

When you are working in the workshops;

Please obey all warning notices

Plan your work before doing any thing

Make sure there is enough light

Wear appropriate clothing

- Tie up or cover long hair in a cap or hairnet
- no Sandals, thongs, slippers, open-toe shoes
- no rings, bracelets, watches, necklaces, ties, scarves or loose ornaments

Use personal protective equipment such as google and dust mask

Focus on what you are doing

Avoid distractions

Carry only a few things at a time

Don't carry sharp tools in your pockets

Warn others if you are going to make a noise

Please keep the walkways clean

Switch machines off if they are not being used

Clean up after yourself

Put things back in their proper place

Arc-welding, soldering, metal cutting/burning can only be done in workshop 102

Auto body filler, fibreglass resin with hardeners, Organic solvents such as paints, varnishes, acetone and thinners can only be used in workshop 110 or open air outside the workshop

Safety in Using Hand Tools

Always use the right tool for the job.

Make sure you have enough clear space around you to use a tool safely.

Always wear safety goggles when using hammers, chisels, gouges to protect against bits flying off.

Safety in Using Power Tools

Before using any power tool check that it is in good condition.

Don't connect a power tool to the electrical supply without first making sure the switch is OFF.

Turn off power tools when not in use

Focus on what you are doing while using a power tool.

Don't adjust or replace blades, cutters, or sandpaper on power tools without first disconnecting the cord from the electrical supply.

Don't wear loose clothing or jewellery that could get caught in the power tool's rotating parts.

Always wear safety goggles and breathing protection when using a power tool.

Safety in Using Stationary Machinery

Do not use any power machines until you have been trained.

Never work alone

Don't start any machine without knowing how to stop it in an emergency.

If a machine isn't working properly or does things you don't expect, report this to the workshop supervisor straight away.

Don't try to force a machine to do more than it is capable of.

Don't go away and leave a machine running.

Focus on what you are doing while you operate a machine.

Don't adjust machinery while it is operating: switch off first!

Keep the work areas and the area surrounding stationary machinery clean.

Don't try to clean a machine or take away rubbish while it is still moving.

Don't wear loose clothing, jewelry, or other accessories.

Always wear safety goggles and breathing protection when using a machine.

When you are using sanding machines please keep hands away from abrasive surfaces