





## The Conducting an ITD Activity CARA document forms part of the suite of CARA templates provided by DoE for use in Education Queensland schools.

### [Managing Risks in School Curriculum Activities](#)

#### Instructions for using the Conducting an ITD Activity CARA template:

##### Page 1.

- The '*Conducting an ITD Activity CARA*' can be used for a practical project/unit of work that may be conducted over a few days through to a whole year.
- A project drawing can be attached to the CARA in OneSchool.
- Teachers of the same subject and year level can develop and share pages 1, 2 and 3 of '*Conducting an ITD Activity CARA*' – this will provide consistency of approach for activities.
- The first three pages of a completed '*Conducting an ITD Activity CARA*' can be re-used if nothing has changed (e.g. equipment, processes).

##### Page 2.

- The table on page 2 provides a different process from other CARA documents. It shows how all the relevant documents link together and reduces repetition of information and paperwork.
- **A** Column 1 and 2 – lists the elements of the project and other related ITD CARA documents.
- **B** Column 3 – the P&ERAs documents for each item of plant and equipment provides the assessed '*Risk Level*'.
- **C** Column 4 – indicates the use of SOPs for the plant and equipment to be used for the activity.
- **D** '*Overall Risk Level*' - is determined by the highest risk level listed in column 3 (see on diagram).
- Column 5 – Optional detail of an element of the activity, can be recorded.  
**Note:** Where '*Overall Risk Level*' is higher than desired, the teacher can review how the use of the equipment can be modify to possibly reduce the '*Overall Risk Level*' of the activity

##### Page 3.

- Indicate the '*Overall Risk Level*' on the table – refer to **D** page 2.
- Undertake the corresponding '*Action Required/Approval*' in the right hand column.  
Consider the questions (top of page), relating them to your activity and other information on this.

##### Page 4.

- This page reflects information related to an **individual** teacher (not a group).
- *Competency and ability* of a teacher can be demonstrated by maintaining documents such as:
  - relevant qualifications;
  - industry currency/experience;
  - related professional development;
 units of competency – these are often kept within a 'Staff Profile' for each ITD teacher



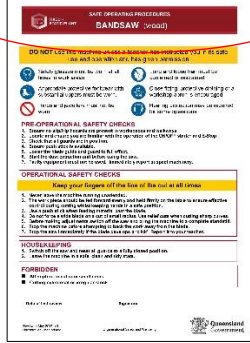
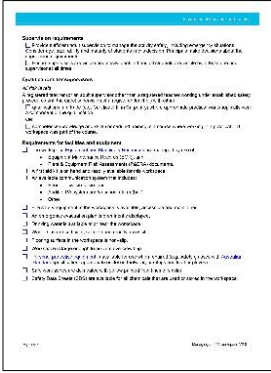
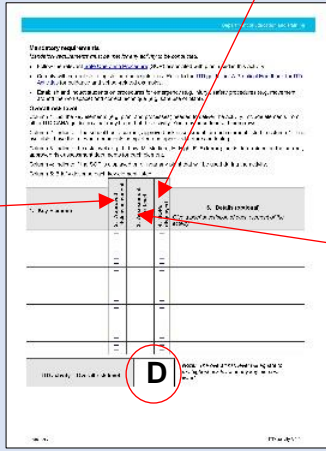
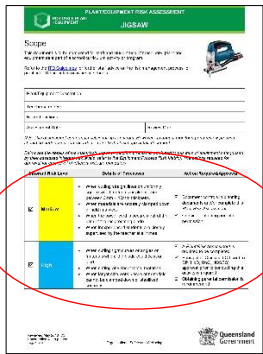
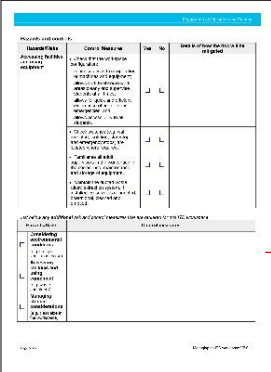
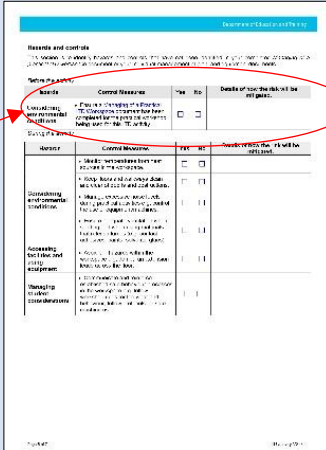
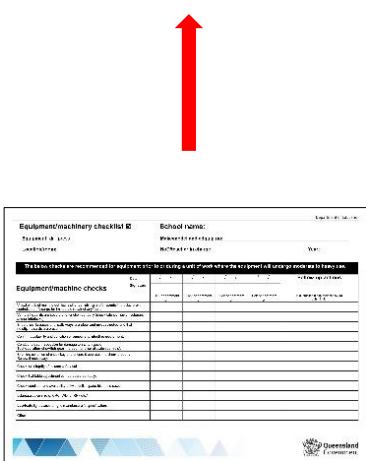
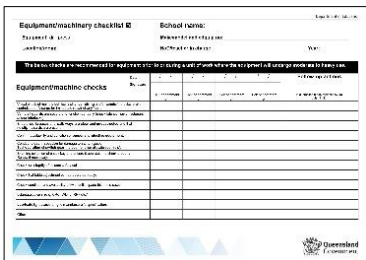
##### Pages 5 and 6.

