

# ITD safety awareness and induction

## Key messages guide

Registered Training Organisation (RTO) trainers

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# Introduction

Safety is everyone's responsibility.

As staff and students enter and undertake curriculum activities in an ITD practical workshop, it is important to use the right equipment correctly and conduct activities safely.

You need to take reasonable precautions and ensure you have up-to-date knowledge of health and safety risks involved in ITD activities.

It is important to understand the hazards, processes and risk management strategies used by the school you are working in.

We have created this guide to ensure you understand your responsibilities as a visiting trainer/instructor conducting classes in a practical ITD workshop as part of a VET certificate course.

We want you to be safe while visiting our facilities and know about our safety culture, risk management practices and safe practice expectations. This induction forms part of the department's commitment to providing safe workplaces and information to ensure you do not harm yourself or anyone else. In addition to reviewing this document:

- participate in any local induction, familiarisation of equipment and physical resources
- complete any mandatory requirements (e.g. Mandatory All-Staff Training program (MAST) – key messages guide).

Here's what you need to do:

1. Read this guide.
2. Complete the declaration section, which you will find on the last page, AND fill out the Record of Completion form with your name and signature.
3. The ITD HOD or principal or their delegate at the location you are visiting and working will verify your declaration and complete the other section of the Record of Completion form.

4. Once your Record of Completion form is complete you can use it to visit other schools for 12 months. Simply show the form, then write your details in the attendance Register provided by the ITD HOD, the principal or their delegate.

Further information about how the department manages health and safety from an organisational perspective is provided in the Health, safety and wellbeing management system (HSWMS). School staff are able to access these documents via OnePortal by searching 'HSWMS'.

# Workshop safety culture

It is important to be aware of location expectations. Check in with the location's ITD staff / HOD to ensure you can communicate clear expectations to students and provide consistent messaging with other staff. This creates an atmosphere in the workshop that encourages a positive work safe attitude.

While working in an ITD practical workshop in a department school you need to:

- model the right behaviour and know local workshop rules
- be aware of the structure for behaviour and risk management at the location
- promote safety awareness
- regularly check, assess and manage equipment – know local processes for hazard identification
- ask for help and advice when needed
- work with departmental staff and participate where possible to review and monitor systems and improve them
  - communicate concerns
  - identify safety issues and use local processes to report and action (e.g. hazards, broken equipment)
  - share good practice
- promptly report incidents and near misses to ensure they can be recorded and managed.

## Hazard and risk awareness

A hazard is something that can potentially cause harm.

Risk is the likelihood of a harmful consequence occurring when someone is exposed to a hazard. Risk levels are based on the

- likelihood of an incident occurring

- consequence if it does occur.

In an ITD practical workshop, you may be exposed to a range of hazards and risks. For example:

### **Behaviours**

- Knowledge and behaviours of students – injury to themselves and others
- Behaviours or habits of staff (e.g. staff not wearing correct PPE) – poor modelling resulting in potential inconsistent use of PPE by students
- Attention to tasks – vigilance using machinery, distraction, trips or falls leading to sprain injury

### **Workshop environment**

- Noise – hearing damage and loss
- Fumes from welding bays – respiratory issues
- Insufficient, untidy or congested workspace – trips and falls

### **Activities conducted**

- Manual handling of materials and projects – strains and sprains
- Inhalation of dust from sanding processes – respiratory issues
- Exposure to energy sources (electricity, gas, air, heat) – electric shock, burns

### **Equipment used**

- Contact with cutting or spinning components of plant – lacerations
- Incorrect equipment for the task – failure, ejection of material, entrapment
- Inadequate guarding – entanglement, pinch points
- Poor maintenance of equipment – broken guard, entanglement

### **Materials and substances used**

- Inhalation of vapours/fumes from resins, solvents or glues
- Exposure to wood dust – respiratory distress
- Skin contact with chemicals – irritation, dermatitis

# Safe systems of work

The department's approach to managing hazards and risks in an ITD workshop includes:

- competent staff
- clear processes
- safe equipment.

Each element is interconnected and reliant on the others.

