

# Workshop Rules EN16-1-68

***Workshop safety is everyone's responsibility, the following rules have been put in place to ensure the safety of all students and staff. Please read the safety rules carefully before entering the workshop.***

1. Students feeling unwell that may affect workplace safety, must report these conditions to the workshop staff.
2. No food or drink in the workshop.
3. Wear the correct protective equipment for the tools you are using – ask if in doubt.
4. Before using any chemical, check with workshop staff.
5. Notify workshop staff immediately of any faulty or broken equipment.
6. Check with workshop staff on how to use the tools safely.
7. Ensure your work piece is securely fixed before work commences.
8. Keep electrical wires and tools off the floor.
9. Keep clear of any person operating tools and machinery (bumping an operator or get tangled in the lead could cause serious injury to you or the operator)
10. Do not talk to anyone or using mobile phone while operating electrical equipment and machinery.
11. Keep your work area tidy.
12. Clean up any spills immediately.
13. Do not allow any machine to run unattended.
14. Never attempt to stop any rotating spindle of any machine with your hands.
15. Stop machine completely, before making any measurement or adjustment.