WORKSHOP PRACTICE – SAFETY MODULE

Induction Program No 1: School of Visual and Performing Arts

‘INTRODUCTION TO SAFE WORKSHOP PRACTICE’ – WOOD

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Location: Wood Workshop, Building 21 Room 271

Rationale: As part of the School’s ‘Risk Management’ program, all teaching facilities that are operated by the School of Visual & Performing Arts have been classified under High:Medium:Low Risk for the purpose of determining the criteria for student use

The Wood Workshop, Building 021: Room 271: HIGH RISK

Requirements:

- All powered operations performed in this facility must be conducted under ‘supervision’ with all supervisors having completed an ‘Induction and Training’ program for this facility (Introduction to Safe Workshop practice – Wood)

- All machinery and general power must be isolated to this facility (activate main ON/OFF key switch) at the conclusion of any workshop session and during any period of ‘non supervision’

- All staff and students must wear appropriate protective equipment whilst working with any power tools or machinery in this workshop
  - Eye Protection – goggles provided
  - Hearing Protection – ear muffs provided
  - Suitable clothing (no loose or dangling items): responsibility of individual
  - Workshop style apron recommended
  - Footwear (suitable covered shoes): responsibility of individual
  - Dust Masks – used on sanding operations as distinct from the workshop extraction: responsibility of individual
  - Long Hair – tied back: responsibility of individual

- The Power Key for this facility is a ‘Restricted Key’ and must be obtained from the SVPA School Office (signed: IN/OUT to staff or postgraduate students only)

- The Equipment Store Room (cage) is also obtained from the SVPA School Office (signed: IN/OUT – issued on a needs only basis)

- All appropriate Standard Operating Procedures are read and understood before any operations are commenced in this facility
• **Standard Operating Procedures (machinery and power tools)** applicable to this workshop
    o VA13 – Location: Wood Workshop Bld 21 rm 271
    o VA10 – Operating a Vertical Drill Press
    o VA11 – Operating a Band Saw
    o VA12 – Use of Compressed air
    o VA14 – Operating a Circular Cut Off Saw
    o VA15 – Operating a Circular Rip Saw
    o VA16 – Operating a Linisher/Sanding Machine
    o VA17 – Operate a panel Planer *(restricted)*
    o VA18 – Operating a Portable Mitre Saw
    o VA19 – Operating a Wood Lathe *(restricted)*
    o VA9 – Operating a Portable Circular Saw *(restricted – as required)*
    o VA8 – Operating a Jig Saw

• The **Induction Program No.1** ‘Introduction to Safe Working Practice’ – Wood must be completed, before any general access is permitted in this facility

• All students and staff, whom complete the induction program, will be recorded on the SVPA’s database as being eligible to use this facility under the appropriate SOP (VA13 – Location: Wood Workshop Bld 21 rm 271)

• A special provision is made for any **postgraduate students** that have completed the induction program, and require and require access to this facility to undertake appropriate ‘project work’. These students whilst working in this facility will not be responsible for the ‘supervision’ of other students

• A **Workshop Practice – ‘Introduction to Safe Workshop Practice – Wood’ checklist sheet** with student details and a list of equipment that students have received safe operational procedures on, will be recorded by the School as part of its ongoing risk management program

• General Access to this facility for non-powered operations is permitted, and access can be gained via teaching and technical staff.

• These conditions of usage are not definite and will be reviewed at regular intervals. Failure to comply with these conditions may lead to action taken under the General Student Misconduct Rule.