

INTEGRATED
POST PRIMARY
EDUCATION

TAILORING AND NEEDLEWORK

Module 1

Observing Safety at Work Place

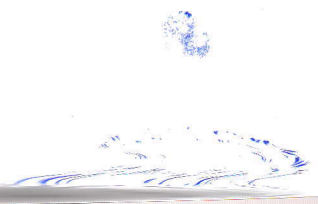


646.4 TAI

Institute of Adult Education
Integrated Post Primary Education Programme

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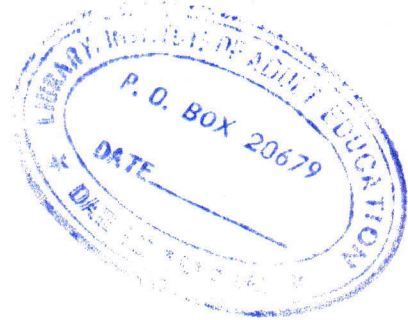
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Observing Safety at Work Place



Integrated Post Primary Education Programme



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About this module

This module has been produced by Institute of Adult Education. All modules are produced by Institute of Adult Education are structured in the same way, as outlined below.

How this module is structured

The module overview

The module overview gives you a general introduction to the module. Information contained in the module overview will help you determine:

- If the module is suitable for you,
- What you can expect from the module and
- How much time you will need to complete the module.

The overview also provides guidance on:

- Study skills,
- Where to get help,
- Module Unit assignments,
- Activity icons and
- Units.

We strongly recommend that you read the overview carefully before starting your study.

The module content

The module is broken down into units. Each unit comprises:

- An introduction to the unit content,
- Learning outcomes,
- Useful terms
- Core content of the unit with a variety of learning activities.
- Unit reflection and
- Unit assignments.

Resources

For those interested in learning more on this subject, we provide you with a list of additional resources at the end of this module; these may be books, articles or web sites.

Your comments

After completing this module, we would appreciate it if you would take a few moments to give us your feedback on any aspect of this module. Your feedback might include comments on:

- Module content and structure,
- Module reading materials and resources,
- Module Unit assignments,
- Module assessments,
- Learning hours and
- Module support (assigned tutors, technical help, etc.)

Your constructive feedback will help us to improve and enhance this module.

Module overview

Welcome to this Module: Observing Safety at work place

Welcome to module. This is the first module among five modules of Tailoring subject. In this module you will learn about maintaining a safe working environment. The module is composed of four units namely the concept of safe working environment, working procedures, causes and prevention of accidents, cleaning and arranging working area and application of first aid.

General competence



By the end of this module you, should be able to develop the ability to apply the knowledge of safe working environment, common accidents at working place and use first Aid kit properly

Study skills



As an out of school learner your approach to learning will be different to that from your school days: you will choose what you want to study, you will have professional and/or personal motivation for doing so and you will most likely be fitting your study activities around other professional or domestic responsibilities.

Essentially you will be taking control of your learning environment. As a consequence, you will need to consider performance issues related to time management, goal setting, stress management, etc. Perhaps you will also need to learn about essay planning, coping with exams and using the web as a learning tool.

Your most significant considerations will be *time* and *space* i.e. the time you dedicate to your learning and the environment in which you engage in that learning.

We recommend that you take time now before starting your self-study to familiarize yourself with these issues. There are a number of excellent tools on the web. A few suggested links are:

- <http://www.how-to-study.com/>

The “How to study” web site is dedicated to study skills resources. You will find links to study preparation (a list of nine essentials for a good study place), taking notes, strategies for reading text books, using reference sources, test anxiety.

- <http://www.ucc.vt.edu/stdysk/stdyhlp.html>

This is the web site of the Virginia Tech, Division of Student Affairs. You will find links to time scheduling (including a “where does time go?” link), a study skill checklist, basic concentration techniques, control of the study environment, note taking, how to read essays for analysis, memory skills (“remembering”).

- <http://www.howtostudy.org/resources.php>

Another “How to study” web site with useful links to time management, efficient reading, questioning/listening/observing skills, getting the most out of doing (“hands-on” learning), memory building, tips for staying motivated, developing a learning plan.

The above links are our suggestions to start you on your way. At the time of writing these web links were active. If you want to look for more go to www.google.com and type “self-study basics”, “self-study tips”, “self-study skills” or similar.

Do you need help?



