

School of Engineering
University of Glasgow
Mechanical Workshop
Rms.301/201
Rankine Building

Mechanical Workshop (Rm.201,301), Level 2 and 3
Rankine Building, 79-85 Oakfield Ave.

CODE OF PRACTICE

The adoption and practice of good safety procedures is of paramount importance both for the health of fellow workers and for the integrity of the fabric of the Mechanical Workshop areas.

Emergency telephone number is **4444**

CO2 and powder Fire Extinguishers on workshop walls.

First Aid kit (in Workshop level 3)

Eye Wash kit (sink in Workshop level 2)

Safety Glasses and other PPE (kept in w/shop stores)

Emergency exits (Signs directing to nearest fire exits)

Emergency Isolation buttons are positioned on the walls around the workshop areas.

Workshop Unit Manager: Denis Kearns

- 1) Only qualified engineers will be allowed to operate the machine tools and ancillary equipment in the workshop. Exceptions to this would only be in the case of training on the equipment and on provision of evidence of relevant qualifications from Non-School personnel. Denis Kearns or his appointed representative would approve any users. CNC machines can only be used by engineers who have received suitable training under the authority of Denis Kearns or his representative.
- 2) **No-one** may use the workshop and its equipment on their own, another qualified engineer or suitable person must be present.

- 3) Everyday clothing should normally be covered while working in the workshop so Personal Protection Equipment (PPE) (dust coats/overalls, safety specs, safety footwear, ear defender and hair-nets) are provided and must be worn when operating machinery and carrying out tasks around the workshop as necessary. Loose clothing and jewellery should be removed, and long hair tied back as appropriate.
- 4) Specialist equipment and PPE is provided for use with the welding equipment and other hot-working processes. These processes will be carried out in designated 'Welding Area' within level 3 workshop area or Formula Student workshop where extraction and relevant eye protection is provided. Users in this area must ensure the safety and protection of others in the local vicinity. There is a fire extinguisher and extraction system in this location.
- 5) Visitors to the workshop areas **must** remain on walkways marked on the floor. Safety glasses and other relevant PPE are available.
- 6) **All walkways** will be kept free of blockages as far as possible depending on activities within the workshop.
- 7) **All sheet material** will be stored in a safe manner on the vertical racks provided. All bar material will be stored on wall-mounted racking provided in a safe manner. Heavy stock material will be stored on the floor and restrained from rolling or falling. Compressed gas cylinders will always be attached to suitable rack or trolley. Transportation of gas cylinders is carried out using appropriate trolleys.
- 8) All workshop users are responsible for good housekeeping. Workshop users should replace tools and equipment immediately after use and remove swarf, filings and other debris from machine-beds, workbenches and the floor as soon as possible. Tools should not be left on machine-beds while the machine is running. The floor should be kept clear of obstructions, and all spillages must be cleaned up immediately. Metal waste bins are provided and should be used. A separate locker room is available for personal items such as coats and bags etc.
- 9) Portable extractors should be used when generating excessive dust, fumes and or cuttings. should be fitted with the correct filters for each process. Appropriate masks should be worn when creating dust or fumes.
- 10) A separate Risk Assessment is available which covers normal workshop activities. A separate RA should be produced when the need arises to do something extraordinary and/or new/unfamiliar materials, chemicals, solvents etc are being used.

(Feb. 2016)