

S34 – Toolbox Talk

Workshop Safety – General Rules

The major aspects that must be considered when working in workshops are:

- Wearing the correct clothing and PPE
- Looking after your skin
- Correctly guarding machinery
- General workshop behaviour
- Using machine tools
- Using electrical equipment
- Using hand tools
- Manual handling
- Using hazardous substances
- Fire safety
- First aid, and
- Housekeeping.

Clothing

- As a minimum, wear overalls and steel toe-capped boots in workshops. Other PPE will be recommended by the task specific risk assessment
- Remove ties, scarves and jewellery.

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.

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.



General workshop behaviour

- Always behave in a responsible manner; pranks and horseplay can go wrong and cause an injury or worse
 - Always walk
 - Make sure that there is always someone else present when you are working.
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Machine tools

- Before starting, familiarise yourself with the method of quickly stopping the machine that you are operating
 - 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 either pause to talk to someone or leave it unattended
 - Always wear eye protection when operating a machine
 - Stop the machine and isolate it electrically before cleaning it.
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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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Bench work and hand tools

- Always ensure that files have properly fitted handles of correct size. 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
 - Use spanners of the correct size when tightening or slackening nuts and bolts.
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Manual handling

- Only attempt manual handling activities if you have been appropriately trained
- Use personal protective equipment such as gloves, gauntlets and aprons
- Use lifting or carrying aids where possible and seek assistance from others.



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
- Wear a mask or other protective clothing as appropriate.

Fire prevention

- Smoking is not permitted in workshops
- Familiarise yourself with the location of fire-fighting equipment and emergency exits
- Keep gangways, fire doors or other exits clear.

First aid

- Make sure that you know how and where to contact the emergency services from the place where you are working
- Report all accidents however small to your supervisor
- Be sure that persons who are in need of, or receiving, first aid are not left on their own
- All accidents must be recorded.

Housekeeping

- Tidy your work area before, during and after use
- Do not start any maintenance activity until the housekeeping conditions are acceptable.

Training register

Date

Name of attendee

Signature

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