

What are the hazards and how might they harm?



Trip injuries as a result of obstructions or trailing cables



Breathing difficulty from exposure to wood shavings or dust



Electric shock from faulty equipment



Hearing damage from exposure to noise



Bruising, cuts, amputation, impact injuries etc. as a result of incorrect use of equipment

What PPE should the individual wear?



Safety shoes must be worn at all times. In addition, you must wear PPE depending on the task and/or equipment being used.

General workshop duties

Safety Task Card STCBG 02

Unit Managers – use page overleaf to list any hazards and control measures specific to your site which are not listed below

Safe System of Work

1. Access to the workshop is limited to authorised and trained staff.
2. You must wear reinforced toe cap safety shoes and overalls when working in the workshop.
3. Always remain aware of your surroundings and others using the workshop.
4. Follow the PPE requirements on the safety task card for any equipment being used and on the task card for any chemical being used.
5. All woodwork and joinery activities should be carried out within the workshop.
6. Mechanical extraction should be used for any work which is likely to produce dust.
7. The workshop must be kept clean and tidy at all times.
8. Naked flames are not permitted.
9. Only use approved tools and equipment, and ensure that you have been trained for any equipment you use.
10. Do not allow cables to trail across walkways or doorways.
11. All equipment must be isolated from the electrical supply, cleaned and stored in its designated storage area after use.
12. Chemicals must be stored in a locked cupboard when not in use.
13. Use appropriate tools when cleaning the workshop. Always wear goggles and use a dustpan and brush or a suitable mechanical cleaning tool when cleaning up potential sharps, such as swarf.
14. Ensure waste materials are disposed of following the site procedures.
15. Familiarise yourself with the location of the first aid kit and fire extinguishers.

If you have any concerns, stop and speak with your line manager before proceeding.

