Charters Towers
DTTC DALRYMPLE TRADE TRAINING CENTRE

STUDENT HANDBOOK

FOREWORD

The Dalrymple Trade Training Centre (DTTC) welcomes all students and their families to Charters Towers premier training facility.

Commencing operations in 2014, the DTTC was established to provide a career pathway for students wishing to pursue a career in the trades. To achieve this, the centre is built and equipped to trades standard and provides a strong link between schools, industry and prospective employers.

The focus of the centre is on the development of trades skills, and establishing expected workplace attitudes, standards and behaviours in our students. This is achieved through a project-based approach to training that develops real-world skills that are relevant to industry and employers.

We encourage parents and caregivers to take an active interest in the progress of students and to work closely with our schools and staff to provide students with a positive experience that will support them in achieving their future career and personal aspirations.

We wish all our students an enjoyable learning experience as they progress through their chosen pathway.

DTTC DAILY OPERATIONS

Our focus is to train students in work attitudes, skills, and attributes that contribute to the student's successful pathway to future career prospects.

LENGTH OF DAY:

All schools-based programs undertaken at the centre run **9.00am – 3.00pm**

Students must arrive at the centre in sufficient time to prepare for the commencement of class. Unlike a school environment, there are inherent risks that require adequate preparation time prior to students entering practical learning areas. Students are not permitted to leave the centre during the day except by prior arrangement with their base school.

DAILY BREAKS:

During the day, students will have sufficient breaks to ensure that they are refreshed and ready for the tasks at hand. While break times will vary depending on the nature of the training activity, generally there will be no less than two breaks per day. Typically, these would occur as follows:

- Morning Tea : 10:40 AM to 11.00 AM
- Lunch: 12:20 PM to 1:00 PM

STUDENT ABSENCE:

- Due to time constraints on delivery of courses, student attendance each day is vital to ensure student progression through their course.
- If a student is unwell or will be late, parents/caregivers are asked to call the ***school*** to notify their absence. When the student arrives/departs the centre they are required to sign in/out at the front desk.
- Rolls are taken each day for all courses and schools are notified daily of student absences/late arrivals.

UNIFORM AND EQUIPMENT FOR DAILY USE:

- Students are to wear correct (PPE) Personal Protective Equipment each day they are on site. Each course will have a specific set of uniform requirements that are set by the training organisation responsible for course delivery. Under no circumstances will students be permitted to participate in courses without appropriate uniforms and personal protective equipment. Students without appropriate work wear will be returned to their respective school.
- Steel capped boots are a requirement for all practical courses. These MUST be worn each day. Students without appropriate footwear will be returned to school.
- Participation in all practical courses carries an element of risk that can be minimised through the use of appropriate clothing and footwear and other associated PPE. PPE must be undamaged

so as to maximise the effectiveness, no rips and tears. This is due to the risks associated with participation in trade's activities which are a compulsory part of all practical courses.

- A laptop/tablet, pen and notepad are also required items each day.

LUNCH AND HYDRATION:

- Students will be required to bring meals with them to the centre – **IF PARENTS/CAREGIVERS ARE BRINGING LUNCH IN FOR A STUDENT THEY MUST BRING IT TO THE FRONT DESK TO BE HANDED TO THE STUDENT**
- Students are not permitted to order delivery of fast food to the centre for any reason. When the onsite café is in operation, students are permitted to purchase meals from the café.
- Each student is required to bring a water bottle clearly labelled with their name each day.

MOBILE PHONE:

- In line with the Queensland Government directive of phones "away for the day", students are not permitted to have phones on while at the centre between 9:00AM and 3PM.
- Under no circumstances are students permitted to use mobile phones in practical work spaces to make telephone calls, send/receive text messages, or access social media.
- Students in breach of mobile phone use, will be returned to their base school.
- Urgent messages can be delivered to your student by contacting their school OR the centre office 4756 2777.

STUDENTS LEAVING SITE:

- Students are NOT to leave site during the day – under no circumstances are students allowed to go into town during breaks.
- If a student is required to leave the centre for any reason except in an unforeseen emergency, a phone call or note must be received from the student's school prior to the time of departure. Schools will then contact the centre to confirm departure time.
- Unauthorised departure is not acceptable and, in such circumstances, the base school will be notified.

