

**Safety Awareness Form**

EN16 – 1 – 68 Workshop

Operating hours: (Mon - Fri) : 0900 – 1200, 1300 – 1700 (excluding PH)

Lunch hour: 1200 – 1300 (Closed)

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(name)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(admission number)*

have read and understood the **Workshop Rules** for this workshop, EN16-1-68.

Signature / Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***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.***

**Workshop Rules**

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.

**Ensure your safety in the workshop**

**When entering workshop**

Sign in at the entrance.

Pick up PPE you need and inform workshop staff that you are going to work in the workshop.

**When exiting the workshop**

Check that any tools you have been using have been put away in the appropriate spots, cleaned up your work area and notify the workshop staff before you leave this workshop. **Sign out at the exit.**

**Clothing, footwear and PPE**

1. Safety glasses and hearing protection - these items can be found at the entrance of this workshop, return them after use.
2. Students that wear glasses should be aware these are not safety glasses, they are only impact resistant and may shatter, safety glasses must be worn.
3. Skirts, Bermudas, three-quarter pants, scarf & sleeveless top are not allowed
4. All loose clothing (eg shirts hanging out) must be tucked in.
5. Closed toe shoe must be worn in the workshop. Do not enter under any circumstances without this footwear, there are no exceptions to this rule.
6. Long hair has to be tied up.
7. Remove rings and loose jewellery before operating machinery they can be a hazard.

**Behaviour**

Fooling around and practical jokes in the workshop will not be tolerated. These students will be told to leave.

**First Aid**

All accidents, cuts and abrasions must be reported before leaving the workshop. If an accident does happen, no matter how small, it must be reported to the workshop staff immediately.

**Fires or other emergencies**

Think before reacting to any emergency in the workshop, ensure you are reacting safely before you assist in an emergency. Do not attempt to fight any fire unless you have been trained to do so.

**Machinery usage**

When students are operating machinery all other students are to stay clear and not to talk to the operator. If you feel uneasy or unsafe operating any tools or machinery in the workshop, inform the workshop staff and help will be provided.

**Laser Machine**

Laser machine in this workshop may be used by students or staff as long as they has attended the safety training conducted by Makerspace+. Status can be checked using the below link.

<https://www.tlaunchpad.com/MS/ENGquery.php>

***Students/non workshop staff are not permitted in the office of the workshop.***

***If tools are required, ask the workshop staff for assistance.***