

Bedok South Secondary School

Design and Technology Workshop Safety

Introduction

The Bedok South Secondary School (BDS) Design and Technology (D&T) department believes strongly that all students, teachers, instructors and vendor are all responsible for one's own safety and the safety of other users in the workshop. It is fortunate to have well-equipped and well-maintained workshops, with computer-controlled design equipment (in the design studio) and thus it is expected that every student should learn to handle basic tools confidently and in the correct way. Design Technology is offered to all Secondary 1 & 2 students and upper secondary students who opted D&T as their choice subject by the end of Sec 2. We believe that everyone should play a part to ensure that we have a safe and conducive learning environment to learn about D&T.

All D&T Teachers **MUST GO** through with their students the safety rules and regulation of the workshop during the 1st session of their workshop practical lesson. The rules and regulation can be found in every workshop. This is to ensure all students know the Dos and Don'ts during their workshop practical.

School Safety Guidelines

- All machinery should have safety-guards and protective gear for users
- Tools that are blunt, badly worn, mushroomed or in poor condition should not be used
- Aprons or overalls should be worn during practical lessons
- Do not wear long-sleeved shirts, school-ties, watches, ring, bracelets and bangles during practical lessons
- For pupils with long hair, keep hair tied up neatly during practical lessons
- The work area should be cleaned up after each practical lesson

All Students are to note that:

- No students are allowed to wear slippers and sandals during workshop practical lessons
- All students must tug their shorts before entering workshop
- All student must have their aprons on before entering the workshop
- No students are allowed to enter workshop without teacher's or instructors' permission
- No food and drinks are allowed in the workshop
- No playing or running around in the workshop

Female Students are to note that:

- All female students with long hair must get their hair tied or covered with scarf so as to keep their hair neat to avoid accident working during workshop practical lessons
- Bracelet and necklace must not be worn in the workshop during workshop practical sessions

Machinery

- All student must be informed about the danger of individual machine especially machines with special functions such as the metal lathe, mini band saw and others
- All students must put on goggles during the operation of the drilling machine, lathe machine and others especially students without spectacles
- No student are allowed to operate special machine without the permission from their teachers and instructors
- Only one student is allowed to operate any machine at one time. Other students are to stand behind the safety zone line which is painted in red on the floor

Tools:

- All students must ensure that tools are returned to its proper place after use
- Work area must be clean after workshop lesson
- Always use right tools for right job
- Always be extra careful when handling sharp pointed tools when using it
- Do not use mushroomed head tools so as to avoid accident while working

Emergency:

- All workshops must be equipped with First Aid Box complete with accessories for easy access in case of emergency
- Teachers and instructors must be extra vigilant to prevent any accident during workshop practical lessons
- All students should report to teachers or instructors if they are not feeling well or on medication that may cause drowsiness when using any machines to prevent accidents

For Accidents and Medical Emergencies

Minor Injuries: (requires first aid or medical treatment) e.g.: cuts, burns

- a. Attend to the injured person
- b. Certified First-Aider should render first aid
- c. Bring the casualty to the nearest clinic or hospital if medical treatment is required
- d. Call office at **101 (office intercom)** and report the injury

Major or Serious Injury: (required immediate medical attention) e.g. excessive bleeding, head trauma, serious burns

- a. Call for an ambulance **IMMEDIATELY-995**
- b. Inform the operator the exact location of the casualty
- c. Call office at **101 (office intercom)** to notify the location of the accident
- d. Inform office and report the injured casualty's particulars and conditions

In the event of emergency, contact number of every personal is shown below.

Details of contact numbers during accident.

Contact Person	Ext Number	Mobile Number
General Office	122, 123	
Principal		
Mr Ang (OM)	124	90081008
Mr Clement Lim		96690024
Mr Suteran	146	82468157
Mr Ahmadi	146	90187705
Ambulance		995

Accident Flow Chart

1. Pupils report to teacher when an accident occurs

2. Teacher to access the seriousness of the accident

3. Minor injuries

- Teacher treats injury
- Record the accident in the accident log book
- Teacher checks that the casualty is okay before he/she is dismissed from workshop practical lesson

3. Not too Critical Injury

- Teacher gives first aid
- Teacher informs the general office – HOD/VP/P
- Management assigns a staff to send casualty to the nearest clinic
- Teacher takes down the particulars of casualty

3. Critical Injury

- Teacher gives first aid
- Teacher informs the general office – HOD/ VP/P
- Teacher/ General Office/ Management calls for ambulance
- Teacher takes down the particulars of casualty
- Management assigns a staff to accompany casualty to hospital
- Teacher informs casualty's parent
- Staff will stay with casualty until the arrival of ambulance and/ or parent/ guardians
- Teacher prepares and submits report to Management

Standard Management Procedure

Related to safety in Disposal of Flammable & Hazardous in D&T Workshop

Procedure	Action By
Workshop are equipped with waste bins for collecting <ul style="list-style-type: none"> • Wood shaving and dust • Metal scraps • Solvents, resin 	TSO STAFF
Flammable and hazardous waste are disposed into respective covered bins	D&T TEACHERS/TSO
Flammable and hazardous waste bins are cleared daily following the MOE D&T workshop guidelines	TSO/OSO

Related to Safety Measure of Fire or spillage of Flammable Substance in D&T Workshop

Incident	Action	Action By
Small spillage of plastic resin	Clean up with rags or paper Burn rags or paper contaminated by resin	DT Teacher/TSO
Spillage of plastic resin	Cover the spillage with sand Remove to open ground	DT Teacher/TSO

Review by

Endorse by

Date

Standard Operational Procedure

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