COMPUTER USE:

- Students must bring their own device each day, as they would to school, to support the online portion of their course.
- All students on-site are required to comply with the Education Queensland policies and procedures relating to student use, these are outlined in the "Agreement: Student Information, Communication and Technology (ICT) Responsible Use" document which forms part of the agreement to be signed by both student and parent/caregiver. Other training providers delivering courses at the centre may have additional requirements relating to student use of these resources which will be notified accordingly.
- When logging on the user agrees to use the computing and networking facilities solely for study or course purposes. These purposes reflect the standards of the Dalrymple Trade Training Centre and Education Queensland.

ACCEPTABLE/APPROPRIATE USE	UNACCEPTABLE/INAPPROPRIATE USE
It is <u>acceptable</u> for students to: • Use ICT devices for ~ Assigned class work and assignments set by trainers-in-charge ~ Developing appropriate literacy, communication and information skills ~ Conducting general research for course activities and projects ~ Communicating or collaborating with other students, trainers, parents or experts in relation to course work ~ Accessing online references such as dictionaries, encyclopaedias, etc. • Be courteous, considerate and respectful of others when using a ICT device • Switch off and place out of sight the ICT device during classes as requested by staff, (where these devices are not being used in a trainer directed activity to enhance learning) • Turn off and secure in bags any mobile devices between 9am and 3pm while at the Centre	It is <u>unacceptable</u> for students to: • Use the ICT device in an unlawful manner • Download, distribute or publish offensive messages or pictures • Use of obscene, inflammatory, racist, discriminatory or derogatory language • Use language and/or threats of violence that may amount to bullying and/or harassment or even stalking • Insult, harass or attack others or use obscene or abusive language • Commit plagiarism or violate copyright laws • Ignore teacher directions for the use of social media, online email and internet chat • Use mobile phones while at the Centre • Invade someone's privacy by recording personal conversations or daily activities and/or the further distribution (e.g. forwarding, texting, uploading, Bluetooth use etc.) of such material • Use mobile phones in the workshops or commercial kitchen

BREAKAGES AND FAULTY EQUIPMENT:

Staff and students are required to report all breakages and faulty equipment immediately to the centre manager, to ensure that repairs and/or replacement occurs in a timely manner. If there is a risk to health and safety, a DO NOT USE tag will be attached to the device immediately and no further use permitted until notified.

SMOKING, E-CIGARETTES AND VAPING:

As an Education Queensland site there is to be no smoking on the Dalrymple Trade Training Centre site under any circumstances. The exclusion zone for all Education Queensland sites is 5 metres from the surrounding boundary. NO secondary school student is to bring a cigarette lighter, matches, cigarettes or vapes to the centre.

STUDENT TRANSPORT:

- **Car parking** - student car parking is available at the Dalrymple Trade Training Centre. Students are reminded that if they are driving, they need to show responsible behaviours while operating their vehicle.
- **Bikes** – students are required to dismount on arrival and store bikes in the bike rack provided. Students are to provide chain and lock to ensure secure storage. The Dalrymple Trade Training Centre is not responsible for theft of bikes.
- **Skateboards and Scooters** – are NOT to be used at the Dalrymple Trade Training Centre. Students are to dismount on arrival and store with personal belongings. The Dalrymple Trade Training Centre is not responsible for theft of skateboards or scooters.

CARE OF PROPERTY:

- It is the responsibility of each student to ensure all personal property is kept in their own bag and each student is responsible for their own property.
- Lost property should be handed to the Dalrymple Trade Training Centre staff.
- Any property belonging to the Dalrymple Trade Training Centre **MUST** at all times be treated with respect and due care.
- Theft or deliberate damage to property will result in cancellation of enrolment and replacement costs will be the responsibility of the parent/caregiver.

STUDENT PROGRESS:

Each training organisation delivering courses on-site is responsible for monitoring and providing reports on student progress. These will generally be provided to the base school periodically or upon request.

WORKSHOPS:

- Workshops will remain locked at all times unless a trainer is present.
- Students must be deemed competent by the trainer before operating any equipment within the workshops.
- No student access to workshop/classrooms in breaks.
- At end of day all work spaces to be swept and left clean and tidy. All metal/ wood shavings are to be cleaned from machinery and placed in bins.
- All spills are to be cleaned up immediately to minimise workplace hazards and to prevent further contamination of the work environment.
- All rubbish is to be placed in the appropriate skip or bin.
- There is to be no Food or Drink (other than water) in workshops.

