

Mechanical Workshop

General Instructions

- ❖ Always keep the workshop and environs clean and tidy.
- ❖ Ensure adequate lighting in the workshop.
- ❖ Confirm the presence of fully equipped first aid box in workshop.
- ❖ Confirm the presence and accessibility of functional fire-fighting equipment in workshop.
- ❖ Ensure that the workshop is equipped with smoke detectors.
- ❖ Carefully study the workshop environment and identify all marks and symbols of hazards, emergency exits safe walk ways and emergency electric button/circuit breakers.
- ❖ Ensure that all emergency equipment and route are free from obstruction.
- ❖ Do not smoke within the workshop environment.
- ❖ Do not allow the environment of the workshop to be littered with oil spills, water droplets, rags and dust.
- ❖ Do not hang or lay any object that can cover emergency signs and exits in the workshop.
- ❖ Do not run cables across emergency exits of the workshop.
- ❖ Do not run electrical cables and wires close to heat source, oils spill and sharp edges.
- ❖ Avoid storing food or any eatable things inside the workshop.

Mechanical Workshop

Mental and Physical Acuity

Do's

- ✓ Dress properly for adequate physical protection.
- ✓ Use a leather apron, leather gloves and thumb guide when the need arises.
- ✓ Always put on protective glasses or goggles for eye protection.
- ✓ Use earplugs or muff when carrying out hot work.
- ✓ Always put on dust mask to get protection against saw dust and microscopic particles.
- ✓ Wear protective helmets/hard hats and safety boots when entering the workshop.
- ✓ Put on welding jackets and face shield when carrying out welding job.

Don'ts

- × Do not put on loose cloths when entering the workshop.
- × Do not wear jewellery when working in the workshop.
- × Do not put on rings when working in the workshop.
- × Do not keep a loose hair when working in the workshop.
- × Do not put on metallic watches or key chains when working in the workshop.
- × Do not put on metallic hard hats and bumps when carrying out electric related work.
- × Do not wear bracelets while working in a workshop.

Operations/Work Habits

Do's

- ✓ Be gentle and systematic in handling hand and machine tools.
- ✓ Cultivate the habit of checking to see that everything in a machine is in order before turning it on.
- ✓ Always examine potential risk as well as safety guide lines attached to any machine before attempting to operate it.
- ✓ Always stop a machine before cleaning it or taking measurement from a workpiece.
- ✓ Always ensure that all machine guards are put in position before operating

Don'ts

- ✗ Avoid horse play or any form of reckless behaviour in the workshop.
- ✗ Do not operate a machine you don't have much knowledge about it or how to stop it on emergency.
- ✗ Do not lubricate a machine while it is running.
- ✗ Do not manage unsafe working tool or operate a faulty machine tool.
- ✗ Do not work alone in the workshop.