PROcedures

Title: PROCEDURES – WORKSHOP FACILITIES

Descriptors: 1) 2) 3) 4)

Category: OS&H

1. Title
   Procedures – Workshop Facilities

2. Purpose
   ACCESS TO WORKSHOP FACILITIES

   1. These procedures must be followed when using Faculty Workshop facilities. Some advice is also presented for the setup of workshops to allow safe operating procedures.

   2. Workshops are defined as those areas within the Faculty in which metalworking, woodworking, painting activities, electrical/electronic construction and repair, etc. are performed.

   3. Wherever practicable, the above activities should be performed in a designated Workshop Area, which is separate from normal laboratory facilities. Workshop activities are generally incompatible with usual laboratory activities.

3. Organisational Scope
   These procedures are for all staff, students and others who are permitted access to Faculty workshop facilities.

4. Statement
   Staff and students will only be granted access to Workshop Facilities if they can demonstrate adequate knowledge and experience in the operations of equipment and processes or they have received adequate instruction/training may use Workshop facilities. As outlined in the University’s OS&H Policy, the immediate supervisor of staff members or students is responsible for ensuring that staff members or students concerned have received adequate instruction/training or have demonstrated adequate knowledge/experience before allowing them to access or use Faculty Workshop facilities.
Undergraduate Students will not generally be given access to Faculty Workshop facilities. Access will only be granted on the recommendation of the Unit Co-ordinator, and the authorisation of the Head of School. Undergraduate students must receive extensive training and instruction, and must receive direct supervision while using Workshop facilities. Students must complete the form “Application to perform undergraduate project work” and have the form completed and signed by their supervisor or lecturer.

5. Content

PERSONAL PROTECTIVE EQUIPMENT

1. All personnel (including visitors and observers) must wear the appropriate protective equipment, and implement work practices that eliminate any hazards or, if this is not feasible, greatly reduce the possibility of injury due to a hazard.

2. It is stressed that the use of Personal Protective Equipment is a last resort in achieving safe working conditions. An understanding of work environment and of the safe work practices required is necessary before choosing or resorting to PPE. Consult the Faculty procedures and University policies on Personal Protective Equipment.

3. Eye protection must be worn in all workshop areas if work is being carried out. Suitable eye protection includes safety glasses (or over glasses) or a full-face visor. Staff should ensure that they use the correct form of eye protection for the task they are performing.

4. Fully enclosed footwear must be worn by all personnel (including visitors and observers) using or entering Workshop facilities.

WORKSHOP SAFETY FACILITIES AND PROCEDURES

The following safety facilities, equipment and procedures shall be provided:

1. First aid kits must be readily available.

2. A safety noticeboard must be placed in the workshop, preferably near the entrance/exit door. This safety noticeboard should contain the following information:
   - Emergency evacuation procedures.
   - Emergency contact names and phone numbers; e.g. qualified first aid officer, fire warden, medical suite, nearest hospital, etc.
   - Location of the nearest First Aid Kit.
   - Protective clothing and equipment that MUST be worn in the workshop.
   - All relevant University and Faculty safety documentation.
   - Relevant operating procedures for equipment within the Workshop.

3. Relevant operating instructions, inspection and maintenance reports for each item of equipment should be placed adjacent or attached to the equipment.

4. Adequate ventilation for the type of work being performed must be provided in all Workshops and Workshop Areas. This is especially applicable where dust, other particle fragments or solder fumes are generated.

5. Soldering and de-soldering equipment must be fitted with appropriate fume extractors.

6. Workshops that have electromechanical tools (e.g. saws, drills, lathes, grinders, etc.) are required to have the following additional safety equipment and procedures:
   - All belt driven machinery must have guards in place when in use.
   - All personnel working in the area must wear appropriate footwear.
• All visitors or observers must wear appropriate personal protective equipment (e.g. safety
glasses, ear muffs, etc.) if work is being carried out.
• Visitors and observers must not interfere in the operations being performed.

7. Workshops where soldering, painting or spray painting are performed they are required to have the
following additional safety equipment and procedures:
• Adequate ventilation to remove all fumes or
• Appropriate respirators (see Faculty Policy on Personal Protective Equipment).

HOUSEKEEPING

1. The Workshop shall be kept neat and tidy. Good housekeeping can significantly reduce the risk of an
accident and injury.
2. Staff and students are responsible for cleaning up their own mess after they have finished using the
Workshop.
3. Staff are responsible for ensuring that students under their supervision can and do clean up their
mess at the completion of each Workshop session.
4. Failure to maintain a clean and tidy Workshop will result in exclusion from these facilities.

INSPECTION AND MAINTENANCE

1. All workshop equipment will be inspected regularly. The period between inspections is detailed in the
Faculty Policy on Safety Inspections.
2. An annual summary of inspection and maintenance reports will be prepared by the Workshop
Supervisor, a copy of which will be sent to the Faculty Safety Committee.

EXCLUSION FROM WORKSHOP AREAS

Staff and students who consistently fail to adhere to the relevant safety guidelines and operating
procedures will be excluded from accessing Faculty Workshop facilities.

RELATED POLICIES AND DOCUMENTS

Staff using Faculty Workshops should be familiar with the following documents:
1. Faculty procedure on Housekeeping
2. Faculty procedure on Personal Protective Equipment
3. Faculty procedure on the Use of Power Tools
4. Faculty procedure on Safety Inspections
5. ECU policy on Safety Inspections
6. ECU Emergency Evacuation Procedures

6. References

7. Contact Information

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