TOOL STORES:

- **No student access at any time unless under the direct supervision of a trainer.**
- At end of day all tools to be cleaned, counted and returned in full working order to correct placement on tool boards or appropriate store.
- All equipment is to be left in a manner suitable for the next class to use.
- Any breakages, faults must be reported immediately to the centre manager.

KITCHEN:

- The kitchen will remain locked unless a trainer is present.
- Students must be deemed competent by the trainer before operating any equipment within the kitchen.
- No student access to kitchen in breaks.
- At end of day all work spaces to be swept and left clean and tidy, all benches to be cleaned and sanitised.
- All equipment used must be cleaned and placed in its appropriate location.
- Ovens and stove tops MUST be cleaned after use.
- All spills MUST be cleaned up immediately to minimise workplace hazards and to prevent further contamination of work environment.
- All rubbish is to be placed in the appropriate skip or bin.
- Any breakages, faults must be reported immediately to the centre manager.

CLASSROOMS:

- No student access at any time unless supervised by a trainer.
- Doors to remain locked during breaks – no student access during breaks.
- At end of day all desks and tables left tidy, paper and rubbish picked up and placed in bins and chairs put up on tables.
- Graffiti on tables and workspaces will not be tolerated any student found performing graffiti will be returned to their base school immediately.
- There is to be no Food or Drink (other than water) in classrooms, if laptops are in use there is to be no water.

ALL POWER, FANS & LIGHTS MUST BE SWITCHED OFF WHEN LEAVING ROOMS AT END OF SESSIONS

STUDENT OUTDOOR SPACE:

Outdoor areas at the centre are shared by members of the public using the Café. Students are responsible for ensuring all rubbish is placed in general waste bins and outdoor shared areas are left neat, tidy and presentable. Students' behaviour in these areas must also be appropriate as they are representing their base schools and the Dalrymple Trade Training Centre.

Trainers and centre management will monitor this and ensure the area is left clean and tidy at the end of breaks by students.

WASTE MANAGEMENT:

The Dalrymple Trade Training Centre aims to operate as sustainably as possible. Staff and students are asked to ensure all waste is placed in the appropriate bins provided.

DALRYMPLE TRADE TRAINING CENTRE CODE OF CONDUCT:

Students and staff at the Dalrymple Trade Training Centre have the responsibility to adhere to a code of conduct that exhibits a high standard of personal conduct and behaviour that is aligned to workplace expectations.

The Dalrymple Trade Training Centre has no tolerance of poor behaviour, attitude or wilful non-compliance with Workplace Health and Safety requirements or other instruction from trainers of staff at the centre. It is our expectation that students attending the centre exhibit the skills and attributes that will allow them to effectively participate as valuable members of the workforce.

STUDENT RESPONSIBILITIES AT THE DALRYMPLE TRADE TRAINING CENTRE:

Be on time – students have the responsibility of ensuring they are on time at the start of day, and when returning from breaks.

Be prepared – students have the responsibility to ensure they have all equipment required for their training day.

Illegal or Illicit Substances (Smoking/VAPING/E-Cigarettes/Alcohol) – not allowed on site under any circumstances.

Uniform – students have the responsibility to ensure that the appropriate uniform is worn each day. If students choose to wear alternative footwear to and from the DTTC they must be changed, prepared and ready to start each session on time.

Language – the Dalrymple Trade Training Centre does not tolerate fowl or abusive language. Students have the responsibility to speak to all staff, fellow students and Dalrymple Trade Training Centre visitors in a polite and courteous manner. As a guide, general expectations are that language would model that found in a workplace.

Theft/Vandalism of Equipment – the Dalrymple Trade Training Centre does not tolerate theft or vandalism. Student enrolment may be cancelled immediately if this occurs.

Verbal/Physical Harassment/Abuse – the Dalrymple Trade Training Centre does not tolerate abuse or harassment in any form. Student enrolment may be cancelled immediately if this occurs.

STUDENT INFORMATION, COMMUNICATION AND TECHNOLOGY (ICT) RESPONSIBLE USE:

The Dalrymple Trade Training Centre encourages students to become familiar with the use of Information, Communications and Technology (ICTs) to benefit their learning. The following are rules for ICT's – including the internet, email, ICT systems, hardware and networks – at Dalrymple Trade Training Centre.

