Assessment of Practical Workshops

This tool has been provided to enable schools to assess key areas of curriculum related workspaces and facilities.

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| Location:  |  |

1. Processes and Communication

Does your ITD faculty have maintained and updated **systems** for the following:

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| **Record keeping processes** |  Yes | No | NA |  Details  |
| Safe Operating Procedures (**SOPs**) for fixed machines are regularly reviewed, updated (if required) and available in all workspaces? | ☐Y ☐N ☐N/A |  |
| Plant Equipment Risk Assessments (**PERAs**) are regularly reviewed, updated (if required) and made available to all relevant staff? | ☐Y ☐N ☐N/A |  |
| Maintenance reports and scheduled equipment checks of machinery and equipment are documented? | ☐Y ☐N ☐N/A |  |
| Electrical testing of items is up-to-date and documented? e.g. fixed & portable RCDs, ‘test & tag’ of items with plug and lead. | ☐Y ☐N ☐N/A |  |
| Equipment & machinery operator/instruction manuals are available for all relevant staff to access? | ☐Y ☐N ☐N/A |  |
| **Accessing equipment** |  Yes | No | NA |  Details  |
| Staff receive relevant induction as required, prior to their access and use of equipment? | ☐Y ☐N ☐N/A |  |
| A register of staff induction, qualifications, competencies and other related training is maintained?  | ☐Y ☐N ☐N/A |  |
| A process to manage access to workshop areas and/or high risk machinery is in place? | ☐Y ☐N ☐N/A |  |
| Is there a list or process that outlines access and use by students according to the year level or curriculum banding? | ☐Y ☐N ☐N/A |  |
| **Communication processes** |  Yes | No | NA |  Details  |
| Are there regular facility meetings/forums held with recorded minutes and actions? | ☐Y ☐N ☐N/A |  |
| Do staff receive related information /notices either electronically or hard copy? | ☐Y ☐N ☐N/A |  |
| Is there a documented staff handbook or similar, outlining processes and expectations? | ☐Y ☐N ☐N/A |  |
| Are posted safety notices and signage regularly reviewed and maintained in good condition? | ☐Y ☐N ☐N/A |  |

1. Managing people in workshops

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| **Student use of equipment** |  Yes | No | NA |  Details  |
| Is there a clear process for student use of equipment and workshop induction: including the demonstration and recording of student use of workshop machines? | ☐Y ☐N ☐N/A |  |
| Does the process ensure that **all** students, including those absent or late enrolments are provided with appropriate induction, demonstration and recording relating to relevant workshop machines? | ☐Y ☐N ☐N/A |  |
| Are parents/care givers provided information and documented consent process where there is student use of high & extreme risk machines? | ☐Y ☐N ☐N/A |  |
| Is there a process that outlines requirements for PPE use by students?  | ☐Y ☐N ☐N/A |  |

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| **Staff induction & competency** |  Yes | No | NA |  Details  |
| Is there a process to ensure **all** staff including those absent or later appointments are provided with appropriate induction and safety awareness for the workshop related to their role? | ☐Y ☐N ☐N/A |  |
| Is there a clear process for the training and recording of staff use of workshop machines and equipment? | ☐Y ☐N ☐N/A |  |
| Are practical workshop classes timetabled to teachers who have qualifications, experience or competencies aligned to the required practical activities for the subject? | ☐Y ☐N ☐N/A |  |
| Is support/mentoring available for a teacher or teacher aide to develop their capability and experience in the safe use of workshop machines and equipment? | ☐Y ☐N ☐N/A |  |
| Are all practical workshop teachers and teacher-aides included in the DoE Hearing Conservation Program e.g. receiving a two yearly hearing test? | ☐Y ☐N ☐N/A |  |

