ANNEX A · HEALTH AND SAFETY

Name: _____ Date: _____ Group: _____

TASK 1 Before you open a computer

Number the steps from 1 to 5.

____ Ground yourself: strap, or touch the metal case

____ Shut down from the operating system

____ Open the case

____ Unplug the power cable

____ Press the power button once

Now do it at a workshop PC, saying each step aloud. Your classmates tick:

- ☐ Said "shut down" and checked no light was on
- ☐ Pressed the power button after unplugging
- ☐ Held the RAM stick by the edges only
- ☐ Unplugged the cable before touching the case
- ☐ Touched bare metal (or used the strap) first
- ☐ Put the stick back inside its bag, not on it

Why is switching off not enough?

Which part inside the case do you never open, and why?

Complete: you feel a static spark from about _____ V, but a chip can be damaged below _____ V.

DONE WHEN you did the five steps in order at a real PC and six boxes are ticked.

TASK 2 Audit your workstation

Work in pairs. One sits as usual; the other measures and ticks. Then swap. (The long side of an A4 sheet is 29.7 cm.)

Element	Good practice	Before	After
Screen distance	At least 40 cm from the eyes (about an arm's length)		
Screen height	Top edge at or slightly below eye level: you never look up		
Screen position	Straight in front of you, sideways to the windows: no reflections		
Back	Against the backrest		
Arms	Forearms resting on the table, wrists straight		
Legs and feet	Knees about level with the hips, feet flat on the floor		

Write ✓ or × in Before. Change one thing, then fill After. What did you change?

The 20-20-20 rule: every _____ minutes, look at something _____ feet (about _____ m) away for _____ seconds.

DONE WHEN both of you have a Before and an After column and you have done the 20 seconds once.

TASK 3 What do you do?

Groups of three. Write the action in a few words.

A A friend's laptop case is bulging and the touchpad has lifted.

B A rack server of 28 kg has to go from the floor to the table.

C A power cable crosses the classroom floor; its cover is cracked.

D You have an old phone charger and you are not buying anything new. Where does it go?

E Smoke and a small flame come out of a PC that is switched on.

F Your family gives away an old computer that still has your photos on it.

DONE WHEN six actions, and your group can name the rule behind at least four.

EXIT TICKET One answer per question. Alone, no notes.

1. You are going to change a RAM stick in a desktop PC. What comes first?

- ☐ A. Open the power supply to check that it is off
- ☐ B. Shut it down and unplug the power cable
- ☐ C. Put it in sleep mode so the RAM is not in use
- ☐ D. Shut it down and leave it plugged in

2. Why can you damage a chip without feeling any spark?

- ☐ A. Sparks only hurt chips that are switched on
- ☐ B. Modern chips are immune to static
- ☐ C. Only visible sparks cause damage
- ☐ D. Chips are damaged far below what you can feel

3. Which screen position follows the guidelines?

- ☐ A. 40 cm or more away, top edge at or just below eye level
- ☐ B. 20 cm away, so small text is easy to read
- ☐ C. Above eye level, so you keep your head up
- ☐ D. Facing a window, for natural light on the screen

4. A laptop battery is swollen. What do you do?

- ☐ A. Press the case flat so it fits again
- ☐ B. Keep charging it, but only at night
- ☐ C. Stop using it and take it to a collection point
- ☐ D. Puncture it to let the gas out