Students are provided with access to ICTs to improve students' educational outcomes. Using such technology brings with it certain responsibilities – both ethical and legal. For the benefit of all users, students are expected to act with honesty and respect for others, including the centre at all times.

CYBERBULLYING:

Students are not to use the centre hardware, network, email or internet access to:

Send, post, store, host or distribute messages or content that any reasonable person would find offensive.

Divulge personal information about others. Including, but not limited to: home addresses, telephone numbers, EFTPOS or credit card numbers seek/find/publish or distribute any information that could harm, embarrass or offend another person or entity.

Students are required to report any incidents or cyber bullying that occur through inappropriate use of technology to their respective schools for investigation.

MANAGEMENT OF BREACHES OF CODE OF CONDUCT:

Student behaviour is the responsibility of the student. While your trainer will monitor your behaviour, like a workplace, the way you choose to behave is up to you. While your trainer and the centre has certain expectations of you, ultimately how you behave is up to you.

Poor behaviour will not be tolerated and may result in disciplinary action. The steps below are a guide as to how behaviour will be managed in general terms. Please note that different training organisations delivering courses at the centre may have differing expectations but the general process is outlined below:

Step 1: First warning issued by trainer – individual discussion with student regarding appropriate code of conduct. This will be documented and reported back to your school.

Step 2: Second warning issued by trainer – trainer referral to Centre Manager. Manager will contact base school and notify them for disciplinary action to be taken. This will be documented and reported back to your school, your school will advise your parent/care giver.

Step 3: Continuing (additional warning required) – trainer referral to Centre Manager. School/ trainer/student meeting to discuss progressing at the Dalrymple Trade Training Centre and expectations for continuing course attendance. Written notice warning pending cancellation of enrolment given by school and in line with school behaviour management process.

Step 4: Should the students return after Step 3 and continuing behaviour (additional warning required) –school contacted immediately (verbal and written) for removal of student from site pending cancellation of enrolment.

NOTE: Serious breaches of conduct resulting in WH&S breach or potential to harm (physical/ verbal) to self or others will result in immediate student removal from site with base school notified immediately. Where a breach is considered serious enough to endanger self or others, immediate cancellation of enrolment will occur.

Breaches to code of conduct will be dealt with by base schools under their Responsible Behaviour Plan or Student Code of Conduct.

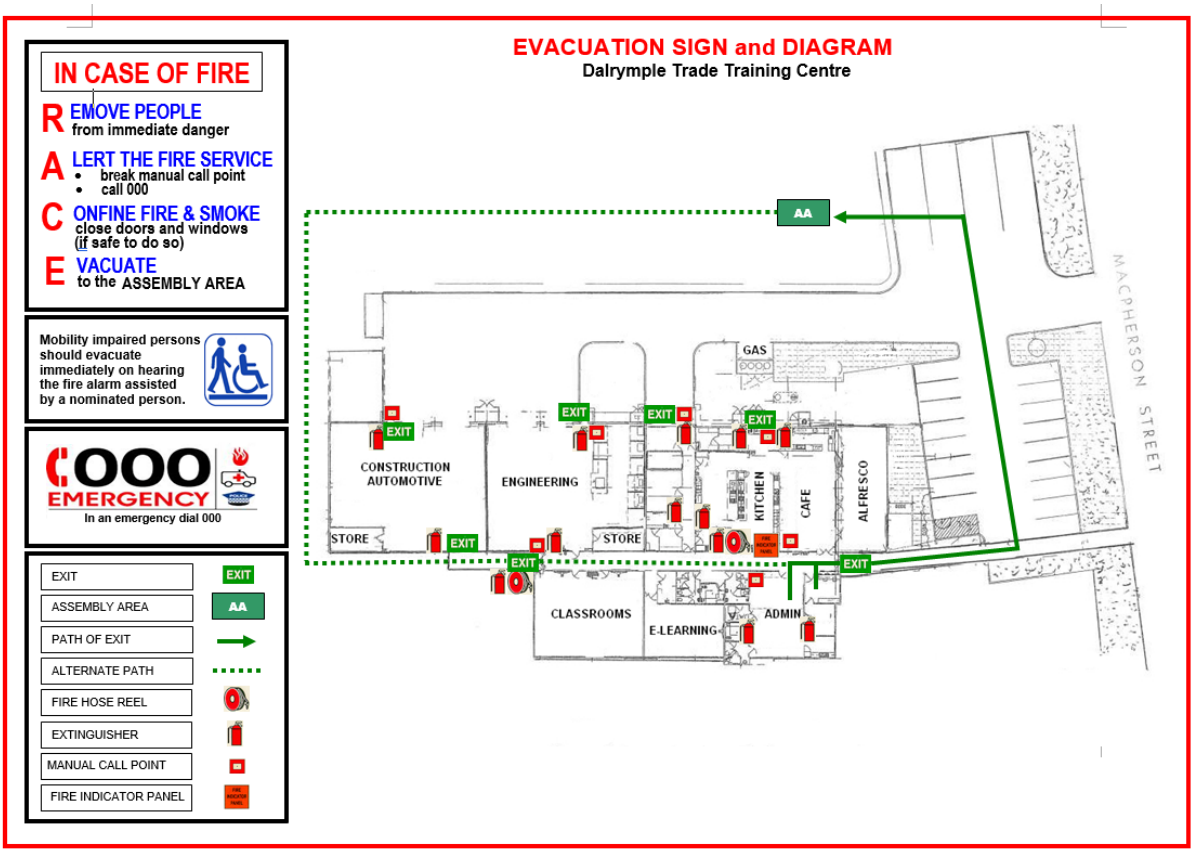
EVACUATION PROCEDURE:

