Faculty of Architecture, Landscape & Visual Arts

Student Workshop Safety and Health Operating Rules Manual

Version 1.4

Document History

<table>
<thead>
<tr>
<th>Version</th>
<th>Comment</th>
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<tbody>
<tr>
<td>1.5</td>
<td>Created by Jim Duggin 23/02/2011, Updated J Duggin 8/09/2014</td>
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08 September 2014
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1. **Introduction**

The ALVA Student Workshop Safety and Health Operating Rules Manual supplements the main ALVA Safety and Health Manual.

The ALVA Workshops contain many potential hazards. However with proper control these hazards can be minimised or eliminated.

This manual is intended to outline the basic Workshop safety requirements, rules and operating procedures.

2. **Access**

Students, staff and visitors can access the ALVA Workshop facilities on completion of the ALVA Safety Induction (online) and the ALVA Workshop Induction (in house)

See Attachment A, ALVA Safety and Health Induction Acknowledgement Form.

Students are not permitted to bring visitors into any ALVA Workshop areas.

3. **Workshop Personnel**

<table>
<thead>
<tr>
<th>Senior Technician</th>
<th>Graeme Warburton</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Extension 1551 or mobile 0410 451 295</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:Graeme.warburton@uwa.edu.au">Graeme.warburton@uwa.edu.au</a></td>
</tr>
<tr>
<td>Technician</td>
<td>Jim Duggin</td>
</tr>
<tr>
<td></td>
<td>Extension 3720 or mobile 0417185721</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:James.duggin@uwa.edu.au">James.duggin@uwa.edu.au</a></td>
</tr>
</tbody>
</table>

4. **Workshop Opening Hours**

<table>
<thead>
<tr>
<th>Normal workshop hours</th>
<th>Monday to Friday 9.00am to 4.45pm</th>
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<tbody>
<tr>
<td>Normal semester periods</td>
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<table>
<thead>
<tr>
<th>Extended hours (End of semester)</th>
<th>TBA.</th>
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<tbody>
<tr>
<td>WORKSHOP CLOSED</td>
<td>AFTER HOURS (5pm-9.00AM)</td>
</tr>
<tr>
<td></td>
<td>ALL PUBLIC HOLIDAYS</td>
</tr>
<tr>
<td></td>
<td>ALL WEEKENDS</td>
</tr>
<tr>
<td>MODEL FINISHING WORKSHOP</td>
<td>OPEN 24 HRS</td>
</tr>
<tr>
<td>WORKSHOP COURTYARD</td>
<td>OPEN 24 HRS</td>
</tr>
<tr>
<td>LASER PRINTER 3D PRINTER</td>
<td>OPEN 9.15AM – 4.30PM</td>
</tr>
<tr>
<td>MATERIALS STORE</td>
<td>OPEN 9.00 AM – 4.45PM (closed for lunch 12.30pm – 1.30pm)</td>
</tr>
</tbody>
</table>
5. Emergency Contact information

<table>
<thead>
<tr>
<th>CONTACT</th>
<th>PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>UWA Emergency for Fire Brigade, Ambulance, Police</td>
<td>6488 2222</td>
</tr>
<tr>
<td></td>
<td>(24 hrs.)</td>
</tr>
<tr>
<td>UWA Security</td>
<td>6488 3020</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PHONE</th>
<th>NAME</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>6488 2590</td>
<td>Gina Evangelista</td>
<td>Gnd. Floor G.07 ALVA</td>
</tr>
<tr>
<td>6488 1551</td>
<td>Graeme Warburton</td>
<td>Student Workshop ALVA</td>
</tr>
<tr>
<td>6488 3721</td>
<td>Jim Duggin</td>
<td>Student Workshop Resource room</td>
</tr>
<tr>
<td>6488 3714</td>
<td>Linda clarke</td>
<td></td>
</tr>
<tr>
<td>6488 3721</td>
<td>Jim Duggin</td>
<td>Student workshop ALVA</td>
</tr>
<tr>
<td>6488 1551</td>
<td>Graeme Warburton</td>
<td>Student Workshop ALVA</td>
</tr>
</tbody>
</table>

- Front Office anteroom (room G.08 – portable first aid box).
- On the ground floor in the corridor outside the Laser room (room G.15).
- Inside the Student Workshop next to the personnel door (room G.25).
- On the first floor, opposite the lifts.
- Fourth floor, outside the Computer Technician’s Office (room 4.07).

Defibrillator location  
On the ground floor, just inside main entrance at the western end of the building 681.

Evacuation Assembly  
North side of building on grassed area.
Area

| Exit routes from the building. | • Rear gate next to workshop on south side of the building. |
| Model finishing room Workshop courtyard Student workshop | • Rear door of the workshop |

Organisational Chart, ALVA Safety and Health Officers/ Fire Wardens

6. Safety Rules and ALVA Workshop Procedures

The workshop areas referred to above include.

