

# STUDENT WORK HEALTH AND SAFETY INDUCTION

ATEC - Adelaide Training and Employment Centre Inc is committed to promoting and protecting the health, safety and welfare of its employees, students and visitors. (Refer Work Health and Safety Policy SUP-POL-004).

The following is intended as an induction to the rules implemented by ATEC to ensure the health, safety and welfare of all people using the centres facilities.

## 1. FIRST AID

First aid treatment should be obtained for all injuries. Minor injuries can become infected and result in considerable inconvenience.

Personal cleanliness is an important safeguard against infection.

If you are present when another person sustains injury keep calm and use common sense. Safeguard your own safety and that of others then notify a trainer/first aid officer.

In the event a near miss incident occurs report it to your trainer immediately.

## 2. WORKSHOP HYGIENE

Students are required to maintain a high standard of workshop hygiene. To facilitate this, a fifteen-minute period is allowed at the end of each training session. During this time students must clean up their work areas and return any tools and equipment to the appropriate storage place. The trainer will conduct a site inspection to ensure this procedure is followed.

## 3. MANUAL HANDLING

All students shall be instructed in correct manual handling techniques prior to performing any lifting tasks.

Do not attempt to lift beyond your capacity, test the objects weight and if in any doubt consult with your trainer who will advise if mechanical lifting equipment is necessary.

## 4. CLEANING COMPOUNDS

Before using any cleaning compound check the MSDS and manufacturers instructions for any adverse properties and correct conditions of usage.

## 5. GENERAL

- a) Students with long hair must ensure it is securely fixed and confined close to the head to eliminate any risk of entanglement.
- b) Students should avoid wearing rings, watches and other jewellery when operating machines.
- c) The carrying of **butane lighters is forbidden** in all ATEC Workshops.
- d) It is the student's responsibility to use the safety equipment provided before beginning any activity where the wearing of this equipment is prescribed or deemed to be desirable.

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## 6. FOOTWEAR

All students must wear approved safety footwear (in good condition) to meet the Australian Standard 2210:1994 with grade 1 or 2 toecaps. Safety shoes must be worn in all workshops including classrooms.

Students wearing unacceptable footwear will be refused admission to the facilities.

Visitors are requested to wear covered shoes and remain within the designated walkways at all times.

## 7. EYE PROTECTION

***The following eye protection policy is mandatory and must be observed by staff, students and visitors within the workshop areas when the shops are in operation.***

Students must wear eye protection to meet Australian Standard 1337:1997 when moving through or in workshops. The eyewear must have clear lenses with a light transmission of no less than 80%.

Eye protection must be worn when working, operating machinery and welding. The safety eyewear may vary according to the operation being performed but must meet the above Australian Standards.

Eyewear guide:

- **Mechanical workshop** - clear safety glasses at all times
- **Electrical workshop** - clear safety glasses at all times
- **Construction workshop** - clear safety glasses at all times
- **Fabrication workshop** – clear safety glasses at all times
- **Arc welding** – lift front welding helmet fitted with appropriate protective filter to meet Australian Standard 1338:1992
- **Gas welding and Thermal cutting** – gas-welding goggles fitted with filters of shade number four (4) or five (5). Goggles to be flip up type and fitted with clear protective secondary lenses.

When changing from arc and/or gas welding safety eyewear to normal workshop safety eyewear every effort should be taken to maintain eye safety.

- **Grinding Machines** – Full-face visors worn over the top of normal safety glasses are the preferred eye protection when grinding.

## 8. PROTECTIVE CLOTHING

### 8.1 WELDING OPERATIONS

- **Clothing**

Molten metal and sparks are synonymous with welding and thermal cutting operations therefore students must wear Australian Standard approved (ASL26 to L30) industrial type clothing of cotton/drill or cotton/denim fabric. The clothing must adequately cover arms and legs. Cotton/polyester or similar flammable fabrics must not be worn. Frayed clothing is particularly susceptible to ignition and burning and should not be worn when welding and cutting. Woollen or cotton socks should be worn.

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- **Gloves**

All welders and thermal cutters shall wear protective leather gloves complying with Australian Standard 2161:

- **Welding Jackets**

Leather or other flame resistant welding jackets shall be worn when welding or cutting in the vertical or overhead positions.

- **Aprons**

Leather aprons shall be worn to give added protection against sparks and radiant heat when necessary.

- **Noise**

Some cutting and grinding operations may result in high noise levels. Observe the safety signs and wear ear protection in the form of individually fitted earmuffs or suitable earplugs.

- **Respiratory Protective Equipment**

ATEC has built in extraction system in ducted to all welding booths. The system is designed to extract all airborne contaminants. If however, a trainee find the remaining contaminants are uncomfortable for them, the trainer will supply personal respiratory equipment. Where a trainer deems it necessary for students to wear respiratory protective equipment then it is the responsibility of the student to comply with the request. All respiratory equipment supplied by the training centre conforms to AS 1716.

## 8.2 CARPENTRY WOODWORK WORKSHOP

- **Eye Protection**

Protective eyewear must be worn at all times

- **Noise**

Due to high noise levels generated when machining wood hearing protection must be worn at all times.

- **Protective Respiratory Equipment**

Fixed woodwork machines are fitted with an extract system, this must be operational before any machining is undertaken.

Before hand power tools are used to machine any type of timber the trainer must inform students whether protective respiratory equipment must be worn.

- **Gloves**

Gloves must be worn when students handle any toxic glue or other harmful substances. Trainer will advise the student on the appropriate type of protective gloves to be used.

## 9. **CONFINED SPACES**

**Working in confined spaces must be done in accordance with AS2865**

No student must enter a confined space unless:

- A permit has been issued in accordance with the relevant code number

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- Testing of atmosphere and materials have been inspected and tested top determine toxicity and flammability levels
- Pre-entry safety checks have been performed
- Adequate ventilation and fume equipment is in place
- Precautions are taken to eliminate any possibility of an electrical hazard from welding, cutting or use of power tools (refer AS 1674 part B)
- Means of rapid access and egress from the confined space is provided
- An observer is positioned at confined space entry at all times during operations.

### **10. WELDING OR CUTTING**

**Welding or cutting operations in or on containers must be carried out according to AS1470**

No student will weld or cut in or on a container unless:

- A hot permit has been issued for work on or in the container
- Cleaning procedures have been carried out in accordance with AS 1674 part 1 Appendix B
- The atmosphere and materials present have been inspected and tested to determine toxicity and flammability levels
- Fire precautions are taken in accordance with AS1674 part 1