

# ~ FABRICATION ~



## OPERATING INSTRUCTIONS



### INTRODUCING

*the*



# WOOD CENTRE H&S



#### Access Levels

- Level 1 – Student Use **AFTER** Induction
- Level 2 – Student Use **WITH** Supervision
- Level 3 – Student Use **WITH** Counter-Signed **PASSPORT** of Supervisor or Instructor

Area dedicated to wood fabrication (students with a medical condition, disability or illness, reducing their capacity to move or leave the area quickly in an emergency, can discuss their admittance, in strict confidence, with their instructor)

#### What to do on entering the area

- **CHECK** it is safe to do so as wood working processes are in operation and have priority of space and equipment in use
- **NEVER** interrupt anyone whilst they are involved in a project – including setting-up, design & calculations – machine and hand tool operation – wait until the person you wish to speak to acknowledges your presence and is free to enter into discussion – if the need to obtain a person's attention is for emergency or safety reasons then please do it in a way that is safe to you and the person you need to talk with.

#### How to Use PPE - Personal Protective Equipment

- PPE is available in the area – ask for assistance if unsure
- Suitable workcoat (provided)
- Eye protection – generally marked to BS/EN166 (provided)
- Dust mask (temporary or fixed) rated to FFP1/FFP2 (provided)
- Stout footwear
- Ear defenders (if adjoining process, including LEV) or plugs (provided)
- Hair tied back, no loose accessories

### What to do before use

- **MAKE SURE** area is available for use (Open access)
- **RECEIVE AN INDUCTION** into the area and use of machinery/equipment
- **INFORM** a member of staff before starting work
- **KNOW** where **EMERGENCY STOPS** are
- **KNOW** where **FIRE EXITS** and **FIRE POINTS** are
- **VISUALLY CHECK** PPE and equipment related to the area you are working in and **REPORT ANY** damage/faults to a member of the technical staff
- **KNOW** and familiarise this Health and Safety Checklist

### How to use area

- **No EATING** or **DRINKING**
- **No RUNNING**
- **MUSIC HEAD PHONES** must **NOT** be worn
- Know where **EMERGENCY STOPS** are
- Know where **EMERGENCY EXITS** are
- Know where **FIRE BLANKETS** are
- **ALWAYS** use the correct PPE for your application
- **READ ADVICE LABELS** of chemicals and store correctly in the chemical cupboard
- Only use equipment **AFTER RECEIVING TRAINING** from a member of staff
- **REPORT ANY FAULTS** to a member of staff
- **TIDY UP** all mess after you have finished, using appropriate waste bins, where provided
- **PUT AWAY** all tools that you have used **REGARDLESS** of whether you got them out or not
- **BEWARE** of hot surfaces
- **DO NOT** block gangways or fire exits
- **WORK WITH** fellow peers and **COMMUNICATE WITH** one another about what you are doing
- **PLEASE INFORM** those around you if you are setting up a process that could include:
  - **Taking up floor or bench space**
  - **Using power tools**
  - **Sanding**
  - **Any tool process that could encroach into someone else's work space**
  - **Do your best to eliminate all potential risk in the development of your project**

- **RETURN ALL equipment to the correct place and leave in a TIDY CONDITION**
- **Students MUST NOT bring in their own chemical compounds or materials UNLESS they have been cleared as 'safe' for storage within the existing storage cabinets and an appropriate Data File on the material is held by the department**

### **Fire Safety**

- **Familiarise yourself with all fire exits**
- **Familiarise yourself with all fire alarm points**
- **In the event of a laser cutting fire, lift the lid and hit the red emergency stop button**
- **Raise the alarm**
- **Do not tackle a fire that is out of hand**
- **Do not use fire extinguishers unless trained or absolutely necessary**
- **Evacuate the building using the closest fire exits**
- **Do not alter your route in order to collect belongings**
- **Encourage others to leave and guide visitors**
- **Assist those with sensory/mobility impairment**
- **Close doors behind you**
- **Move a safe distance away from any building**
- **Stay out until told it is safe to re-enter**

### **Other**

- **Please notify a member of staff if you are experiencing other medical concerns, ie asthma, eczema, pregnancy, back problems**

**I verify that I have read and understood the information detailed within this document**

**Date**

**Name**

**Signature**