Dear learner, in the course of your study, you may need help in various issues such as the location and how to get support from resource centres, clarification of various issues pertaining to your study materials (modules) and so on. If this happens, you are advised to ask for the help from your centre coordinator or facilitator, you can also visit the website of the Institute of Adult Education which is www.iae.ac.tz or ask for help by using phone no +255 22 2150836

Unit assignments













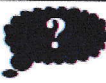











After each unit, you will be required to attempt one unit assignment. These are not meant for submission rather for reflection on what you have learned in the whole module. You will also be given tests and assignments for submission as you will be guided by your module facilitator. You will also sit for mock examinations to accomplish your continuous assessment.

Getting around this module

Margin icons

While working through this module you will notice the frequent use of margin icons. These icons serve to “signpost” a particular piece of text, a new task or change in activity; they have been included to help you to find your way around this module.

A complete icon set is shown below. We suggest that you familiarize yourself with the icons and their meaning before starting your study.

			
Activity	Assessment	Unit assignment	Case study
			
Discussion	Group activity	Help	Note it!
			
Outcomes	Reading	Reflection	Study skills
			
Computer-Based Learning	Terminology	Time	Tip
			
Objectives	Audio	Video	Feedback
			
Basic Competence	Answers to Assessments		

Unit 1

Understanding the concept of safe working environment in a needle work room

Introduction-

In this unit, you will learn about safe working environment so that you can work comfortably and avoid accidents as much as possible. The unit contains two sections: *meaning of terms and characteristics of safe working environment*.

Learning outcomes

On completion of this unit you should be able to:



- Explain the meaning of safety, needle work room, working environment.
- Describe characteristics of safe working environment and
- Maintain a safe working environment.

Meaning of terms

Safety

What comes in your mind upon hearing the term safety?

Safety is the state of out of danger. Safety is very important because it enables you to work without fear of being hurt or hurting others. It also ensures that all the tools, equipment and materials are in condition and well protected.

Working place

You might have a special room where you keep your sewing tools and make garments, or you may have just a table where you make patterns and cut materials and a sewing machine from which you join cut pieces to get a garment. That place is called *a working*

place. A working place should have all the necessary tools and equipment. It should also be safe for you to work. List down necessary tools and equipment you will need in making garments.

Characteristics of a safe working place

What do you think a working place should be?

A good working place should have the following characteristics:

- (i) There should be enough working space. This allows people to move around easily,
- (ii) The place must have enough light to enable you to see your work clearly. If there is no enough light then stop sewing because working in a dark place can cause visual problems and even accidents.
- (iii) Work place should be clean. Keep a dustbin in the room for putting in scraps of material and pieces of paper.
- (iv) It should have enough air (there should be large windows)
- (v) It should be tidy (everything must be placed where it should be. This makes a place look nice and helps you to locate thing easily and quickly. It also prevents accidents.
- (vi) Bane wires should be repaired by a qualified electrician. Faulty electrical equipment should not be used until it is repaired.
- (vii) All required tools and equipment should be close to your reach. In This way you will not waste time looking for them when working.
- (viii) Scissors and sewing machines should be frequently oiled. If you oil them, you will avoid rust and friction in a machine.
- (ix) After work cover all sewing machines and remove all plugs from sockets.
- (x) It is not allowed to smoke in a sewing room because this may cause fire. Fire will destroy properties and burn or hurt people in the room.



Visit a nearby tailor or a tailoring mart. Carefully observe the working place. What are its characteristics? Is it safe? Why?

Unit reflection

In this unit you learned about how to observe safety in the working room. In the course of your learning:



1. What do you think is the most important knowledge you got from this unit?
2. What didn't you understand in this unit?
3. What would you do to solve this problem?
4. How would you keep your work safe?

Unit Assignment



You have come to the end of this unit. Do the following questions to assess yourself before going to the next unit. If you cannot answer most of the questions, please repeat the unit

1. What do you understand by the term safety?
2. Explain why a working place must be safe.
3. What will happen if you work in a dark room?
4. Why it is advised to place tools or equipment only in a place they are supposed to be?

Unit 2

Common accidents at working place

Introduction

This unit introduced you to accidents that often occur in working area so that you can prevent them from happening. The unit comprises four sections: *meaning of terms, types of accidents, causes of accidents and prevention of accidents.*

Learning outcomes



Upon completion of this unit you should be able to:

- Explain the meaning of accidents,
- List types of accidents,
- Explain causes of accidents and
- Take measures to minimize accidents.

Meaning of terms

Accidents

Have you ever seen a person in area you live who got an accident? What was it? What were the causes of the accident? Did it happen just by bad luck or because of not adhering to safety measures?

An accident is an event which occurs without being planned or intended and which can harm or injure a person or destroy property.

