



WORKSHOP SAFETY

INDIAN INSTITUTE OF TECHNOLOGY
ROORKEE



SAFETY IN THE WORKSHOP

Safety is everyone's responsibility, while working in Workshop the following rules have been put in place to ensure the safety of all students and staff:

Workshop Rules:

- Student affected by drugs or alcohol are not permitted in the workshop
- Students with any health problems that may affect workplace safety (e.g. medication, epileptic fits) must report these conditions to the workshop staff
- Notify the workshop staff of your arrival
- No food or drink in the workshop
- Wear the correct protective equipment for the tools you are using – ask if in doubt
- All chemicals (e.g. glues and paints) must be checked through Chemwatch and with workshop staff before use
- Immediately notify the workshop supervisor of any faulty or broken equipment
- Ask how to use the tools safely
- Make sure your work piece is fixed securely before work commences
- Keep leads up off the floor
- Keep clear of any person operating tools and machinery (bumping an operator or get tangled in the lead could cause serious injury to you or the operator)
- Do not talk to anyone operating electrical equipment and machinery
- Keep your work area tidy
- Clean up any spills immediately
- Wash hands after using equipment and materials

Ensure your safety in the workshop:

• **When entering workshop**

Pick up your hearing and eye protectors and immediately report to the workshop supervisor.

- **When exiting the workshop**

Check that any tools you have been using have been put away in the appropriate spots, cleaned up your work area and notify the workshop staff.

- **Clothing & footwear**

- Safety glasses and hearing protection - every person entering the workshop must collect these items from just inside the door. They must be worn at all times.
- Students that wear glasses should be aware these are not safety glasses, they are only impact resistant and may shatter, safety glasses must be worn.
- All loose clothing (eg shirts hanging out) must be tucked in.
- Safety boots or enclosed shoes must be worn in the workshop. Do not enter under any circumstances without this footwear, there are no exceptions to this rule.
- Long hair has to be tied up including fringes.
- Remove rings and loose jewellery before operating machinery they can be a hazard.

- **Behaviour**

fooling around and practical jokes in the workshop will not be tolerated. These students will be told to leave.

- **First Aid**

All accidents, cuts and abrasions must be reported before leaving the workshop. If an accident does happen, no matter how small, it must be reported to the workshop staff and an Accident Report Form filled out. Filling out this form is imperative for any future complications resulting from an accident.

- **Fires or other emergencies**

Think before reacting to any emergency in the workshop, ensure you are reacting safely before you assist in an emergency. Do not attempt to fight any fire unless you have been trained to do so.

- **Machinery usage**

When students are operating machinery all other students are to stay clear and not to talk to the operator. If you feel uneasy or unsafe operating any tools or machinery in the workshop, inform the workshop supervisor and help will be provided.