Phase 1 Safe use of **“Hand Tools”** Induction – Synopsis

**Scope**

* The short course is designed to impart valuable safety advice to the new trainees. It is tailored specifically to account for no previous experience or knowledge of Hand tool safety. The use of detailed presentations with supporting write-up and a selection of hand tools for demonstration purposes. This will allow the trainees to see and touch the real thing, supporting the learning experience. The trainees will also have an opportunity to have a walk through and experience TTE workshops. The short course is fully integrated in to the “TTE VLE” Learning environment thus allowing the trainees to support and take ownership of their own learning remotely at anytime.

**Aim**

* To acquire and gain knowledge of how to safely use hand tools

**Objectives**

* Hand tool recognition
* Awareness of the types of materials used to manufacture tools
* Correct selection of hand tools
* Awareness of thehazards associated with the use of hand tools

**Underpinning Knowledge Lectures**

* Apply safe working practices – Hierarchy of risk
* Hand Tool recognition Presentation
* Safe use of Hand Tools Presentation
* Drill Chucks & Morse taper tools Presentation (Extension)

**Equipment**

* Box of tools (all tools what are in the presentation)

**Hand-outs**

* Hand Tool SOP *(safe operating procedures)*
* Basic Safety Rules for Hand Tools
* Safety Checklist
* Copy of presentations (Optional)
* VLE

**Write-ups**

* Hand Tool safety induction training Worksheet
* HS-R-018 - HS Induction Hand Tool Safety Questionnaire
* Hand Tool Knowledge audit (Extension)

**Experiential Learning -** Learning through practical experience and learning by reflecting on experience.

**Learning through practical experience**

* Learning in a work-based environment – TTE Workshops
* Observing – H&S past trends specific to accidents/near hits/learning events
* Planning and carrying out practical risk assessments within the write-ups

**Learning through reflecting at all stages of the experience**

* Preparing and planning for the use of hand tools
* Reviewing and adapting as necessary
* Reflecting after the task has been completed
* Evaluating, self-assessing and identifying learning points.

**Core Skills Employed**

Of the five Core Skills all five are covered:

* **Communication** – *The promotion of discussion within the peer group & trainer*
* **Numeracy** – *factoring and calculating risk*
* **Problem Solving** – *Dealing with safety issues that may arise during the course for example deciding which control hazards are most suitable*
* **Working with Others** – *Collaborating to work Effectively & Efficiently by* *seeking advice from the TO whilst working with their peers as part of a team*
* **Information Technology** – *TTE VLE System for access to all the course materials*

**Generic Skills & Attitudes Gained:**

* Understanding of the workplace and the employee’s responsibilities, for example H&S, time-keeping, appearance.
* Self-evaluation skills.
* Positive attitude to learning.
* Flexible approaches to solving problems.
* Adaptability and positive attitude to change.

**Learning Outcomes**

* Be fully conversant with the Health & Safety requirements at TTE for the use of Hand Tools.
* Correct Hand Tool selection and safe use of.
* Identify damage to Hand Tools.
* Develop a positive attitude to safe working practices.
* Understand the progression between education and employment.
* Working with others as part of a team.
* Self-Actualization, self-reliance, confidence - through achievement.

**Personal Development Outcomes**

* Successful learners.
* Confident individuals.
* Responsible citizens.
* Effective contributors.

**Differentiation**

* **By Extension** – Additional practical tasks for students who are achieving their objectives –
1. Give additional information regarding power tool safety.
2. Drill Chucks & Morse taper tools Presentation.
3. Carry out specific risk assessment.
4. Evaluate the control measures.
* **By Group Work** – Upon the progress of the group there is opportunity to carry out group risk assessments specific to individual hand tools.
* **By Activities** – the trainees have an opportunity to familiarise themselves by undertaking specific uses of some hand tools – PPE will be required.
* **By Group Work.** Maintaining tools groups can generate a maintenance checklist for Tools.
* **By Content –** There may be a requirement for the trainees to be given an input / presentation on HSE policies and procedures at any point within the carousel if deemed appropriate by the training officer.

**Strategies for E&D challenging stereotypes**

Typically some groups may have a small female contingent and it is often the case where the males in the group have the view engineering as a male dominated profession thus stereotyping the female members of the group and in some cases resent them being there. This can be further exacerbated when the females out perform the males. Alternately the females may feel intimidated and underperform.

In addition to females there are often ethnic minorities within the group- I will use the term “Ethnic Minorities” in its broadest characteristics. This may involve Black & Asian also religious beliefs for example “Jehovah’s Witnesses” along with geographical minority members e.g. Wales, Liverpool, Manchester.

Methods for challenging behaviours associated with the above:

* Emphasis on how diverse engineering is in today’s world and the values of having a diverse workforce.
* Explain Engineering is about brains not brawn - brut force is not required in today’s engineering environment.
* Encourage collaboration.
* Negotiate and agree behavioural expectations.
* Define examples of unacceptable language /behaviour.
* Challenge inappropriate language /behaviour.
* Monitor group dynamics for existing or potential “Cliques”.
* Re-enforce teamwork.