Common accidents are accidents which occur very often in our daily lives or working areas.

General causes of accidents

Accidents can be caused by several causes. Some of the causes are explained below:



Ignorance

Ignorance is lack of knowledge or information about something. It is a lack of information about safety and how to operate tools and equipment. Operating tools or equipment without enough knowledge may cause accidents. Therefore you should be well informed before doing anything in the workshop and never operate any machine if you do not know how to do it.

Carelessness:

Carelessness simply means not paying attention to what you are doing. This can lead to accidents. For example switching on the iron and leave it un attended, smoking cigarette and drop them without care and putting pins not in their proper place.

Poor working conditions

In most areas people work in small rooms. These rooms do not have enough space for movement, adequate light and machines layout. Therefore accidents may occur because of darkness or inadequate space for people to move. For example a person may cut him/herself or knock on a table or sewing machine.

Technical or electrical faults

Sometimes accidents may occur because the machines are not in good order or there is electric fault. This may lead to breakage of needles or even fire accident.

Types of accidents

In a working room there can be a number of accidents. Some of them include:

1. Knocking your body over sewing machine or ironing board tripping over object in the workshop. This can be due to wrong layout or shortage of enough space.
2. Being pierced by small objects such as needles or pins.
3. Getting an electric shock. This may be caused by touching bare wires or handling a faulty tool.
4. Burns or scalds. This can be caused by touching hot iron or hot steam.

5. Fire accidents – may be caused by:

- Electrical faults, such as short circuits bare wires or overheating of machine motors.
- Cigarette smoking, burning cigarette or cigarette stubs may drop on scraps of fabric and cause fire.
- Candles or kerosene lamps
Candles may drop on pieces of fabrics and cause fire. Kerosene lamps can explode and cause fire as well.
- Charcoal iron: Burning charcoal can drop on fabrics during ironing and cause fire
- Leaving electrical appliance such as electric iron unattended and for a long time may lead to overheating and hence fire.

Prevention of accidents at working place



Discuss with your friends how you can prevent accident in your working area.

Note: Refer to causes and types of accidents.

We can prevent accidents by observing the following:

- Do not overload your electrical circuits by connecting too many appliances.
- Handle scissors and pins carefully and place them in their proper places when not in use. For pins and needles, keep them in a pin cushion or a magnetic bowl. You can make a magnetic bowl by gluing a magnet at the bottom of a metallic shallow bowl.
- In case you drop a pin or needle make sure you locate it before doing anything else.
- Use a thimble for pushing needles or pins
- Make sure that you switch off all sockets before leaving a working place.
- If your working place is at home, keep things away from children's reach.
- Avoid smoking cigarettes or using candles carelessly.

Unit reflection



In the course of your learning:

1. Did you find anything new in this unit? What is it?
2. Which part interested you more?
3. When you go around food kiosks, what types of salads do you see? How are they similar to the types of salads you have learned?
4. How similar or different are they?
5. Does this unit have any point that you need more explanation?

Unit assignment



You have come to the end of this unit. Do the following questions to assess yourself before going to the next unit. If you cannot answer most of the questions, please repeat the unit.

1. Mention the main causes of accidents in workplace, and in your community. How can these accidents be minimized?
2. Mention at least three accidents you know.
3. What are the causes of fire?
4. Mention the common accidents that can happen in the tailoring room.
5. What are the major causes of those accidents in a tailoring room?
6. How are you going to avoid them?

Unit 3

Carrying out First Aid

Introduction

This unit introduces you on the application of first aid in order to maintain safe working environment. The unit has three sections: *meaning of first aid, importance of first aid and giving first aid to victims of various accidents.*

Learning outcomes



Upon completion of this unit you should be able to:

- Explain the meaning of first aid,
- Explain the importance of first aid,
- Identify the first aid kit and its items and
- Give first aid to victims of different accidents.

Meaning of first Aid

First Aid is the immediate help that is given to an injured person before taking him/her to the hospital. First aid is given in the area where accident occurs.

Importance of first aid

Why do you think we should give first aid before taking victims of accidents to hospital? First aid is important because:

- It saves lives of the injured,
- Prevents further damage to the victim,
- Reduces pain and
- Prevents infection of cuts or burns.

Giving first aid

What things do you think you will need for you to be able to give first aid to a victim of an accident?

First Aid Kit

A first Aid Kit is a kit or box containing important medicine and things which are used to help injured people or casualties.

The first aid kit is important in tailoring room, schools, workshops, vehicles and at our homes. The first kit should be kept in an open and easy reachable place. This will serve time of searching for it. Figure 1 shows The first Aid Kit.

