



ORANGE HIGH SCHOOL

ASSESSMENT TASK NOTIFICATION

Subject	Year 7 and 8 Technology Mandatory Materials (Wood)
Topic	Safe Operating Procedure (SOP) - Poster
Class Teacher	Boundy, Carter, Lindsay, Hetherington, Bright
Head Teacher	D. Wait
Year	7 & 8
Date Given	Week 5/6
Date Due	Week 7/8
Weighting	10%

You are to produce a Safe Operating Procedure (SOP) poster for the use of a piece of machinery you will be using in the workshop.

This should include the following information:

1. A title for the machine that is being used
2. A list/sign of the safety equipment required to use the equipment safely
3. The required pre-operational checks that should be done before use
4. Steps to follow to use the machine correctly
5. The process to follow when finishing use including clean up procedures
6. Potential hazards associated with machine use and a list of DON'Ts to make sure you are not injured

You need to be using correct industrial technology terminology and the correct structure of a SOP as shown by your teacher.

*See the scaffold provided

Non-completion of Task:

If you know you are going to be away on the day that the task is due, you must make alternative arrangements with your teacher beforehand. If you are suddenly away on the day that the task is due, you must contact your teacher or Head Teacher on your return to school. Documentation will be required in both classes.

Plagiarism:

Plagiarism, the using of the work of others without acknowledgement will incur serious penalties and may result in zero award. Any cheating will also incur penalties.

Failure to follow the above procedures may result in a zero award.

**Common grade scale Stage 4 TAS
Task mark allocation**

A 20-18	The student has an extensive knowledge and understanding of the content and can readily apply this knowledge. In addition, the student has achieved a very high level of competence in the processes and skills and can apply these skills to new situations.
B 17-15	The student has a thorough knowledge and understanding of the content and a high level of competence in the processes and skills. In addition, the student is able to apply this knowledge and these skills to most situations.
C 14-11	The student has a sound knowledge and understanding of the main areas of content and has achieved an adequate level of competence in the processes and skills.
D 10-6	The student has a basic knowledge and understanding of the content and has achieved a limited level of competence in the processes and skills.
E 5-0	The student has an elementary knowledge and understanding in few areas of the content and has achieved very limited competence in some of the processes and skills.

Outcomes Assessed

TE4-3DP selects and safely applies a broad range of tools, materials and processes in the production of quality projects

TE4-9MA investigates how the characteristics and properties of tools, materials and processes affect their use in designed solutions

Technology Mandatory Materials – Timber Products

Task – Theoretical application and interpretation of safe operating procedures to create a Safe Operating Procedure poster for a piece of machinery in the workshop

Outcome -

TE4-3DP selects and safely applies a broad range of tools, materials and processes in the production of quality projects (*Safe Work Practices*)

TE4-9MA investigates how the characteristics and properties of tools, materials and processes affect their use in designed solution (*Develops an SOP for the use of tools and equipment in the workshop*)

<p>Outstanding</p> <p>10-9</p>	<ul style="list-style-type: none"> ● Correctly includes all safety signage appropriate for the SOP. ● All aspects in SOP includes correct terminology. ● All hazards and risks for the use of the machine are identified. ● All aspects of the SOP are correct. Spelling, grammar and punctuation are also correct.
<p>High</p> <p>8-7</p>	<ul style="list-style-type: none"> ● Correctly include most safety signage for the SOP. ● Most aspects of the SOP includes correct terminology. ● Most hazards and risks for the use of the machine are identified. ● Most aspects of the SOP are correct. Spelling, grammar and punctuation are also correct.
<p>Sound</p> <p>6-5</p>	<ul style="list-style-type: none"> ● Includes most safety signage for the SOP and some elements are correct. ● Some of the SOP includes subject specific terminology. ● Some of the hazards and risks for the machines are identified. ● Some aspects of the SOP are correct. Spelling, grammar and punctuation are also correct.
<p>Basic</p> <p>4-3</p>	<ul style="list-style-type: none"> ● Includes some safety signage for the SOP with some correct elements. ● Few aspects of the SOP includes subject specific terminology. ● Few of the hazards of risks associated with the use of the machines are identified. ● Few aspects of the SOP are correct. Spelling, grammar and punctuation are also correct.
<p>Limited</p> <p>2-0</p>	<ul style="list-style-type: none"> ● No safety signage included for SOP. ● No subject specific terminology is used. ● No hazards or risks associated with the machines are identified. ● No aspects of the SOP are correct. Spelling, grammar and punctuation are also correct.

To develop your own SOP you must include the following

DO NOT use this machine unless you have been instructed in its safe use and operation and have been given permission

Machine Title

PERSONAL PROTECTIVE EQUIPMENT (REPLACE WITH APPROPRIATE SIGNAGE)



PRE-OPERATIONAL SAFETY CHECKS

OPERATIONAL SAFETY CHECKS

ENDING OPERATIONS AND CLEANING UP

POTENTIAL HAZARDS

DON'T

**This is an example of what can be included in a SOP.
This particular one is for the safe use of a tractor**

PRE-OPERATIONAL SAFETY CHECKS

- ✓ Locate and ensure you are familiar with all machine operations and controls.
- ✓ Ensure all guards are fitted, secure and functional. Do not operate if guards are missing or faulty.
- ✓ Ensure the seatbelt, roll over protective structure (ROPS), falling objects protective structure (FOPS) (where fitted) and power take-off (PTO) guard are in sound condition.
- ✓ Ensure the 3 point linkage, pneumatic and hydraulic systems are functioning.
- ✓ Use only implements that meet the manufacturer's recommendations.
- ✓ Before starting the tractor, ensure all levers are in their neutral positions, the parking brake is engaged and the clutch and PTO are disengaged.
- ✓ Ensure you are trained and competent and if driving on public roads, appropriately licensed.
- ✓ If the tractor is used on public roads, ensure all lights and warning devices are functioning and the vehicle is registered.

OPERATIONAL SAFETY CHECKS

- ✓ Pull only from the drawbar or hitch.
- ✓ Drive at speed slow enough to keep control over unexpected hazards.
- ✓ Always reverse when going up a steep slope. Avoid slopes that are too steep for safe operation.
- ✓ Ensure no person or animal is endangered when operating equipment.
- ✓ Ensure bucket (if fitted) is raised above line of sight.

ENDING OPERATIONS AND CLEANING UP

- ✓ When stopping the tractor:
 - Park on even ground, disengage the PTO and lower all implements.
 - Place all control levers in their neutral positions, apply the parking brake, turn off the engine and remove the keys.
 - Ensure the tractor has come to a complete stop before dismounting.
- ✓ Remove any foreign material from in and around engine and implement parts.
- ✓ Keep the work area or implement shed in a safe, clean and tidy condition.

POTENTIAL HAZARDS

Hair/clothing getting caught in moving machine parts.

Noise.

Rollover.

DON'T

- ✗ Do not use faulty equipment. Report suspect machinery immediately.
- ✗ Never start or operate levers from anywhere other than the seat.
- ✗ Do not operate or idle engine in a non-ventilated area.
- ✗ Do not operate near ditches, holes or embankments, which may collapse under the tractor's weight.
- ✗ Do not operate on excessively steep terrain.
- ✗ Do not allow any person other than the driver to ride on the tractor.
- ✗ Do not dismount while the engine is running unless the tractor has completely stopped, the transmission is in park position and the parking brake is fully engaged.