

UGRacing Formula Student Garage Workshop Induction

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Workshop Induction

1. Routine Access
 - a. Use of yellow marked walk-ways
 - b. Potential hazards in workshop
 - c. Sign in book
 - d. 0900 – 1700 core hours, out of hours access 1700 - 0000
 - e. Access to tunnel
 - f. Ensure workshop door is locked and outside door is locked
 - g. Access to workshop technicians
2. Emergency Procedures
 - a. Fire doors leading outside
 - b. Fire extinguisher location
 - c. Sink for burns, hygiene, etc.
3. Protective equipment available
 - a. Gloves
 - b. Goggles
 - c. Overalls
 - d. Ear protection
 - e. Welding masks
4. Tool use
 - a. Tidyness, put tools away
 - b. General overview of "green" tools
 - i. Cutting away from self
 - ii. Correct hammer use
 - iii. Care with files
 - iv. Soldering iron use
 1. Ventilation
 2. Burns
 3. Safety glasses

- v. Use of pillar drill
 1. Use of safety glasses
 2. Guard
 3. Correct fitting of drill bits
 4. Safety clothing (no jewellery, etc.)
 - vi. Use of handheld power drill and dremel
 1. Demonstration of correct procedure
 2. Safety glasses
 3. Fitting bits correctly
 - vii. Use of spray paint
 1. Ventilation / Respiratory protection
5. Location of and hazards relating to harmful materials
- a. Solvents
 - b. Petrol
 - c. Brake fluid

List of training points for each tool

Saw – eye protection, ensure material is secure, proper technique (hand position)

Knife – hand protection, cut away from self

Hammer – demonstrate correct technique

Handheld power drill – eye protection, hand protection, cable routing, correct technique

Files – eye protection, correct technique

Soldering iron – good ventilation, demonstrate hot tip, risk of burns

Vice – demonstrate correct technique

Snips – demonstrate correct technique

Dremel – hand protection, demonstrate correct technique

Air sander – hand protection, demonstrate correct technique

Spray paint – good ventilation, explain correct technique

Pillar drill – eye protection, explain use of guards, location of emergency stop switch, correct technique

Angle grinder – eye protection, hand protection explain correct technique, emergency stop switch

Bench grinder – **eye protection, hand protection**, explain correct technique, emergency stop switch

MIG / TIG welders – **eye protection, hand protection, face protection**, give overview of tool, explain emergency stop

Belt sander - **eye protection, hand protection**, give overview of tool, explain emergency stop

Handheld power saw - **eye protection, hand protection**, cable routing, give overview of tool, explain emergency stop

Bench chop saw - **eye protection, hand protection**, give overview of tool, explain emergency stop

Crane - give overview of tool

Mechanical workshop tools – give overview of tools

Lift accessing tunnels – give overview of lift, correct procedures