Competent staff	Clear processes	Safe equipment
<ul style="list-style-type: none"><li>• providing access to relevant information</li><li>• providing and recording them completing a workshop induction</li><li>• providing regular training and supervision as required</li></ul>	<ul style="list-style-type: none"><li>• implementing safe operating processes</li><li>• conducting risk assessments for equipment (both PERA and CARA)</li><li>• keeping maintenance and inspection records</li></ul>	<ul style="list-style-type: none"><li>• inspecting and cleaning equipment regularly</li><li>• managing (i.e. tagging out and reporting) broken or worn equipment</li><li>• reviewing equipment and facilities</li><li>• safe disposal of equipment</li><li>• maintaining accurate records</li></ul>



# Managing equipment

Workshops are hazardous environments in both nature and the activities people carry out in them. Each school's ITD workshop has a variety of equipment that can potentially cause injury if not used and managed correctly. Managing equipment is integral to ensuring the safety of staff and students.

The following records are maintained:

- Curriculum Activity Risk Assessments (CARAs)
- Safe Operating Procedures (SOPs)
- Plant and Equipment Risk Assessments (PERAs)
- Equipment Maintenance Records (EMRs).

These records provide a consistent and structured foundation for demonstrating the safe use and management of equipment. Ensure you are aware of these documents and have reviewed with a member of staff to inform how these work in practice.

# Targeted safety actions

It is important to establish a supportive, positive safety culture in an ITD workshop. The following key safety actions are integral to achieving this in an ITD practical workshop in a state school.

- **Outline clear safety expectations** – clear safety expectations are outlined, maintained and accessible for staff, visiting trainers and students entering and using ITD workshops.
- **Provide safety information and training** – staff and students are provided with relevant information and training (e.g. SOPs, machine inductions).
- **Model and promote safety** – staff consistently demonstrate good safety practice. Students are greatly influenced not only by what teachers say but also by what teachers do.
- **Review and monitor safety** – systems are in place in ITD workshops to monitor and enhance workshop safety (e.g. inspections are undertaken and issues actioned).

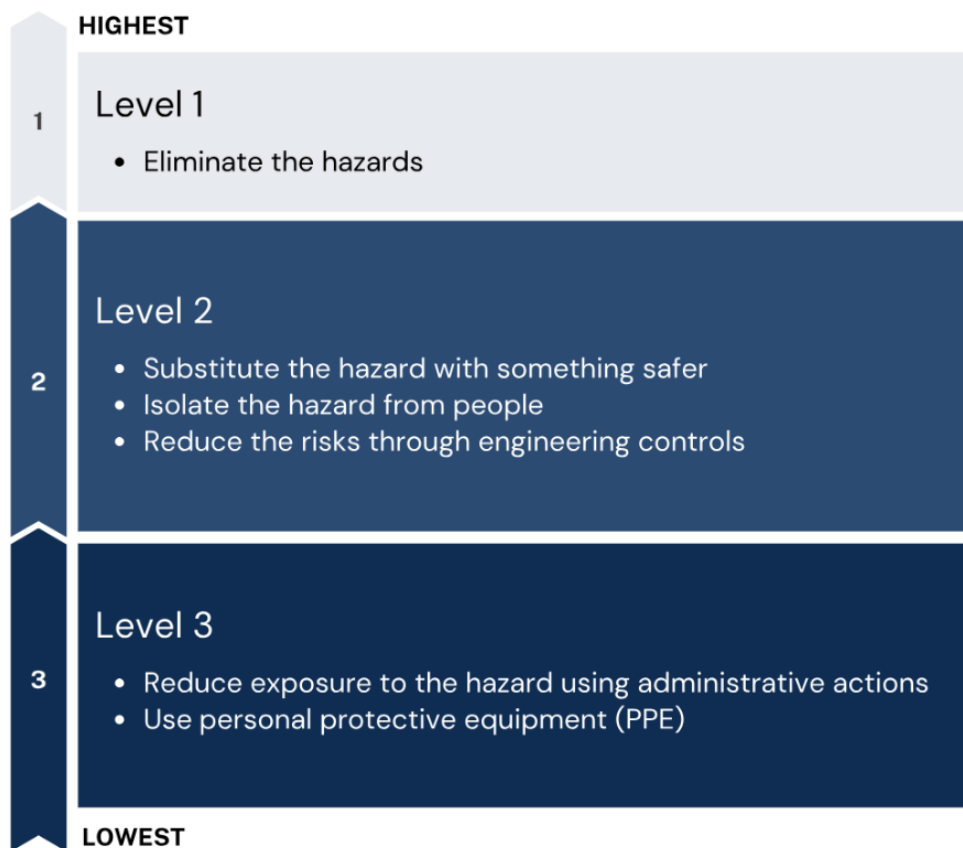
## Hierarchy of control

Along with the key safety actions, the hierarchy of control provides a system for controlling risks in the ITD workspace. The hierarchy of control ranks risk control measures from most effective to least effective, with the most effective method being to eliminate the risk.

