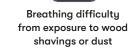




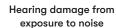
Trip injuries as a result of obstructions or





trailing cables

Electric shock from faulty equipment





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

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.





## **General workshop duties continued**

List any additional hazards or risks you have identified and control measures required to manage these.