

Workshop Safety Induction



THE UNIVERSITY
OF ADELAIDE
AUSTRALIA

School of Electrical &
Electronic Engineering

Welcome to the Workshop.

Safety in the mechanical working environment is of paramount importance. To maintain our high standard of safety, all persons undertaking work in the workshop are required to undergo a personal skill assessment. Students who have electromechanical type projects are encouraged to undertake some if not all of the hardware manufacture themselves. The level to which this is possible depends on the technical aptitude of the student. Staff will refresh the student's knowledge of the equipment and its safe uses but are not obliged to train a student with no experience.

Dress requirements:

- Closed toe shoes only. No thongs or sandals.
- Close fitting clothing. No Halter neck tops or singlets are permitted
- Long hair is to be tied back and tucked inside the shirt collar.
- Loose jewellery is to be removed.

Authorised Assessors:

Resident staff of the workshop facility.

Tool Levels.

- Level 1- Hand tools only (includes battery drills and soldering irons.)
- Level 2 - Sheet metal tools, including the Guillotine and Pan Brake Folder.
- Level 3 - Drill press, Band saw and MIG welder.

A student may achieve all or only part of a level. A sound appreciation of hand tool safety and use must be demonstrated before level two or three can be applied for.

The questionnaire attached must be completed and submitted to the Workshop Supervisor after the induction process. The technical assessment can then begin. A member of the technical staff will be assigned to this task. Once the assessment has been completed, a card will be issued verifying the student's Tool Level and details. This card must be produced upon request. The Workshop Supervisor will be informed if a card is not produced.

Immediate expulsion and indefinite loss of privilege will result from:

1. Disregard of Workshop Safety rules and protocol.
2. Unauthorised use of equipment.
3. Disrespectful behaviour towards staff.

Lathes, Mills, or portable plug in power tools such as the circular saw, grinders or router are **not** generally for student use. A high technical competency level must be demonstrated or trade qualifications must be presented for approval. Specific and Specialised Safety training **must** be obtained before authorization can be issued.

After hours work is not permitted.

Ian Linke

Workshop Supervisor

Workshop Safety Induction Questionnaire

This document is to be completed after the student has undergone a formal induction into the workshop by an authorised person.

Name: _____

Project Supervisor: _____

Project Title: _____

Inducted by: _____

Tool Level: _____

Questions

Please answer all the questions.

1. *From where is First Aid available?*

2. *Where will Safety Glasses be found in the workshops?*

3. *What do you do if Safety Glasses are not where they should be?*

4. *What do you do if the evacuation alarm sounds?*

5. *Where is the Evacuation Assembly area?*

6. *What is the workshop policy on using machines and the consumption of alcohol?*

7. *What is the after hours work policy?*

8. *To whom should you report defective equipment or unsafe machinery?*

9. *Under what circumstances are you allowed to be working in the Workshop alone?*

10. *What is the workshop policy on cleanliness and replacement of tools?*

11. *Name three things that will exclude you from the use of the Workshop.*

1. -----

2. -----

3. -----

Workshop Safety Induction Procedure
Disclaimer
Student Copy



School of Electrical &
Electronic Engineering

I the undersigned have been inducted into the Workshop according to the provided procedure and will abide by the rules of its operation.

Student Name:

Student Signature:

Assessor:

Workshop Supervisor: ... Ian Linke

Signature:

Date: / /

Workshop Safety Induction Procedure
Disclaimer
Staff Copy



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Electronic Engineering

I the undersigned have been inducted into the Workshop according to the provided procedure and will abide by the rules of its operation.

Student Name:

Student Signature:

Assessor:

Workshop Supervisor: ... Ian Linke

Signature:

Date: / /