If eliminating the risk of an activity is not reasonably practicable, you should minimise the risk by working down the hierarchy of control.

Consult, communicate and review controls regularly to make sure:

- a safe working environment is maintained
- staff and students are aware of the hazards
- the correct risk control measures are implemented and are still managing the risks.



## Managing access

An effective way to prevent unauthorised people using higher risk machinery is to restrict access to workshops by locking the door. Alternatively, you can isolate and/or 'lock-out' specific machinery. Managing access is a control measure that reduces the exposure to hazards and prevents staff and student injuries. Physically separating staff and students from hazards helps protect them from harm.

Managing access is important as it:

- restricts student entry to the workshop when a staff member is not present
- ensures appropriate supervision is in place for students in the workshops
- prevents unauthorised access to ITD equipment and tools.

## Housekeeping

A tidy, ordered and organised workspace helps minimise hazards in your ITD workshop. Clearly communicate housekeeping expectations and safety precautions, to ensure students are aware that these measures help protect both their own safety and the safety of others.

Good housekeeping processes in an ITD workshop:

- prevent slips and falls (e.g. removing offcuts and waste from the floor)
- help manage risk (e.g. eliminating risk through continuous good practice and monitoring)
- prevent damage to equipment and PPE (e.g. clean equipment regularly)
- prevent manual handling incidents (e.g. monitor and clean up material storage areas regularly)
- enable items and equipment to be easily located (e.g. return items to correct storage location)
- prevent injuries, bumps and bruises (e.g. storing items correctly).

## Personal protective equipment (PPE)

Personal protective equipment (PPE) protects staff and students from injury when performing curriculum and operational activities. It is important to model good safety practices and wear the right PPE for the task.

PPE is the lowest order control and should be used only after all other control measures have been considered. It is often used in combination with other control measures in ITD workshops to create a barrier between the individual and the hazard. In an ITD workshop, the regular use of PPE (in combination with other measures) forms an important part of the safety culture and expectations of working in an ITD space. Consistent use of PPE, such as hearing protection and safety glasses by staff and students, helps model and reinforce the workshop expectations. PPE:

- needs to be correct for the task being performed

- is only effective if worn correctly; monitoring and supervision is required
- needs to be stored appropriately
- should be checked frequently for wear and tear, and replaced if damaged.

Signage outlining PPE expectations should be displayed at the entrance and inside the ITD workshop declaring the local requirements.

## Reporting processes

If you become aware of a situation you think is unsafe, you need to report it.

Reporting hazardous equipment, incidents, near misses and unsafe behaviours is an important part of a positive safety culture. It ensures:

- the correct people are notified
- the issues can be rectified before someone else is harmed.

Ask the ITD HOD / staff about the reporting mechanisms at the location.

# Key points to remember

- Be aware of any hazards and risks, and manage them appropriately and/or advise others.
- Actively supervise student activities. Model the workshop's safety processes and regularly highlight safety expectations and safe work processes.
- Be aware of others and what is happening around you in the workshop, including changes to the environment and unfamiliar noises (e.g. malfunctioning machinery, students using equipment incorrectly).
- Talk to others, work as a team, and ask for help. Communicate and share information with colleagues.
- Report and record incidents and maintenance issues, and ensure relevant staff are informed.
- Know where resources are stored, and what safety documentation is needed.
- Be aware of and follow the workshop's safety processes; regularly highlight safety expectations and safe work processes to students.
- Participate in the review and maintenance of equipment documentation, including any new items of equipment (if relevant).

# Declaration

I have read the ITD safety awareness and induction key message guide and acknowledge my responsibilities to:

- actively supervise workshop activities
- be proactive and engage in risk management processes
- review and monitor safety, undertake inspections and action issues when required
- locate and use resources related to keeping ITD workshops safe
- maintain a safe ITD environment in collaboration with others
- highlight safety information for those entering the ITD practical workshop (e.g. SOPs and induction)
- model and promote safety at all times and demonstrate good safety practice.

I also know the ITD safety awareness and induction – key message guide

Record of Completion 2025:

- is valid for 12 months
- is recognised in all departmental facilities and schools
- can be used to show I have read the ITD safety awareness and induction key message guide.

## Visiting RTO ITD teacher to sign

Name	
Signature	
Date	

# Record of completion

This record of completion for the ITD safety awareness and induction key message guide is valid for 12 month from the date of issue.

Visiting RTO ITD teacher	ITD HOD, Principal or delegate	School stamp
Name:	Name:	
Signature:	Signature:	
Date:	Date:	