



UNIVERSITY EXAMINATIONS

2016/2017 ACADEMIC YEAR

REGULAR EXAMINATION

FOR THE DEGREE OF
BACHELOR OF EDUCATION
IN
TECHNOLOGY EDUCATION

COURSE CODE:

TED 401

COURSE TITLE:

WORKSHOP AND
LABORATORY PLANNING,
ORGANIZATION AND
MANAGEMENT

DATE: 9TH DECEMBER, 2016

TIME: 9.00 AM - 12.00 NOON

INSTRUCTIONS TO CANDIDATES

- SEE INSIDE

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TED 401: WORKSHOP AND LABORATORY PLANNING, ORGANIZATION AND MANAGEMENT

ANSWER ANY FOUR QUESTIONS

ALL QUESTIONS CARRY EQUAL MARKS

1. a) Identify and explain FOUR important safety factors that should be addressed when planning a workshop.

b) Explain key components essential for starting and sustaining a fire

c) Explain FOUR classifications of fires that could occur in a workshop. For each indicate the class of fire extinguishers recommended and the reasons for that choice.

(20 Marks)

2. It is desired to purchase training materials for several practical classes to be carried out during the year. Describe in a logical sequence the detailed procedure for determining what materials shall be needed as well the steps in the procurement process, identifying the documents necessary.

(20 Marks)

3. a) Explain how each of the following health hazards could occur in a workshop environment:

i) Chemical hazards

ii) Physical hazards

iii) Biological hazards.

b) Describe the functions of a teacher as a workshop

i) Manager

ii) Supervisor

iii) Instructor

c) Explain FOUR issues to be considered when planning, organizing and managing multiple activity sessions in a workshop or laboratory.

(20 Marks)

4. Sketch a simple layout of a workshop or laboratory in your area of specialization and show how key equipment, tools and machinery would be located to ensure smooth flow of traffic and adequate safety.

(20 Marks)

5. a) Explain the rationale used when arranging equipment, machines and tools in the workshop.

b) Describe three storage methods used in workshops, pointing out their unique advantages.

c) Describe how proper tool storage promotes safety in the workshop.

(20 Marks)

6. a) Explain the importance of First Aid in a workshop

b) Identify any FIVE situations that would require First Aid intervention in a workshop and in each situation describe what proper action would be taken.

(20 Marks)