**Mechanical Workshop Safety Regulations**

No machine may be used or work undertaken unless the technician-in-charge is satisfied that the person is capable of doing safety. If equipment is fitted with guards these must be used. Equipment should never be used if the safety guards have been removed.

Personal Protective Equipment (PPE) is provided and must be used where necessary. Lab, coats, safety glasses/goggles are to be used as the work dictates. When working with machine tools or other equipment with rotating spindles, jewellery, loose clothes etc are prohibited and long hair must be tied back.

No hazardous substance to health can be used before a COSHH risk assessment is undertaken.

No person shall mount any abrasive wheel unless they have been trained in accordance with the Abrasive wheel Regulations 1970. Grinding machines shall only be operated by technical staff and eye protection must be worn.

Do not carry loads such that the weight may be dangerous or vision obscured. Refer to [manual handling](http://www.exeter.ac.uk/staff/wellbeing/safety/hspoliciesandguidance/manualhandling/)

Report any defective equipment to the technician-in-charge

The gangway through the workshop must be kept clear. Any oil spillage, grease etc. must be cleaned up immediately. Storage of bags, cases and coats must be out of the way, so that they do not obstruct access or egress nor present a trip hazard.

Equipment must be cleaned after use. Any materials, tools or equipment used must be tidied away.

All tools, precision measuring equipment etc. must be replaced in their respective cabinets after use.

All gas cylinders- changing over, replacing should be carried out by trained technicians.

* All accidents/incidents/occupational ill health must be reported by the [Accident/near miss report form](http://www.exeter.ac.uk/media/universityofexeter/humanresources/documents/healthsafety/Accident-near_miss_form.doc)

In the event of fire, act in accordance with the fire notice displayed throughout the building, leave the building immediately and proceed to the assembly point.

Location of the nearest first aid staff: Keith Smith, Mechanical Workshop