

19 January 2027

Dear Parent/Carers and Students

Student Workplace Health and Safety Information for Year 7, 8, 9, 10 Design and Technologies

You are receiving this letter as your student has been enrolled in a Design and Technology subject within Year 7, 8, 9 or 10. Our Design and Technologies staff are committed to learning environments, where your student is able to work safely and achieve to the best of their ability. During their course of study, **they will be exposed to practices, tools and equipment which may involve degrees of risk**. To control the level of risk and maintain the expected level of safety, Workplace Health and Safety procedures are implemented, which closely reflect those practiced in the industry.

As a requirement of our risk assessment processes, we ask that you read the following and sign as an indication of your agreement.

Workplace Health and Safety at Lowood SHS

Under section 28-36 of the Queensland Workplace Health and Safety Act 2011 – both teachers and students have obligations. Teachers are obligated to provide induction, instruction, demonstration and supervision of safe working practices within a workshop environment and surrounding areas.

Student obligations:

- Students must complete the safety induction booklet and be signed off by their teacher.
- Being attentive when the teacher is teaching procedures and explaining equipment specifications
- Following all directions from staff immediately and fully
- Behaving in an appropriate manner (no running, throwing, theft, tampering with equipment, vandalism, interfering with the learning of others)
- Wearing **Personal Protective Equipment** as directed in the workshops, including appropriate footwear.
- It is a Workplace Health and Safety requirement for all persons to wear appropriate footwear. Shoes in the workshops need to adequately protect the feet, especially toes from falling objects such as chisels, metal and pieces of timber. Shoes **CAN NOT** have mesh or soft material coverings on the toe section of the shoe.
- If a student does not have the appropriate footwear, then they may not be able to enter the workshop, or use specific machinery or tools. They may be required to complete theory work as an alternative.

APPROPRIATE FOOTWEAR	NOT APPROPRIATE FOOTWEAR
	

Consequences for Workplace Health and Safety Breaches at Lowood SHS, including appropriate footwear.

1	First breach will result in: A verbal warning. This will be recorded by the teacher on OneSchool. Verbal warning entails the teacher explaining to the student how they failed to meet their obligations.
2	Second breach will result in: Repeat of first step and the teacher will contact parents/carers either by phone or email explaining the student's actions in both instances. The teacher will also record the second breach on OneSchool.
3	Third breach will result in: Repeat of steps 2 and referral to the Head of Department on Oneschool . The student will be prohibited from using the class practical facilities for a period of time negotiated by the HOD, Teacher and Parent/Carer. They will be given a theory-based alternative.
4	Repeated breaches of the Workplace Health and Safety Policy may result in the student being removed from the subject entirely, community service or short/long term suspension from Lowood State High School, depending on the severity of the breach/es.

Any behaviours that have potential for serious injury to themselves and/or other members of the school community will bypass the steps and directly result in the actions outlined in the Third and Fourth Breach.

Please note that students will not be able to engage in the use of machinery or tools until this note is returned and signed by both Parent/Carer and student. This letter needs to be returned by Wednesday 4 February 2027 (week 2). If for any reason this letter is not returned by this date, then the student will be removed from the subject and allocated a different subject.

Thank you for your support in making our school safer for all. Please sign the slip below and return to the classroom teacher or Student Reception by Wednesday 4 February 2027 (week 2).

Yours faithfully

Kirstie-Lee Doyle
HOD of VPM Arts

Stacey Beu
Principal

Design and Technologies Department – Student Workplace Health and Safety Agreement 2027

I have read and understood the student obligations and potential consequences for breaching those obligations in Design and Technology subjects.

I understand that footwear needs to be appropriate for the workshops or the student will be removed from the subject.

Both Parent/Carer and Student need to sign the section below and returned to the **classroom teacher or Student Reception by Wednesday 4 February, 2027 (week 2)**. If this form is not returned by this date, then the student will be removed from the subject and allocated a different subject.

Teacher's Name: _____ Class: _____ Date: _____

Parent/Carer Name: _____ Parent/Carer Signature: _____

Student Name: _____ Student Signature _____