

Workshop

Tidiness and Safety

Important requirements before entering

1. Only enter workshops and machine rooms under the supervision of the instructor.
2. Wear appropriate, close-fitting clothing.
3. Tie back long hair.
4. Be aware of escape routes and firefighting facilities and keep them clear at all times.
5. Only work with machines after receiving instructions from the instructor.

Before you start work ...

1. Create a safe workspace with freedom of movement at a workstation or machine.
2. Ensure tools and equipment are in proper working order.
3. Tell the instructor immediately if you find any damaged tools, defects or other hazards.
4. Read and follow all work instructions. If there is anything you don't understand, ask the instructor before you start working.
5. Securely clamp materials and workpieces before you start working with them.
6. Use designated protective gear for hazardous jobs
7. (e.g. protective goggles, earmuffs).



When you've finished working...

1. Clean tools and equipment.
2. Tidy up workstations: use a suitable vacuum cleaner for large amounts of wood dust, and pick up any residual material that has fallen on the ground.
3. Store tools, equipment and materials in designated locations.
4. Store work clothing and wash hands.
5. Ventilate the room.

