



Before you start

Before you start working you need to make sure you know all the rules of your workshop. Find the rules in your workshop. What do they say?

1. Don't run!
2. Always wear the right PPE.
3. Don't rush your work!
4. Never work alone in the workshop.
5. Always listen to your tutor.
6. Watch all demonstrations carefully.
7. Turn off any machines before cleaning them.
8. Report any damage to machines.
9. Make sure you know where the first aid box is.
10. Always tidy up after you have finished.

Activity 3: Getting ready



You should be nearly ready to start making your product. Before you start make sure you have everything you need and it is safe to start. Complete this checklist.

Task	Yes	No
1. Have you read and understood the workshop rules?	<input type="checkbox"/>	<input type="checkbox"/>
2. Have you got the right PPE for the job?	<input type="checkbox"/>	<input type="checkbox"/>
3. Have you checked your tools and equipment?	<input type="checkbox"/>	<input type="checkbox"/>
4. Are any of your tools and equipment faulty?	<input type="checkbox"/>	<input type="checkbox"/>
5. If your tools and equipment are faulty, have you had them fixed or replaced?	<input type="checkbox"/>	<input type="checkbox"/>
6. Do you know who the first aider is?	<input type="checkbox"/>	<input type="checkbox"/>
7. Do you know where the first aid box is?	<input type="checkbox"/>	<input type="checkbox"/>
8. Is your work area clean and tidy for you to start work?	<input type="checkbox"/>	<input type="checkbox"/>
9. Have you been given a risk assessment for your workshop?	<input type="checkbox"/>	<input type="checkbox"/>
10. Do you understand the risk assessment you have been given?	<input type="checkbox"/>	<input type="checkbox"/>
11. Have you got a plan you can follow for making your product?	<input type="checkbox"/>	<input type="checkbox"/>
12. Is the product you are making safe to use?	<input type="checkbox"/>	<input type="checkbox"/>