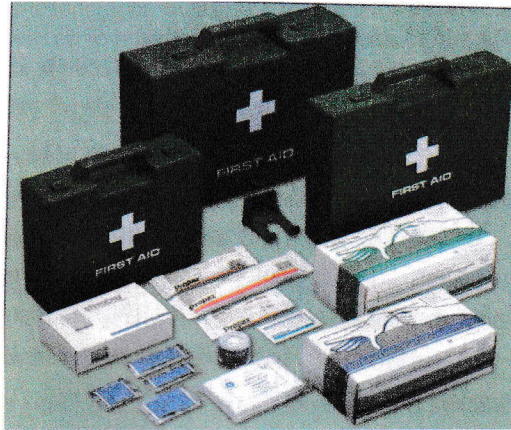


Figure 1: First Aid Kits

Important items in the first aid box

- Medicines for common ailments such as fever, headaches and colds
- Small pair of scissors
- Bandages
- Plasters
- Sterile gauze
- Clinical thermometer
- Safety pins
- Antiseptic liquid
- Triangular sling
- Cotton wool
- Iodine tincture
- Petroleum jelly

How to give first aid to victims of various accidents

Giving first aid for burns or scalds

You should know the degree of burns before giving first aid. Burns are of 3 types.

First degree burns

These are minor burns. They may cause mild swelling and pain. For this kind of burns, do the following:

1. Apply cool clothes or dip a burnt area in cold water in order to cool it. You can also let running water to run until the affected area is cooled off.
2. If necessary, cover the affected part with a clean pad.

Second degree burns

These are deep and form blisters. They also form swelling and are painful. For this type of burns:

1. Deep a cloth in cold water and put it on affected area. If necessary, cover the area with a clean piece of cloth, leave it loosely (do not tight). Why?
2. Raise the affected area (if the burn is on legs or hand) so as to improve blood circulation. Do not break the blisters. Why? Breaking blisters causes a lot of pain and germs may enter the wound.
3. Take a victim to hospital.

Third degree burns

These are very serious and very deep burns which involve deep layer of the skin and even internal parts of your body. These types of burn needs immediate medical care and can even cause death. For this type of burns, do the following:



1. Do not apply anything to the affected area. Do not remove any cloth on the burn. Do you think why?
2. Using a bandage or clean, dry cloth, cover the area and quickly take a victim to hospital. Note that a piece of cloth for covering the burn should be made of cotton.

Giving first aid to a victim of electric shock

Before learning about first aid to a victim of electric shock, you should observe the following:

- Never touch a victim with your bare hands. This is because the victim's body is still in contact with electric current. Therefore you might be shocked as well.
- Do not stand near the area until the current is switched off.
- Do not switch on or operate the tool until the problem is fixed.

Give the first aid as follows:

1. Turn off the main switch if you can. If it is not possible, move a victim from the electric current using a dry bar made of wood or plastic. Never use a metallic bar, why?
2. Do not move the victim unless it is very necessary. Lay the victim down. If she/he is not conscious but is breathing, place him/her on his/her side to prevent air blockage.
3. If a victim is not breathing, give a mouth to mouth breathing by placing your mouth close to his and breathe into his/her mouth.
4. Cover the victim with a blanket or piece of cloth to keep his body warm. Keep his/her head lower than the rest of the body.
5. Take the victim to hospital.

Unit reflection



You have learned about first aid. Should an accident happen in the working room, you can give first aid. In the course of your learning:

- What was interesting part, of the unit?
- What was not interesting?
- Did you find any challenges when performing first aid?
- How did you overcome those challenges?

Now you are ready to do next module. It is about using tailoring equipment.

Unit assignment



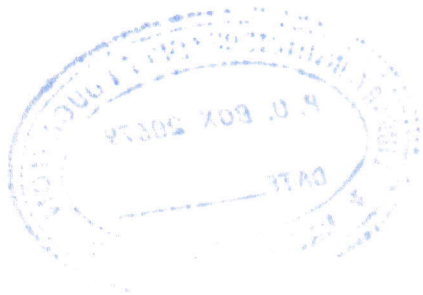
You have come to the end of this unit. Do the following questions to assess yourself before going to the next unit. If you cannot answer most of the questions, please repeat the unit.

1. What is first aid?
2. Explain the purpose of first aid.
3. Suppose there is causality with cuts and is seriously bleeding, explain how you will help him/her.



Reference

1. Professor David Foskett (2007) *The theory of catering*



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