

# WORKSHOP SAFETY POLICY



## 1. FOOTWEAR

All students are required to wear appropriate footwear when attending training at ATEC premises, in accordance with the following:

Workshop/Classroom training: 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 trousers 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. Note: Where a Risk Assessment identifies trouser need to be worn, this must apply.*

Combination overalls or trousers and sleeved shirts (in good clean condition) must be worn in all workshops, consideration must be given to:

- Choose either summer weight (natural woven fabrics e.g. cotton to assist in the evaporation of sweat) or winter weight fabric as appropriate.
- Long sleeves are required for some prescribed tasks.
- Ensure that the "fit" allows for physical freedom of movement either when worn over existing clothing or after removal of some existing clothing.
- 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.

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

## 3. EYE PROTECTION

Anyone entering the workshop **must** wear eye protection to meet Australian Standard 1337 when training within, moving through or located in all workshops during training hours. Glasses must have clear lenses when operating workshop machinery/equipment (light transmission of not less than 80%). Students are required to supply their own safety glasses **(No sun glasses – dark lensed safety glasses may be worn when working outside only).**

Appropriate shields must be used when welding.

## 4. EAR PROTECTION

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

## 5. WELDING PROTECTION

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

**NOTE:** For Students wearing prescribed contact lenses, it is advisable to use hard lenses eye glasses when welding as contact lenses may absorb the ultra-violet and infrared radiation source, altering the water balance of the contact lenses and foreign bodies in the eye may cause irritation.

## 6. HAIR CONSTRAINT

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

## 7. MOBILE PHONES AND OTHER ICT DEVICES

All mobile phones and other electronic devices (including, IPODs, I pads etc) are to be switched off during training and only be used in scheduled breaks, unless otherwise approved by your Trainer (emergency situations) in which the mobile telephone is to be set to silent. These devices are to be secured and not operated near machinery.

**No radio headphones or blue tooth ear plugs are to be worn or taken into any classrooms or workshops.**

## 8. FLAMMABLE OR IGNITION SOURCES

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

## 9. 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 Apprentice/Trainee students will be either asked to leave and return with the correct work/safety wear or returned to work and required to make up the missed attendance at a future time, this action will be recorded on the individual's student file. The student's employer must be notified and advised of the reason of the return to work.
- 2) Secondary school students and other adult students who do not conform will be instructed to return to their school or be denied access.

**CONTRACTORS ARE TO SIGN IN AT RECEPTION AND ADHERE TO APPROPRIATE PPE FOR TASKS BEING PERFORMED.  
ALL VISITORS MUST SIGN IN AT RECEPTION, WEAR SAFETY GLASSES / HI VIS VEST AS A MINIMUM AND STAY ON THE GREEN WALKWAYS.**