In case of fire evacuation, follow the evacuation routes are displayed in each room and near each exit within the Dalrymple Trade Training Centre. Students are required to follow trainer and fire warden directions and to evacuate in their class group.

The Dalrymple Trade Training Centre evacuation point is the area next to the bus parking bay. In the event of an emergency, students are to assemble here. If required, staff are to evacuate their students to the Friemann oval, accessed by immediately turning right when walking out the Dalrymple Trade Training Centre entrance gate and walking across to the oval.

Entrance gates must not be blocked so that emergency vehicles can gain access to the site. Students are to congregate in class groups for roll marking by their trainer.

Drills will be completed every term to practise the evacuation procedure.



EMERGENCY PROCEDURE TO BE FOLLOWED:

In the event of fire or emergency situation, advise Centre Manager immediately via phone extension 720.

Manager will notify the appropriate schools and emergency services, in line with fire and evacuation plan for Dalrymple Trade Training Centre.

EVACUATION:

Sound: Continuous beeping and evacuation warning

- **All students are to evacuate to the Emergency Assembly / Muster Point, following their trainer and the evacuation route on the maps in each room.**

TRAINERS:

- **If SAFE close and lock all windows and doors when leaving the room**
- **If SAFE close down machinery**
- **If SAFE turn off gas**
- **NO SMOKING OR NAKED FLAMES**
- **Take your class roll with you**
- **You need to use your common sense when evacuating in a safe manner, leave via the closest SAFE EXIT**
- **EVACUATE to Emergency Assembly / Muster Point**
- **Mark class roll and report information to Centre Manager who will liaise with schools**
- **REMAIN in training groups**
- **Return to your building ONLY when the all clear is given by the Centre Manager**

LOCK DOWN:

Sound: CONTINUOUS SIREN



- **Lock all doors and windows**
- **Stay out of sight and silent**
- **Remain in lock down until the all clear is given**

NB: A lock down occurs when there is an immediate threat to those on site. All care must be taken to ensure safety to staff and students.

WORKPLACE HEALTH & SAFETY:

The centre operates under the Work Health and Safety Act 2011 (QLD). The centre utilises all operating principles under the Practical Design and Technology (ITD) guide as issued by Education Queensland. A copy of this handbook and training is provided to all trainers. It is the responsibility of the centre manager and trainers to ensure that students are provided a safe learning environment. It is the responsibility of students to follow all instructions at all times.

While the vast majority of personal protective equipment is supplied by the centre, there may be some equipment which parents/caregivers/schools will need to supply. Where schools/parents/caregivers are required to supply protective equipment e.g. steel capped work boots, high visibility cotton long sleeve work shirts, safety glasses; students will be notified upon enrolment of these requirements.

Outlined below are a general set of guidelines as to the types of personal protective equipment that students may utilise at the centre.

PPE REQUIREMENTS – MINIMUM STANDARDS:

SELECTION OF PERSONAL PROTECTIVE EQUIPMENT:



Students will be given instruction on the appropriate selection of each item of PPE. This includes an explanation of its function, why it is to be used, its proper use, and information on how to get a "good fit" so as to make it as comfortable as possible.

