/carer consent for Secondary students, including all relevant medical information, before permitting them to participate in these activities.

Purpose

To clearly articulate risks involved in the study of D&T, Workshop/Kitchen Safety Rules and consequences for safety breaches, and provided samples of the consent forms.

Operation of the Policy

There are three risk consent forms, outlined in and linked to this policy:

- Design and Technology Risk Consent Years 7-10 (code 23 DT 7-10 RISKCONSENT)
- Design and Technology Risk Consent Years 11-12 Hospitality (code 23 HPK 11-12 RISKCONSENT)
- Design and Technology High and Extreme Risk Consent Years 10-12 Industrial Technology and Design (code 23 ITD 10-12 HIGHEXTREME RISKCONSENT)

Design and Technology Risk Consent Years 7-10

Year 7 to 10 students of Design and Technology (D&T) subjects - Industrial Technology and Design, Food Specialisations, and Food and Fibre – (subjects formerly known as Manual Arts and Home Economics) at Bentley Park College and their parents/carers are required to sign a **Design and Technology Risk Consent Years 7-10** form.

This acknowledges students have read, understood and will abide by the Design and Technology Safety Policy, including the D&T Workshop/Kitchen Safety Rules and Consequences of Safety Breaches, below, to the best of their ability; and that parents/carers have read and understood the Design and Technology Safety Policy, including the D&T Workshop/Kitchen Safety Rules and Consequences of Safety Breaches, below, and agree to their enforcement for their student's safety.

Design and Technology Workshop/Kitchen Safety Rules:

- Students are to use only those tools, utensils, equipment and machinery that they have been taught to use by their teacher and, where applicable, only when they have been certified as being competent in their use.
- All tools, utensils, equipment and machinery are to be used correctly at all times.
- Workshop/kitchen dress rules must be complied with at all times in the workshop.
- 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 D&T workspaces. Strong, protective footwear covering the entire foot and safety glasses are considered the minimum requirement for any D&T practical workspace activity and are to be provided by parents or carers of students, or alternative arrangements made with class teacher.
- Safety glasses are mandatory and must be worn in the workshops at all times. These will be provided by the school for each student to wear.
- When machinery, plant and equipment are being used, students are to maintain a safe distance from the operator and are not to attempt to distract them in any way. Students are to remain outside the yellow safety lines unless they are using the machine.

Consequences of Safety Breaches:

Depending upon the type and severity of the safety breach, consequences may include:

- a verbal warning: verbal warnings for minor breaches entails the teacher explaining to the student how they failed to meet their obligations
- the teacher contacting parents/carers either by phone or in writing, which will require a parent/carer signature for acknowledgement
- the student being required to complete a re-training program before returning to a workshop/kitchen
- the student being prohibited from using workshop/kitchen facilities for a period of time determined by the Head of Department Design and Technologies, in consultation with the teacher
- the student being prohibited from using practical D&T workshop/kitchen facilities indefinitely at Bentley Park College (subject transfer arrangements would then need to be negotiated).

EXAMPLE:

Design and Technology Risk Consent Years 7-10

Student Use of workshops/kitchens Consent and Agreement - I agree to acknowledge and accept that:

- injuries can occur in workshops/kitchens
- when I am using the workshop/kitchen facilities, I will observe and abide by all rules and signs on the walls and stated by my teacher
- it is my responsibility to bring the required resources to each class, as advised by my teacher
- I will not purposely engage in activities that may put myself and others at risk
- if I do not observe safety guidelines I realise I am at risk of injury, and further consequences will apply
- if I deliberately misuse equipment it will result in my immediate removal and I will lose the rights to use the workshops/kitchens
- I will receive a clearance from a doctor and pass on their letter to my teacher if I am on any medication or have any health concerns, and will update this throughout my studies
- I will take ownership of the workshop/kitchen and look after it as if it was my own
- I will wear closed-in shoes with impervious uppers.

Student name and form class: _____

Student signature and date: _____

Parent/carer consent: I give permission for my student to attend the Bentley Park College workshops/kitchen for curriculum-based activities during their allocated time and acknowledge and accept the points above.

