



Mechanical and Motor Vehicle Workshop - Safe Working Procedures

General Health and safety

1. All persons working in the mechanical and motor vehicle workshop must have been fully briefed in basic Health and Safety principles and signed to say they have read and understood the applicable CoSHH and risk assessment, for the work they are carrying out or equipment they are using.
2. Free access to the workshop areas is restricted to authorised personnel only and all approved visitors must remain within the designated walkways, unless accompanied and wearing the appropriate PPE.
3. No hazardous substance to health can be used before a CoSHH risk assessment is undertaken. All CoSHH and Risk Assessments are available on the IMS system which can be viewed in the Stores.
4. Students must not enter or work in the workshop without a tutor.
5. Machines, tools and equipment must be used in the correct manner and never left unattended at any time during operation.
6. Protective guarding must be used if fitted to a machine.

Personal Protective Equipment

1. Every-day clothing must be appropriately covered while working in the workshop and shorts are never permitted.
2. Safety shoes with steel toe caps must be worn at all times.
3. Protective clear safety goggles must be worn in designated "Eye Protection Areas" and ear protectors must be worn when required and in designated areas.
4. Long hair can easily be caught in moving machinery and must be secured by being tied back.
5. The wearing of rings, dangling jewellery (neck chains and earrings etc.) is very dangerous and must be removed before work commences.

Prohibited Behaviour

1. Smoking, eating and drinking in workshop areas is strictly prohibited at all times
2. The playing of music or the use of personal music equipment is prohibited at all times.
3. Fooling around, unruly behaviour or horseplay will not be tolerated at any time in the workshops.
4. Use of mobile phones in the workshops is strictly prohibited.
5. Driving in vehicles in workshop by anyone without a full driving licence.
6. Running of static vehicles without exhaust extraction attached.

Housekeeping

1. After immediate use during the day tools must be stored in the correct location and all tools issues from the stores must be returned to the stores at the end of each session.
2. After use machines must be cleared down and all swarf filings and other debris removed from machine beds, workbenches and the floor as soon as possible.
3. Contain and clean up any spillages immediately and ensure that all walk ways are kept dry and clear of any obstructions.
4. Faulty wiring, any worn or defective equipment, unsatisfactory storage arrangements and other circumstances likely to lead to an accident should be reported to one of the Workshop Technicians immediately and this will be entered on the CEME Helpdesk.
5. All waste must be disposed of at the end of each session and using the correct bins.
6. At the end of each day in the motor vehicle workshops, any unfitted parts must be stored neatly in the demise of the car bay alongside the vehicle and must never be left in walkways or encroaching on user's space.

Safety and Fire Precautions

1. All personal must take part in mock fire and security drills and must follow the clear direction of Marshalls in the event of an evacuation.
2. Before commencing any welding operations, make sure that an appropriate fire extinguisher is readily accessible. Only trained persons would use the extinguishers.
3. Most importantly, every person inside the workshop must know the contact number of ambulance and fire services 999.
4. If an accident should occur call for assistance immediately, as all accidents and near misses no matter how small, must be logged.

What you can expect from CEME Ltd

1. Appropriately trained cleaning staff will clean the common areas of the workshops at the close of each working day and remove all rubbish from the common parts to the waste collection point.
2. Workshop technicians will be available for the reporting of machine faults and to arrange or carry out repairs.
3. Machines will be periodically cleaned and correctly lubricated.
4. Lighting, heating and other building related services will be provided as required.
5. First aid boxes will be provided and kept stocked, including emergency eye wash. A qualified first aider will be on site at all times and is contactable on ex 45557.
6. The stores will be open between 8.15-12.00pm and 12.30pm-4.00pm.
7. Annual review of all workshop risk assessments will be undertaken.