Whatever type of PPE is selected, the items ***must*** conform to the relevant Australian Standards.

PLEASE NOTE: The centre supplies the vast majority of PPE required for students to safely undertake the range of activities required in their respective courses. Each training organisation delivering courses at the DTTC will specify what equipment students will require in order to participate in their courses.

FOOT PROTECTION:

Relevant Standard

- Australian Standards: AS 2210.5:2019 Personal protective equipment occupational footwear



Appropriate footwear is important to prevent toe and foot injuries through risks of:

- Crushing, fractures and bruising from heavy falling objects, or kicking objects
- Penetration wounds and cuts from sharp hand tools falling from work benches
- Exposure to hot liquids and solids or hot sparks when welding
- Burns from chemical spills.
- Slipping, tripping or serious falls when footwear is poorly or improperly fitted.

The wearing of “appropriate” footwear is mandatory for all practical activity. Footwear such as thongs, open weave type shoes, or shoes with openings at toes or heels, platforms or high-heel shoes shall not be worn in areas which present hazardous situations and any risk of personal injury.

Students engaged in Engineering, Metal Fabrication and Welding or other
Vocational Education courses where specific workplace risks are high to extreme, will be required to wear appropriate footwear protection (i.e. safety boots), as guided by the trainer.

Steel reinforced (steel-toe) safety boots protect feet from common machinery hazards such as falling or rolling objects, cuts and punctures. The toe box and insole are steel-reinforced, and steel, aluminium or plastic materials protect the instep. Some safety boots also insulate against temperature extremes and may be equipped with special rubber soles to guard against slips, chemicals and electrical hazards such as welding.

Frequently Asked Questions regarding appropriate footwear for Vocational Courses;
Question 1. Can a parent insist that their child be allowed to wear soft, non-substantial, noncompliant shoes in a Vocational workshop and write a note to the school accepting responsibility if something should happen to the child?

Answer: No. The PPE requirements in Vocational workspaces is non-negotiable. A parent signing a disclaimer provides no protection for the teacher or the Department. The student and parent possibly will need to re-evaluate participating in this subject.

Question 2. What if the parent then provides a medical certificate indicating that this student has a medical condition and cannot wear any kind of sturdy, protective, PPE compliant footwear? Does this medical certificate override legislation and allow beach sandals or casual canvas footwear to be worn in Vocational workspaces until the medical condition improves?

Answer: No. A medical certificate does not override WHS legislation. If a student presented with a medical certificate that says the student cannot wear appropriate protective shoes, then the centre management would have to undertake a risk assessment to come up with strategies to control the potential or evident risk posed. In this instance maybe the centre is left with no alternative but to unfortunately exclude the student from further participation in this course of study.

Managing safety in a practical workspace is an ongoing process. Proactive risk management will establish the rules and safety standards to be maintained – such as the wearing of correct PPE. It is important that students and their parents understand these rules and standards, and that the minimum standards are maintained at all times.

EYE AND FACE PROTECTION:

Relevant Standard

- Australian Standards: AS/NZS 1336: 2014 – Eye and face protection



Before purchasing approved protective equipment for the eyes and face, the following should be considered:

- The nature of the risk to the eyes or face (impact from flying objects, chemical splash, irritant or corrosive vapour, heat, welder's flash, UV protection or general irritation to eyes such as dust)
- The work conditions (indoors or outdoors, are side shields required?)
- Personal preference of the wearer (wrap around, tinted or clear)
- Condition of operator's eyesight (need to be worn over glasses)
- Plastic generally has a higher resistance to breakage from sharp objects and hot materials
- Glass has a higher abrasion and scratch resistance
- Goggles provide a more reliable seal to keep products out of the sensitive eye area. They are useful for protection against chemical splash, dust or vapour.
- Face shields are appropriate when the entire face need protection (for example, during activities where the worker may be welding or exposed to other burn types, or chemicals that are a skin irritant)

EMERGENCY FACE AND EYE WASH STATION:

Eye and face wash stations are an important part of workplace safety anywhere that hazardous materials are used or stored. They provide on-the-spot decontamination and allow staff and students to flush away hazardous substances that can cause injury. Eyewashes can be critical in the seconds after an accident.

