

## Machinery in ITD workshops

Queensland health and safety legislation requires that the risks associated with plant/machinery are to be managed; this includes the use of appropriate guards. The legislation also outlines requirements for people using machinery to receive induction and training on the safe use of the items of plant being used.

Recently, two separate incidents have occurred at schools in Industrial Technology and Design (ITD) workshops resulting in significant injuries.

- A student received a severe cut to a finger while using a wood band saw.
- An ITD teacher aide received severe lacerations to the tips of several fingers when his hand came in contact with the blades of the surface planer.

Incident investigations indicated that schools need to review processes currently in place to inspect their machinery to ensure guarding and other safety features are maintained. Also, schools need to ensure that timely induction and training is provided to students and staff that is specific to the items of workshop machinery being used.

### What should schools do?

Review systems for inspecting ITD machinery:

- ITD workshop machinery must be regularly inspected by staff to ensure the all guards and safety features (e.g. eStops) are in-place and functioning correctly.
- Ensure that records are maintained that document the process and results of checks conducted on ITD machinery – e.g. equipment maintenance records ([EMRs](#))
- Ensure all staff know what to do if equipment needs to be taken out of service for maintenance or repair – e.g. Tagged-out and removed from use.

Review systems for induction and training:

- Ensure induction and training systems are in place for students AND staff
- Implement induction prior to the use of equipment
- Ensure documentation indicates the induction and training provided to students for specific items of machinery
- Ensure documentation is maintained for ITD staff about training and competency for specific items of machinery
- Relevant safe operating procedures (SOPs) are to be utilised during induction and training to provide a consistent process for the safe use of machinery.

### More information

- Equipment and Machinery Resources:  
<https://education.qld.gov.au/initiatives-and-strategies/health-and-wellbeing/workplaces/equipment-machinery-resources>
- ITD Guidelines – A practical handbook for ITD activities (Revised 2018):  
<https://education.qld.gov.au/initiatives-and-strategies/health-and-wellbeing/workplaces/safety/managing/industrial-technology-design>
  - Note the guideline is divided into sections – refer to the table of contents
    - [Table of contents](#)
- Managing risks of plant in the workplace – Code of Practice 2013:  
[https://www.worksafe.qld.gov.au/\\_data/assets/pdf\\_file/0006/58173/Managing-risks-of-plant-COP-2013.pdf](https://www.worksafe.qld.gov.au/_data/assets/pdf_file/0006/58173/Managing-risks-of-plant-COP-2013.pdf)

