

Activity Overview

Students use design thinking processes to create a 2D product (badge or sticker). Activities include sketching, digital design, use of a badge press and/or large format printer, and collaborative ideation and reflection.

Hazard Identification & Risk Controls

Hazard	Risk	Risk Level	Control Measures
Use of badge press	Pinching or minor hand injury	Medium	<ul style="list-style-type: none"> • Staff demonstration before use • One student at a time under supervision • Clear hand placement instructions
Large format printer (Y9–10)	Contact with hot/moving parts	Medium	<ul style="list-style-type: none"> • Staff operate printer or closely supervise student use • No access to internal components • Clear exclusion zone around printer
Cutting tools (if used)	Minor cuts	Low	<ul style="list-style-type: none"> • Safety briefing prior to use • Tools used only for intended purpose • Staff supervision
Digital device use	Eye strain or posture discomfort	Low	<ul style="list-style-type: none"> • Encourage posture awareness • Short screen-use intervals • Mix of analogue and digital tasks
Trip hazards	Slips or falls	Low	<ul style="list-style-type: none"> • Clear walkways • Secure cables and equipment
Shared equipment	Hygiene concerns	Low	<ul style="list-style-type: none"> • Hand hygiene encouraged • Equipment wiped between sessions
Behaviour during practical tasks	Misuse of tools	Medium	<ul style="list-style-type: none"> • Clear expectations set at start • Active supervision throughout session

Supervision and Training

Staff / Facilitators:

- Facilitated by trained Casey Tech School staff
- School teachers remain responsible for student behaviour
- Safety brief provided before practical activities begin
- First aid available onsite

Emergency Procedures

- Stop activity immediately if an incident occurs
- Provide first aid as required
- Notify school contact and complete incident documentation

Serious Injury or Emergency:

1. Call emergency services (000 in Australia).
2. Administer first aid.
3. Document the incident.

Equipment Safety & Maintenance

- All equipment must be checked before use.
- Faulty or damaged equipment must not be used.
- Regular cleaning procedures between users.

Review & Documentation

- After the session, staff to review and log any incidents, near misses, and feedback to improve future risk controls.
- Review risk assessment annually or after any incident.