- The main Student Workshop and Machine Shop,
- The Model Finishing Workshop,
- The Student Workshop Courtyard,
- The concreted and grassed area at the rear of the Student Workshop,
- When being used for work, the courtyard next to the Cullity Gallery/ Resource Room.
- Or any area adjacent to the Alva building where work by students or staff is being carried out.

Minimum PPE for entry into the ALVA workshops is the wearing of approved (AS 1337.1) safety glasses and fully enclosed footwear (see example below) such as safety shoes/boots. Fully enclosed footwear covers the entire foot to at least the ankle (lower Tibia) with no part of the upper foot visible. Individuals are to supply their own footwear.

Fully enclosed footwear example

1. Follow all directions from the ALVA Workshop Technicians.

2. Do not use any workshop plant unless you are competent to use that plant and have been instructed in its use. Do not use any plant before reading and familiarising yourself with the instruction manual and Standard Operating Procedures for that machine. Every machine has its Standard Operating Procedures located behind each machine.
3. Do not use any paint, solvent, oil, chemical, acid or glue before reading and familiarising yourself with the material safety data sheet (MSD sheet) for that product. MSD sheets are located in front of the workshop office.

4. **Never** adopt a casual attitude in an ALVA Workshop area and always be conscious of the potential risks and hazards.

5. Tools must be signed out before removing them from an ALVA Workshop area. Sign out book is located under the clock in front of the Technicians office.

6. When borrowing tools or equipment do not take them from bench tops as somebody may be using them. Only take tools from the shadow boards (located just inside the personnel access door to the ALVA Student Workshop). Ensure tools are cleaned and returned to the shadow board when finished. Report damaged tools to a Workshop Technician.

7. Lost tools will be replaced/paid for by the borrower.

8. Do not consume food in any ALVA Workshop area.

9. Do not paint models directly on bench tops. Use a cover sheet to protect the bench top from paint, varnish etc. Use the spray booth on the first floor for spray painting.

10. Keep all walkways, doors, emergency exits, electrical cupboards and all other areas lined in yellow, clear of materials, equipment and models. Do not work within, or on these lines.

11. The closest designated EMERGENCY EXIT for the ALVA Student Workshop courtyard is the Rear Gate of the courtyard.

12. Dust collector must be turned on when using machinery. Dust masks must be worn when sanding MDF timber. Mechanical sanding with portable sanders is to done the rear of the workshop.

13. When working with long objects or material, support the item at both ends.


15. Never forcibly stop a machine.

16. Students are not permitted to use any machine in the technician’s workshop rm .G.28 including the Robson Panel Saw, the Delta thicknesser or the green and orange coloured De-Walt Radial Arm Saw. Except with the permission of a Technician and having completed the advanced skills training course.
17. Welding and oxy/acetylene cutting
   Additional safety induction and training by a technician is required.
   Clear all combustible material from the area before welding.

18. At all times when welding, oxy cutting, plasma cutting or heating
    The following procedure is to be used.
    - Long sleeve shirts and trousers or a dust coat must be worn.
    - Machines must be turned off and cleaned when finished.
    - Oxy acetylene equipment must be turned off and put away when finished.
    - Welding leads, equipment and material returned to storage.
    - All waste to be disposed of and benches and floors cleaned.

19. Drugs, alcohol and machines do not mix.
    People affected by drugs and alcohol are not permitted in Studios or Workshops or any other area where work is being conducted.

20. The University of Western Australia is now a smoke free environment. Smoking is prohibited.

21. Do not leave materials on bench surfaces when not in attendance. Mark clearly with your name and contact number. Place on shelves provided.
7. ALVA Student Workshop Evacuation procedure

- If it is safe to do so, EXIT the Workshop via the rear workshop gate if it is open.
- Follow the path around the Education building if it is safe to do so.
- Safely make your way to the Northern grassed area (MARKED RED).
- Keep as far away from the buildings as possible.
- NEVER RE-ENTER A BUILDING WITHOUT INSTRUCTION FROM A FIRE WARDEN OR FIRE AND EMERGENCY PERSONEL.
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ALVA Safety and Health Induction Acknowledgement Form

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>Student Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discipline:</td>
<td>Year Level:</td>
</tr>
<tr>
<td>Contact Phone:</td>
<td>Induction Course Number:</td>
</tr>
<tr>
<td>Emergency Contact Name:</td>
<td>Emergency Contact Number:</td>
</tr>
</tbody>
</table>

**BRIEFLY OUTLINE YOUR CURRENT PRACTICAL SKILL LEVEL IN:**

Woodwork Training:

Metalwork Training:

Hand Tool Use:

Power Tool Use:

Machinery (use and type):

Welding (use and type):

I, [insert full name]

1. Have read and understood Faculty of Architecture, Landscape and Visual Arts Safety and Health Manual.
2. Have completed the online safety induction for the Faculty of Architecture, Landscape and Visual Arts.
4. Have received instruction, training and a practical demonstration on the safe operation of tools and machinery that are located throughout the ALVA workshop areas.

Staff/ student signature: ____________________________ Date: ____________

Technician/ trainer signature: ____________________________ Date: ____________