The DTTC is equipped with an emergency face and eye wash station in each of our workshops. These are a wall mounted stainless steel bowl with push paddle tap and twin aerated diffusers, as well as an overhead "pull down" operated shower.

MANAGING LONG HAIR:

Loose hair poses a significant entanglement hazard around machinery which can cause scalping and other serious injury. Hair nets are not mandatory in state school practical activities. It is mandatory that controls are put in place to manage identified hazards and risks.

• Longer or uncontrolled hair is to be securely confined close to the head whenever a person works or passes near the moving parts of any machinery.

• Hair can be secured with hair band, rubber band, a hair net or a close-fitting cap (worn backwards).

• Ponytails are also to be tied up and contained so that they cannot fall forward, sideways or backwards into the moving, rotating parts of any machinery.

HEARING PROTECTION:

Relevant Standard

- Australian Standards: **AS/NZS 1269.3: 2005 (R2016)** – Occupational noise management



Hearing protection is to be adopted to prevent hearing damage. Hearing protection is to be worn:

• in all practical activities when noisy power tools and hand tools are in use

• when teachers and teacher aides are undertaking noisy preparation activities

• in any other circumstance where excess noise levels are a problem.

EARMUFFS:

Earmuffs are to be rated at Class 5 (for exposure up to 110dB) and be Australian Standard approved. Earmuffs are preferred over earplugs, because:

• they always provide a higher level of protection

• earplugs are difficult to insert accurately – the wearer never gets the advertised protection

• it is easier to detect if students/staff are wearing them

• when inserted with dirty hands earplugs may cause ear infections.

NOISE-CANCELLING EARMUFFS:

This form of earmuff reduces background noise in the workshop environment enabling the teacher to continue to wear their earmuffs but also communicate with students without having to remove their earmuffs to talk.

INDIVIDUALLY MOULDED EARPLUGS:

Individually moulded earplugs are made by an audiologist who takes an impression of the wearer's ear and manufactures the earplugs to fit only the individual wearer. The benefits are a superior fit and comfort in the heat compared to the clamp force of earmuffs upon the head. They are attenuated to enable the wearer to hold conversations in noisy environments without having to remove the earplugs.

HAND PROTECTION:

Relevant Standard

- Australian Standards: **AS/NZS 2161.1: 2016** – Occupational protective glove selection



When we are purchasing approved protective gloves we look for gloves most suitable for the various practical activities by considering the following:

- The nature of the risk to the hands and arms based on the activity: e.g. exposure to extreme heat, mild heat, chemical burns, sharp objects causing cuts or scratches, pinching and various fluids
- Gloves that might be suitable for one application may not be suitable for another
- The extent of hand and arm protection required (the glove length)
- The level of manual dexterity required
- Are the gloves made of suitable material to give the required protection? (e.g. PVC, latex, nitrile, rubber and leather). Refer to the current Safety Data Sheet (SDS) for specific types of gloves as some may dissolve upon contact with some solvents and cause harm to the wearer
- Leather **welding** gloves should preferably be made of split Grey Chrome-tanned cowhide with extended cuff to give a full 46cm glove. They should have a cotton lining and Kevlar stitching for strength, comfort and durability. They **must** be sound, dry, and used on both hands while welding or changing electrodes
- Are the gloves of a suitable style and fit?
- Are they disposable (single use), or reusable?

Note: Thermal protective gloves, when required, **MUST** be worn on BOTH hands to prevent accidental handling of hot materials.

CLOTHING (BODY) PROTECTION:

Relevant Standard

- Australian Standards: AS/NZS 4501.1:2008 Occupational protective clothing guidelines



There is a wide range of protective clothing available to offer protection in different circumstances. It's important to get your selection right.

The protective clothing is to be made from sturdy, non-flammable cotton material, examples include:

• cotton drill woodworking and painting aprons

• workshop overalls or coveralls

• heavy-duty cotton long-sleeved shirts and long pants (e.g. hi-vis workwear) for activities such as welding and grinding

• leather protective outer-clothing specifically designed for welding and heavy-duty grinding applications.

If hazardous chemicals are spilled on work clothes, remove the clothing and wash the skin immediately and thoroughly. Contaminated clothing is to be washed before re-using.

Thank you for choosing to start your vocational pathway with Dalrymple Trade Training Centre. We look forward to working together with you on your journey.

DTTC