- These pages relate to an **individual** teacher, the specific workspace and his/her group of students participating in the ITD Activity.
- **E** – a '*Managing a Practical ITD Workspace*' CARA must be completed for each workshop/practical space to be used for ITD activities.
- Issues that arise from completing this CARA, such as student issues – including class size numbers, should be discussed with the relevant school administration and ITD HOD.

##### Page 7.

- The Submission and Approval process reflects the same requirements as other CARA documents – refer to the DoE procedure for details.
- All ITD Activities that are '**high and extreme**' must be added to the *School Curriculum Activity Register* or recorded in the OneSchool CARA module.

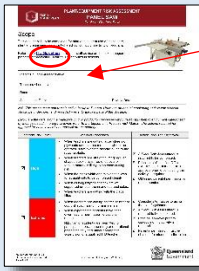
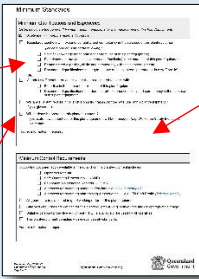
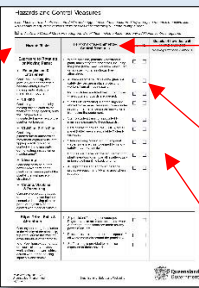
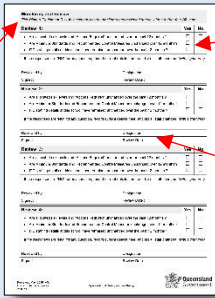
# Using the Industrial Technology & Design (ITD) Activity CARA Template

Managing an ITD workspace	Conducting an ITD activity CARA	Plant & Equipment Resources
<p><b>Page 1</b></p> 	<p><b>Page 1</b></p>  <p><b>C</b></p>	 <p><b>SOPs</b></p>
<p><b>Page 4</b></p> 	<p><b>Page 2</b></p>  <p><b>A</b> <b>B</b> <b>D</b></p>	 <p><b>SOPs</b></p>
<p><b>Page 5</b></p> 	<p><b>Page 5</b></p>  <p><b>E</b></p>	 <p><b>P&amp;ERAs</b></p>  <p><b>EMRs</b></p>





# Using the Plant & Equipment Risk Assessment documents – P&ERA

<p style="text-align: center;"><b>Plant &amp; Equipment Risk Assessment</b></p> <ul style="list-style-type: none"> <li>DoE online link to the <b>“ITD Guidelines”</b></li> <li>The assessed inherent risk levels reflect the common processes for this equipment, when used in the context of ITD curriculum activities.</li> </ul>	 <p style="text-align: center;"><b>Page 1</b></p>	<ul style="list-style-type: none"> <li>Provide a brief description of the item: Make and Model, etc.</li> <li>The mandatory actions for each level of risk are indicated (in accordance with the ‘Managing Risks in School Curriculum activities’ procedure).</li> </ul>
<p style="text-align: center;"><b>Minimum Standards</b></p> <ul style="list-style-type: none"> <li>Indicate the minimum teacher qualifications required when introducing and utilising this item of plant and equipment.</li> <li>Indicate the experience, ability and competency of other adults using this item of plant and equipment.</li> <li><b>Note:</b> These are minimum control requirements.</li> </ul>	 <p style="text-align: center;"><b>Page 2</b></p>	<ul style="list-style-type: none"> <li>Provide details here of any further teacher qualifications considered relevant to this item of plant.</li> <li>What supporting documentation or evidence has the school retained pertaining to the use of this item of plant and equipment?</li> </ul>
<p style="text-align: center;"><b>Hazards and Control Measures</b></p> <ul style="list-style-type: none"> <li>The <b>“Hazards and Risks”</b> commonly associated with this item of plant and equipment item have been identified.</li> <li><b>Note:</b> Additional ‘<b>hazards</b>’ and ‘<b>control measures</b>’ that exist in your situation, not already mentioned here, should be detailed in the table provided at the end of this section.</li> </ul>	 <p style="text-align: center;"><b>Page 3</b></p>	<ul style="list-style-type: none"> <li>The <b>“Recommended Control Measures”</b> relating to the hazards and risks associated with this plant item have also been identified.</li> <li>Indicate a <b>“YES”</b> or <b>“NO”</b> response to each of the recommended control measures.</li> <li>Where necessary, provide further details to explain your responses.</li> </ul>
<p style="text-align: center;"><b>Monitoring and Review</b></p> <ul style="list-style-type: none"> <li>An <b>annual review</b> is required to be completed and signed.</li> <li><b>Note:</b> This risk assessment can remain <b>active</b> for up to five (5) years if :             <ul style="list-style-type: none"> <li>there were no incidents or injuries reported from using the equipment.</li> </ul> </li> <li>all perceived risk levels, hazards and control measures remain unchanged, etc.</li> </ul>	 <p style="text-align: center;"><b>Last page</b></p>	<ul style="list-style-type: none"> <li>Indicate <b>“YES”</b> or <b>“NO”</b> to the three review questions – and provide further details to explain any <b>“NO”</b> responses.</li> <li>Sign and date your annual assessment review.</li> </ul>