

WORKSHOP SAFETY POLICY

1. FOOTWEAR

All students are required to wear approved safety footwear (in good condition) to meet the Australian Standard 2210 with grade 1 or 2 steel toe caps.

2. CLOTHING

Personal Protective Equipment (PPE) clothing is defined as combination overalls or long pants and sleeved shirts work wear. **Tank tops (singlets) or shorts* are not permitted in any workshop areas.**

Approved work wear shorts can be worn by Construction Trainers and Construction Students within the Construction Training Workshop and Classroom areas only.* **Note: A Risk Assessment may identify that long pants must be worn.

Combination overalls or trousers and sleeved shirts must be worn in all workshops, noting the following:

- Choose either summer weight (e.g. cotton) or winter weight fabric, as appropriate.
- Long sleeves are required for some prescribed tasks.
- Ensure that the “fit” allows for physical freedom of movement.
- Overalls are to be worn correctly, and the top is not to be tied at the waist.
- Approved work issue uniforms may be worn instead of overalls – Please check with Training Staff.
- **Engineering Clothing requirement:** No hooded garments or draw-string clothing permitted. Sleeves must be rolled up when operating rotating machinery.

Weather Protection Where outdoor tasks are a part of the training, students are required to provide their own sun hats. ATEC will provide sunscreen.

3. WELDING PROTECTION

When welding, all students must wear long pants, a long-sleeved shirt (not synthetic) or long-sleeved overalls, gas welding goggles, an arc welding helmet, (with lenses to meet Australian Standard 1338) and a pair of suitable gloves.

4. EYE PROTECTION

Anyone entering the workshop **must** wear eye protection to meet Australian Standard 1337, during training hours. Glasses must have clear lenses when operating workshop machinery/equipment. Students are required to supply their own safety glasses (**No sunglasses.** Dark lense safety glasses may **only** be worn when working outside).

5. EAR PROTECTION

The Training Centre does not require the mandatory wearing of ear protection in all workshop areas. However, students should have ear protection to meet Australian Standard 1269 available to wear if the need arises or where indicated by PPE safety signage. ATEC provides disposable hearing protection but encourages students to bring their own.

6. HAIR CONSTRAINT

Long hair must be suitably restrained at all times. Students must supply their own restraint.

7. FLAMMABLE OR IGNITION SOURCES

No one is to enter any workshop with any flammable liquids or ignition sources (e.g. cigarette lighters).

8. COMPLIANCE WITH THIS POLICY - ATEC staff are responsible for enforcing this Policy.

All students are required to wear the relevant safety items in this policy or as directed by their Trainer and adhere to all relevant PPE signage.

- 1) Non-compliant apprentices will be either asked to leave and return with the correct work/safety wear or return to work and required to make up the missed attendance. This action will be recorded on the individual's student file. The student's employer must be notified and advised of the reason for the return to work.
- 2) Secondary school students and other adult students who do not conform will be denied access. School students may be returned to their school.

CONTRACTORS must sign in at reception and adhere to appropriate PPE for tasks being performed.

VISITORS must sign in at reception and be escorted at all times. They must wear safety glasses / hi-vis vest/ fully enclosed shoes and stay on the green walkways.