Parent/carer name: _____

Parent/carer signature and date: _____

***This Agreement remains active while the student is in Years 7-10 at Bentley Park College or until superseded.**

Only students who have returned a signed form can access the workshops/kitchens at Bentley Park College

Design and Technology Risk Consent Years 11-12 Hospitality

Year 11-12 students of Design and Technology (D&T) – who study one or more Hospitality subjects – are instructed on the use of a variety of materials and equipment in the production of their work, with a number of typical resources and processes designated by the Queensland Department of Education to have a potential high risk of injury associated with their use.

As a requirement of risk assessment processes in Hospitality at Bentley Park College, additional parent/ carer consent is required, including all relevant medical information, for risks designated high before individual students are permitted to participate in Hospitality practical subjects.

Year 11 and 12 Hospitality students and their parents/carers are required to sign a **Design and Technology Risk Consent Years 11-12 Hospitality** form.

This acknowledges students have read, understood and will abide by the Design and Technology Safety Policy, including the D&T Workshop/Kitchen Safety Rules and Consequences of Safety Breaches, below, to the best of their ability; and that parents/carers have read and understood the Design and Technology Safety Policy, including the D&T Workshop/Kitchen Safety Rules and Consequences of Safety Breaches, below, and agree to their enforcement for their student's safety.

Examples of high-risk activities in these subjects include:

Hospitality Practices/Certificate II in Hospitality/Kitchen Operations	
High Risk activities include:	Equipment used: deep fryer, commercial gas oven, commercial convection oven, microwave, wok, frypans, food processors, stick blender, stockpots, espresso coffee machine, sharp knives, kettles, teapots.
	Food/beverage production methods: deep frying, sautéing, boiling, simmering, frying, baking, blending, chopping, knife handling, correct lifting and manual handling, preparation of espresso coffee, steaming milk.
	Hygiene requirements: hands washed frequently, correct storage of food and beverages, correct washing up and cleaning procedures, correct handling of food.

Students are required to have appropriate Personal Protective Equipment, and fully-enclosed black leather shoes that are impervious to sharp knives or hot liquids are strongly recommended. Long hair must be tied back and a chef's cap and a full-length apron (which the school will supply) must be worn at all times while in the kitchen.

Long or false nails and nail polish are a workplace health and safety hazard and not suitable in the kitchen/front of house environment.

Students are also required to act with an appropriate level of maturity while engaging in these activities. An enrolment in this subject implies a willingness to comply at all times.

Students of Hospitality Practices at Bentley Park College and their parents/carers are required to sign a **Design and Technology Risk Consent Years 11-12 Hospitality** form.

This acknowledges students have read, understood and will abide by the Design and Technology Safety Policy, including the D&T Workshop/Kitchen Safety Rules and Consequences of Safety Breaches, below, to the best of their ability; and that parents/carers have read and understood the Design and Technology Safety Policy, including the D&T Kitchen Safety Rules and Consequences of Safety Breaches, below, and agree to their enforcement for their student's safety.

Design and Technology Kitchen Safety Rules:

- Students are to use only those utensils and equipment that they have been taught to use by their teacher and, where applicable, only when they have been certified as being competent in their use.
- All utensils and equipment are to be used correctly at all times.
- Kitchen dress rules must be complied with at all times in the kitchen.
- 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 D&T workspaces. Strong, protective footwear covering the entire foot are considered the minimum requirement for any D&T practical workspace activity and are to be provided by parents or carers of students, or alternative arrangements made with the class teacher.

Consequences of Safety Breaches

Depending upon the type and severity of the safety breach, consequences may include:

- a verbal warning: verbal warnings for minor breaches entails the teacher explaining to the student how they failed to meet their obligations
- the teacher contacting parents/carers either by phone or in writing, which will require a parent/carer signature for acknowledgement
- the student being required to complete a re-training program before returning to a kitchen
- the student being prohibited from using kitchen facilities for a period of time determined by the Head of Department Design and Technologies, in consultation with the teacher
- the student being prohibited from using practical D&T kitchen facilities indefinitely at Bentley Park College (subject transfer arrangements would then need to be negotiated).

EXAMPLE:

Student Use of Kitchens Consent and Agreement - I agree to acknowledge and accept that:

- injuries can occur in kitchens
- when I am using the kitchen facilities, I will observe and abide by all rules and signs on the walls and stated by my teacher
- it is my responsibility to bring the required resources to each class, as advised by my teacher
- I will not purposely engage in activities that may put myself and others at risk
- if I do not observe safety guidelines I realise I am at risk of injury, and further consequences will apply
- if I deliberately misuse equipment it will result in my immediate removal and I will lose the rights to use the kitchens
- I will receive a clearance from a doctor and pass on their letter to my teacher if I am on any medication or have any health concerns, and will update this throughout my studies
- I will take ownership of the kitchen and look after it as if it was my own
- I will wear closed-in shoes with impervious uppers.

