

**1. FOOTWEAR**

All students are required to wear appropriate footwear when attending training at ATEC premises, in accordance with the following:

Workshop/Classroom training:

Approved Safety footwear (in good condition) to meet the Australian Standard 2210 with grade 1 or 2 toe caps.

Classroom only training:

Closed in shoes. (When moving through the workshop, the students are required stay within the designated walkways.)

**2. CLOTHING**

Personal Protective Equipment (clothing) is defined as Combination Overalls or trousers and sleeved shirts. **Tank tops (singlets) or shorts\* are not permitted in any area of the Training Centre. \*Note: Approved shorts CAN be worn by Construction Trainers and construction students within the Construction Training Workshop areas only from 1st November to 28/29<sup>th</sup> February and outside these dates, on days of extreme temperature heat. Note:** A Risk Assessment may require trousers to be worn for specific modules.

Combination overalls or trousers and sleeved shirts (in good condition) must be worn in all workshops, consideration must be given to:

- Choose either summer weight (natural woven fabrics e.g. cotton to assist in the evaporation of sweat) or winter weight fabric as appropriate.
- Long sleeves are required for some prescribed tasks.
- Ensure that the "fit" allows for physical freedom of movement either when worn over existing clothing or after removal of some existing clothing.
- Overalls are to be worn correctly and the top is not to be tied at the waist.
- Approved work issue uniforms may be worn instead of overalls – Please check with Training Staff.

**Weather Protection** Where outdoor tasks are a part of the training, ATEC has sunscreen available, students are required to provide their own sun hats.

**3. EYE PROTECTION**

All students **must** wear eye protection to meet Australian Standard 1337 when training within, moving through or located in workshops during training hours.

Glasses must have clear lenses when operating workshop machinery/equipment (light transmission of not less than 80%). Students are required to supply their own safety glasses (**No sun glasses – dark lensed safety glasses may be worn when working outside only**).

Appropriate shields must be used when welding.

**4. EAR PROTECTION**

Although the Training Centre does not require the mandatory wearing of ear protection in all workshop areas, it is recommended that students do have ear protection to meet Australian Standard 1269 – 1983 available to wear if the need arises or where indicated by PPE safety signage.

It is recommended that students working in the fabrication sections wear hearing protection.

**5. WELDING PROTECTION**

All students must wear when welding, a long sleeved shirt or long sleeved overalls, a pair of gas welding goggles, an arc welding helmet, (with lenses to meet Australian Standard 1338) and a pair of suitable gloves.

**NOTE:** For Students wearing prescribed contact lenses, it is advisable to use hard lenses eye glasses when welding as contact lenses may absorb the ultra-violet and infrared radiation source, altering the water balance of the contact lenses and foreign bodies in the eye may cause irritation.

**6. HAIR CONSTRAINT**

Long hair must be suitably restrained. Students must supply their own restraint.

**7. MOBILE PHONES AND OTHER ICT DEVICES**

Personal Communication and Telecommunication (ICT) equipment (including all mobile phones, IPODs, hand held computer devices, blackberry/blueberry telephones etc) are to be switched off during training and only be used in scheduled breaks, unless otherwise approved by your Trainer (for example in emergency situations) in which case the mobile telephone is to be set to silent. These devices are to be secured and not operated near machinery.

**8. COMPLIANCE WITH THIS POLICY**

All students are required to wear the relevant safety items in this policy and adhere to all relevant PPE signage.

- 1) Non-compliant Apprentice/Trainee students will be returned to work and required to make up the missed attendance at a future time, this action will be recorded on the individual's student file. The student's employer must be notified and advised of the reason of the return to work.
- 2) Secondary school students and other adult students who do not conform will be instructed to return to their school or be denied access.

ATEC staff are responsible for enforcing this Policy.

**ALL VISITORS MUST WEAR SAFETY GLASSES AND STAY WITHIN THE MARKED YELLOW SAFETY LINES.**