**Course in Safe Use of Machinery in Technology Teaching – Reaccreditation Project**

**Skills and Knowledge Survey**

The Course in Safe Use of Machinery of Technology Teaching addresses a skills gap identified for technology teachers in secondary schools on the safe operation and conduct of basic maintenance of a wide range of static powered machines used in wood and metal technology education.

Please save\* a copy of the survey and indicate the importance of each of the following skills/knowledge area for inclusion in the courses. Aggregate information from completed surveys will inform the redevelopment of these courses. Please return completed survey as an attachment to: adams.beverly.j@edumail.vic.gov.au. (\*Please do not save as a pdf file.)

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| **Legend** | 1 = not important | 2 = less important |
| 3= important | 4 = very important | 5 = critical |

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| **Skills and Knowledge** | **Rating** |
| 1 | Use of personal protective equipment/apparel |  |
| 2 | Machine guarding required for common machine operation |  |
| 3 | Adjustments to machinery to achieve correct set-up prior to use |  |
| 4 | Use of emergency stop buttons |  |
| 5 | Use of lock out devices |  |
| 6 | Use of extraction systems |  |
| 7 | Schedule for routine machine maintenance |  |
| 8 | Machine malfunction triggers or indicators |  |
| 9 | Appropriate work for different types of machines |  |
| 10 | Accessories required for correct machine operation |  |
| 11 | Housekeeping requirements |  |
| 12 | Required operator work space |  |
| 13 | Safe operating procedures |  |
| 14 | Pre-operation safety checks |  |
| 15 | Settings of fences and guides |  |
| 16 | Machine shut down procedures |  |
| 17 | Clean up requirements |  |
| 18 | Lock down requirements |  |
| 19 | Hazards and risks associated with technology teaching |  |
| 20 | Emergency procedures |  |
| 21 | OH&S risk management requirements |  |
| Please use this space to list any missing skills/knowledge you consider critical or very important or to make any general comments. |

**Please complete and return as an attachment by email to: adams.beverly.j@edumail.vic.gov.au**