Student name and form class: _____

Student signature and date: _____

Parent/carer consent: I give permission for my student to participate in classes in the Bentley Park College kitchens for curriculum-based activities during their allocated time and acknowledge and accept the points above.

Parent/carer name: _____

Parent/carer signature and date: _____

***This Agreement remains active while the student is in Years 11-12 at Bentley Park College or until superseded.**

Only students who have returned a signed form can access the kitchens at Bentley Park College

Design and Technology High and Extreme Risk Consent Years 10-12 Industrial Technology and Design

Senior Secondary (Years 10, 11 and 12) students who study one or more Industrial Technology and Design (ITD) practical subjects are instructed on the use of a variety of materials and equipment in the production of their work, with a number of typical resources and processes designated by the Queensland Department of Education (DoE) to have a potential high or extreme risk of injury associated with their use.

As a requirement of risk assessment processes in ITD at Bentley Park College, additional parent/carer consent is required, including all relevant medical information, for risks designated high or extreme before individual students are permitted to participate in ITD practical subjects.

Year 10-12 ITD students and their parents/carers are required to sign a **Design and Technology High and Extreme Risk Consent Years 10-12 Industrial Technology and Design** form.

This acknowledges students have read, understood and will abide by the *Design and Technology Safety Policy and the Design and Technology High and Extreme Risk Consent Years 10-12 Industrial Technology and Design* form to the best of their ability; and that parents/carers have read and understood the *Design and Technology Safety Policy and the Design and Technology High and Extreme Risk Consent Years 10-12 Industrial Technology and Design*, and agree to their enforcement for their student's safety.

Examples of the ITD resources are listed below:

High risk: oxy, MIG, TIG welder, metal and wood lathes, bandsaw, cold saw, power hacksaw, wall saw, circular saw, angle grinders, plunge routers, table router, electric plane, guillotine and nailing gun.

Extreme risk: thicknesser, spindle moulder, surface planer, compound mitre (drop) saw, table saw, radial arm saw, metal cutting bandsaw, metal cut-off saw, vehicle hoist.

Possible exposure to: toxic timbers and wood dusts including MDF and formaldehyde, plastics, spray painting lacquers, thinners and solvents, fiberglass and resins, oils, compressed air and pneumatic tools.

Students may choose not to use equipment they do not feel confident with. Similarly, students who do not demonstrate appropriate maturity or fail to complete safe operational training will be restricted in their use.

ITD subjects most likely to be utilising some or all of these resources and processes during are:

- Year 10 Technology and Materials Specialisations (TMT)
- Year 11 and 12 Engineering Skills (ESK)
- Year 11 and 12 Furnishing Skills (FSK)
- Year 11 and 12 Building and Construction Skills (BSK)
- Year 11 and 12 Industrial Technology Skills (ISK).

EXAMPLE:
Bentley Park College
Design and Technology High and Extreme Risk Consent
Years 10-12 Industrial Technology and Design

I understand my student _____ in Form Class _____ is undertaking practical subjects which may involve the use of specific Industrial Technology and Design (ITD) machinery, power tools or processes designated by the department as High or Extreme risk.

I DO / DO NOT give permission for my child to use processes designated **HIGH** risk (please circle).

I DO / DO NOT give permission for my child to use processes designated **EXTREME** risk (please circle).

I have previously advised the school administration of my student's medical conditions and have detailed any concerns I have relevant to this Consent Form. I have also identified how this condition may affect my student's ability to use particular machinery, power tools or ITD manufacturing processes as outline above.

Parent/Carer name: _____

Signature: _____

Date: _____

***This Agreement remains active while the student is in Years 11-12 at Bentley Park College or until superseded.**

Only students who have returned a signed form can access the workshops at Bentley Park College

Documentation

- [Student Code of Conduct](#)
- [Design and Technology Risk Consent Years 7-10](#)
- [Design and Technology Risk Consent Years 11-12 Hospitality](#)
- [Design and Technology High and Extreme Risk Consent Years 10-12 Industrial Technology and Design](#)