

Technology Department Student License

Area of Focus: Manufacturing Lab

Course Code:

Semester:

Date:

Name:

Equipment	Instructor Demonstration Date	Student Demonstration of Competency Date	Written Assignment Date/Score	Additional Comments
Planer				
Bandsaw				
Table Saw				
Drill Press				
Jointer				
Pedestal Grinder				
Lathe				
Combination Sander				
Spindle Sander				
Mitre Saw				
Hand Router				
Brad Nailer				
Skill Saw				
Cordless Drill				
Laser Level				
CNC Router				

Area of Focus: Transportation Lab

Course Code:

Semester:

Date:

Name:

Equipment	Instructor Demonstration Date	Student Demonstration of Competency Date	Written Assignment Date/Score	Additional Comments
Hoist (Fixed)				
Hoist (Portable)				
Wheel Balancer				
Tire Changer				
Brake Lathe				
Engine Lathe				
Milling Machine				
Mig welder				
Oxy-Acetelyne Torches				
AVR				
Diagnostic Scope				
Coolant Pressure Tester				
Air Tool (Impact gun)				
Pedestal Grinder				
Hand Grinder				

Section 1.4; Student Safety License Rationale

During the delivery of curriculum expectations and the development of practical skills and knowledge, it is the mandate of any hands on facility to instruct the students in the basic competencies including the safe operation of equipment. The student licensing program is a way to ensure that the students have obtained the necessary training. An additional benefit to the student is the development of a skills profile that can be included in their portfolio and used for job interviews.

1.4a, Procedure; Equipment Training

The training of the students will be in three (4) phases:

- classroom Socratic lesson
- instructor demonstration
- student demonstration
- completion of a written assignment (note the written assignment can be completed first if desired)

Step 1, Developing the equipment list and student license form

To create the list of equipment to be demonstrated, the instructor(s) should refer to the room inventory sheets. The list should be divided into general categories based upon the type of equipment in operation in the room (e.g. for the construction shop it could be major equipment, power tools, and hand tools). Once the list has been created the student license form needs to be created. The form must include the following information:

- equipment
- date of instructor demonstration
- date of student demonstration of competency
- date of completion of written assignment/quiz and the score achieved (although not mandatory a score of 80% or better is desirable as this demonstrates mastery learning)

Step 2, Instructor Demonstration

It is recommended that the demonstrations be conducted in small groups (approximately 6 students). Although this will require the teacher/instructor to repeat the demonstration numerous times, it has a greater potential for success due to the involvement of everyone in the group. During the demonstration the instructor will:

- provide an overview description of the equipment
- explain and demonstrate all safety related devices (guards, safety zones, dust extractor)
- demonstrate the safe operation of the equipment
- lead the students in a brief Q/A session
- sign off the student license in the appropriate box

Step 3, Student Demonstration

The student will demonstrate competency at a time mutually agreed upon with the instructor. The demonstration should mirror the instructor demonstration in that the student will:

- provide an overview description of the equipment
- explain and demonstrate all safety related devices (guards, safety zones, dust extractor)
- demonstrate the safe operation of the equipment

Once complete the instructor/teacher will sign off the student license in the appropriate box.

Step 4, The Written Assignment, Mastery

The written assignment will consist of no more than 5 key questions pertaining to the equipment demonstration and should be in the style of short answer response. Multiple choice is not allowed. The intent of the written assignment is to reinforce the acquired knowledge. It is recommended that the student achieve a minimum mark of 80%

1.4b, Procedure; Record Keeping

Step1, Initial Distribution of License Form

Each student must be given a safety license form at the beginning of the semester and a duplicate is required for the departmental records (an electronic version would be advisable as it would be easier to manage).

Step 2, Completing, Updating the Form

Each teacher is responsible for recording, updating, and maintaining the departmental copy of the license forms for each of their classes. Ideally the forms will be updated when the student form has been updated, however this may not be feasible (scheduling, prep time, commitments, etc.). If the update cannot be completed immediately, they should be updated within a week.

Example:

Equipment	Instructor Demonstration, Date	Student Demonstration of Competency	Written Assignment, Date/Score	Additional comments
Table Saw	Mar 20/08	Mar 24/08	Mar 25/08, 82%	Satisfactory, additional practice required to build confidence
Planer				
Jointer				

1.4c; Enforcement

Any student working in a lab/shop must be licensed to operate the equipment (including students from extra-curricular activities such as stage crew). If a student is approached by an instructor, the student must be able to produce the licensing document as proof of competency. If the document cannot be produced or the student is operating the equipment in violation (untrained), the instructor should immediately stop the student as this is a possible safety hazard to the student and others working in close proximity to the student. At this point the instructor may conduct training and initiate the certification procedure. If this is a repeat offence, (the student has not taken the initiative to be trained, has continued to operate equipment without authorization), in the interest of safety the instructor must revoke the students' equipment use privileges.

1.4d; Passport To Safety

Passport to Safety is a cross-Canada awareness and education support program designed to provide information that will help eliminate needless injuries and preventable deaths of Canadians, ages 14 to 24. The program will be ready for national rollout in the fall of 2003.

Young Canadian workers will be able to qualify as a Passport to Safety holder by completing a workplace health and safety awareness/education program. Such programs are already in place, in development, or about to be made available by e-learning or other forms of distance learning in every province and territory of Canada. Young people will get credit for taking these courses, and a valid Passport will help them get preferential consideration for jobs almost anywhere in Canada: part-time, summer and full-time.

Once a Passport to Safety is awarded, all holders can receive more electronic "stamps" in their core Passports. Students will be linked to literally thousands of other programs currently offered by hundreds of organizations, ranging from first aid and CPR to baby-sitting courses and automobile safety training to name a few. In other words, Passport to Safety is inclusive, will not re-invent the wheel, and will open the door to hundreds of thousands of new participants in injury prevention and treatment.

The web site can be accessed at <http://www.passporttosafety.com/>