1. Managing storage areas

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| **Storage areas – not in workshops** |  Yes | No | NA |  Details  |
| Are storage areas for tools and equipment outside of workspaces free of clutter, regularly reviewed and organised? | ☐Y ☐N ☐N/A |  |
| Are student projects and other materials stored appropriately with consideration of access and handling issues such as the size and weight of items? | ☐Y ☐N ☐N/A |  |
| Storage cupboards and shelving units used to store consumables and materials are well organised and lockable to prevent unauthorised access? | ☐Y ☐N ☐N/A |  |
| Racks for storing larger sheet materials and long lengths are appropriately designed, in good condition and securely fixed to prevent the risk of collapse or mishap? | ☐Y ☐N ☐N/A |  |
| Specific plant storage areas such as housing for dust extractor units and compressor rooms are free of clutter & waste and not used as a storage area?1. Managing chemicals
 | ☐Y ☐N ☐N/A |  |
| **Chemical records, storage, & use**  |  Yes | No | NA |  Details  |
| Are the workshop chemicals included in the school Chemical Management Plan (CMP)? | ☐Y ☐N ☐N/A |  |
| Are all chemicals associated with practical workspaces entered into the school Chemwatch database? ie. Product name, max volume, storage location, vendor SDS | ☐Y ☐N ☐N/A |  |
| All chemical containers in workshop areas are appropriately labelled and stored with consideration to compatibility requirements?  | ☐Y ☐N ☐N/A |  |
| Are there pre-purchase risk assessments for all chemicals? | ☐Y ☐N ☐N/A |  |
| Do staff know how to access SDSs, Hazardous Chemical Register and chemical risk assessments? | ☐Y ☐N ☐N/A |  |
| Is therea process to regularly check the function and condition of emergency eyewash and drench shower facilities (if present)? | ☐Y ☐N ☐N/A |  |
| Is a suitable spill kit readily available and maintained for the effective management of any chemical spill in the workshop? | ☐Y ☐N ☐N/A |  |

1. Managing CARA process

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| **CARAs for workshop activities** |  Yes | No | NA |  Details  |
| Are all practical workshop teachers aware of the requirements of the CARA procedure and have access to all relevant documents? | ☐Y ☐N ☐N/A |  |
| Has a completed CARA record in OneSchool been developed for all relevant curriculum activities held in workshops ie. as per CARA procedure? | ☐Y ☐N ☐N/A |  |
| Is there a process in place to ensure that **all** necessary approvals from line-managers and **all** signed consent from parents/caregiver are provided in line with the CARA procedure? | ☐Y ☐N ☐N/A |  |
| Is there a process to induct all adult supervisors (other than the teacher/s) with the content of the CARA record prior to the activity being conducted? | ☐Y ☐N ☐N/A |  |

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| Location:  |  |

1. Reviewing practical workshops

Complete this section for each practical workspace in your facility.

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| **General workshop layout** |  Yes | No | NA |  Details  |
| Is the floor surface non-slip, free of slip, trip hazards and in good condition? | ☐Y ☐N ☐N/A |  |
| Are work benches, fixed machines or other equipment positioned to provide suitable working space and safe working zones? | ☐Y ☐N ☐N/A |  |
| Does the layout of the workspace provide good line of sight for the supervision of activities? | ☐Y ☐N ☐N/A |  |
| Is noise from machinery/equipment or other workspaces considered disruptive or excessive?  | ☐Y ☐N ☐N/A |  |
| Is there suitable areas available for tools, materials and student project storage? | ☐Y ☐N ☐N/A |  |
| Does this area display good housekeeping practices e.g. waste bins and bench & machine clean-up equipment? | ☐Y ☐N ☐N/A |  |
| **Workshop services** |  Yes | No | NA |  Details  |
| Is the workspace well designed with suitable electrical power outlets, dust/fume extraction and compressed air (where required)? | ☐Y ☐N ☐N/A |  |
| Are electrical fittings such as GPOs, light fittings, fans, eStop and isolation switches in good condition?  | ☐Y ☐N ☐N/A |  |
| Is there suitable lighting for all areas of the workspace? | ☐Y ☐N ☐N/A |  |
| Does the workspace have good air flow/ventilation for the tasks undertaken?  | ☐Y ☐N ☐N/A |  |
| **Workshop plant/equipment** |  Yes | No | NA |  Details  |
| Are fixed machines and bench mounted equipment secured, in good condition / free of obvious wear and tear, missing or broken parts? | ☐Y ☐N ☐N/A |  |
| Do machines and other equipment have all guarding in place, working micro-switches or locks on covers that can open?  | ☐Y ☐N ☐N/A |  |
| Are safe working zones defined around all machines using yellow lines (min. 600mm from machine)? | ☐Y ☐N ☐N/A |  |
| Are SOPs displayed/ available for all portable and fixed equipment? | ☐Y ☐N ☐N/A |  |
| Is PPE (where provided) stored appropriately and maintained in good condition? | ☐Y ☐N ☐N/A |  |

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| Completed by:  |  |  | Date |  |  |  |  |  |