

General Workshops

Overview

UWS owns and operates a number of workshops eg engineering, arts, gardening etc. These workshops contain a variety of hazards such as mechanical equipment, hazardous substances, oils and lubricants, acetylene and machinery.

Any person carrying out tasks in a workshop must be trained not only in the use of the equipment therein but also the ancillary hazards that are intrinsic to the working environment eg noise, dust, fumes, trip hazards, heavy lifting, sharp edges etc.

In some cases the people will need to have special certificates of competency and/or specialised training to operate industrial equipment such as forklifts and cranes, abrasive blasting apparatus, spray painting etc.

Critical Point Summary

- Follow the [UWS Workshop Safety Guidelines](#)
- Never operate any equipment unless you have been trained or hold the appropriate certificate of competency
- Do not wear jewellery or loose fitting clothing while working in a workshop as it may get caught up on moving parts
- Do not attempt to make any adjustments while any part of a machine is moving
- Isolate equipment from electrical and/or motive power before carrying out non routine adjustments
- When equipment is taken out of service for maintenance or repairs the machine must be isolated from electrical and/or motive power, cleaned, locked off and tagged
- Always wear the necessary PPE eg eye protection, hearing protection, overalls, steel capped safety boots etc while in the workshop
- Do not tamper with, remove or modify safety guards
- Do not distract people who are using machinery
- If, while using machinery or equipment it sounds faulty, does not start normally or is not operating normally shut it down and call for assistance
- Maintain high housekeeping standards
- Persons found to be ignoring safety rules should be asked to follow the rules or leave the workshop - if the person refuses contact the appropriate supervisor, manager or OH&S Unit
- Hazardous substances must be stored, handled and disposed of appropriately
- Follow the