

S34 – Workshop Safety Rules H&SWS02

The following rules have been compiled to outline what is expected when working in a workshop environment:

1. Clothing

- Wear overalls in the workshops. They should have close-fitting cuffs, no loose belts, be in good repair, and be worn buttoned or zipped up. Synthetic fibre materials should not be used.
 - Remove ties, scarves, rings, watches, bracelets, necklaces, etc., that are loose and could possibly get caught in machinery.
 - Wear safety shoes or strong leather type shoes in the workshop. Canvas shoes, sandals and other flimsy footwear provide no protection against injury and are not permitted.
 - Wear the special protective clothing, such as aprons, leggings, gloves, goggles, and boots provided in particular areas of the workshop such as Welding and Gas Cutting.
 - Wear eye protection both when operating a machine or process that produces flying particles, and when passing through an area where such things are happening.
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2. Skin care

- Wear disposable gloves and/or barrier cream when handling potentially hazardous or dirty materials.
 - Be sure to wash thoroughly when you have finished.
 - Use the special-purpose hand cleansing creams provided. These materials are all available on request from your workshop supervisor.
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3. Guards

- It is illegal, as well as dangerous, to operate an inadequately guarded machine. Ensure that all guards, safety switches, etc., are correctly fitted and operational on any machine or piece of equipment, before you operate it. Ask if you are not sure.
 - Report defective or missing guards and do not operate the machine until repairs have been undertaken.
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4. General workshop behaviour

- Always behave in a responsible manner. Pranks and horseplay can go wrong and cause an injury or worse.
- **Walk!** If you run in a workshop you may trip and fall on something, possibly causing an injury.
- Make sure that there is someone else present when working in a workshop. Do not work on your own; there will be no one to help you if you sustain an injury.



5. Machine tools

- Before starting, familiarise yourself with the method of quickly stopping the machine that you are controlling.
 - Ask for assistance if you are at all unsure how to control the machine.
 - Always give your full concentration to the job when operating a machine.
 - Stop the machine if you have to pause to talk to someone.
 - Stop the machine if you have to leave it unattended, even if it is only for a few seconds or a few metres distance.
 - Always wear eye protection when operating a machine.
 - Make sure that any machine you operate is in good order, properly adjusted and lubricated. If it appears to you not to be so, report it to your supervisor and do not operate the machine.
 - Stop the machine and isolate it electrically before cleaning it. Remove machinings with a brush, stick or other suitable implement. Never use your bare hands.
 - Do not press buttons, turn handles or move levers on any machine, other than the one you are operating.
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6. Electrical apparatus

- Visually inspect electrical apparatus, particularly portable tools and the like, before use. If in any doubt do not use it.
 - Report any electrical defects to your supervisor.
 - Unless authorised you are not allowed to work on the electrical components of any machinery.
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7. Bench work and hand tools

- Keep the floor area around the bench clear.
- Always ensure that files have properly fitted handles of correct size. If you do not, the tang may pierce your hand.
- Do not use tools which appear to be damaged.
- Use a copper, hide or lead hammer or a soft drift, if you need to strike hard objects or machined surfaces. Hard-faced hammers on hardened surfaces could produce dangerous flying fragments.
- Use spanners of the correct size when tightening or slackening nuts and bolts. Ill fitting spanners may fly off and injure you, as well as damaging the nut or bolt.



8. Lifting heavy objects

Reducing the Risks

- Use personal protective equipment such as gloves, gauntlets and aprons, but only where these do not add to the other risks from machinery, such as entanglement.
- Store articles correctly so that they can be retrieved easily.
- Minimize handling.
- Use lifting or carrying aids where possible and seek assistance from others.

How to Lift Safely

- Heavy, repetitive and awkward lifting must be assessed.
- Always plan a lift.
- Use appropriate handling aids or more than one person if necessary.
- Remove obstructions, e.g. discarded wrapping materials, and check for insecure packing.
- For a long lift, such as floor to shoulder height, consider resting the load mid-way on a table or bench in order to change grip.
- Adopt a good posture. Position the feet to provide a stable base. Try to keep the arms within the boundary formed by the legs. Check you have a good grip and keep the load as close as possible to the trunk for as long as possible.
- Lift smoothly and do not twist the trunk when turning to the side.

9. Hazardous substances

- Always use and treat toxic substances in the manner specified by the manufacturer.
- Most substances, such as oils, greases, liquids, powders, and gases, are toxic (poisonous) if improperly used.
- If you are not sure ask.
- See that ventilation equipment is operating properly.
- Wear a mask or other protective clothing as appropriate.

10. Fire prevention

- Smoking is not permitted in workshops.
- Familiarise yourself with the location of fire-fighting equipment, emergency exits and procedure in the event of fire, for the area in which you are working.
- Ensure that you do not block the access to fire doors or other exits.
- Keep gangways and floor areas clear so that there is no additional hazard to people escaping from a fire.



11. First aid

- Make sure that you know how and where to contact the emergency services from the place where you are working. Your knowledge of this could save a life, perhaps yours.
- Report all accidents, however small to your supervisor, who will either deal with it himself using the nearest first aid box, or make arrangements for the matter to be dealt with by an appropriate person.
- Be sure that persons who are in need of or receiving first aid are not left on their own; make sure someone stays with them to reassure them until suitably qualified staff take over.
- All accidents must be recorded on the appropriate form.

