

Faculty of Engineering Technology Occupational Health and Safety Policy & Procedure

Box Hill High School's Faculty of Engineering Technology aims to expose students to the use of the workshop and machinery in a learning environment that equips students with the necessary skills to understand and use the machinery and equipment that is available to them safely. The Faculty of Engineering Technology also aims to expose students to engineering practices and processes allowing them to put into practice otherwise theoretical based learning.

Government policy requires students to undergo training for each item of machinery they use in the workshop, and students are required to prove they can use machinery through a safe use competency test as well as a written knowledge consolidation test.

A passbook will serve as a record of all competencies achieved by a student within FET classes or programs and requires signatures of both the qualified supervisor/teacher* and student for each competency achieved.

The passbook will be held by the school for 7 years after its final entry.

The following is the procedure that is to be followed in regards to OHS and this passbook for all students:

1. Students complete OnGuard Online knowledge test for equipment or machinery
2. Students witness a supervisor demonstration of the equipment or machinery
3. Under direct supervision students learn to use equipment or machinery
4. Students complete a safe use competency test

All steps are recorded and signed off on in a passbook after which a student is able to use the machinery under general supervision.

For each subject or program taken in FET there are different requirements according to the aims of the program. You must complete all general knowledge tests and plant competencies before participating in practical classes.

When in the Faculty of Engineering Technology area, students are required to wear closed toed shoes at all times. Students who enter the machine room are also required to wear safety glasses at all times even when they are not directly using a machine.

Safety in the workshop is heavily reliant on the actions of people within the workshop. All students are expected to behave with maturity and to not create unnecessary hazards with their actions. Any student creating a dangerous environment for themselves or others will not be allowed back in the workshop and will face disciplinary action. Creating a hazard includes failure to clean up after yourself.

Note: Achieving safe use competency does not imply total mastery of the equipment; if in doubt about any activity being carried out student MUST seek assistance.

*A qualified supervisor/teacher is someone who has completed the VRQA accredited 'Course in Safe use of Machinery for Technology Teaching (Woodwork and Metalwork)' (21820VIC)
A such qualified person is able to sign off on student competencies in this book where "Teacher Signature" is indicated, after the student has demonstrated sufficient competency as deemed by supervisor.

