

SUBJECT	Mechanical and Motor Vehicle Workshop – Safe Working Procedures
RESPONSIBILITY	Chief Operating Officer
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LAST REVIEW	October 2022

Overview

CEME is committed to providing a safe working environment for all employees, students, customers and visitors. This document sets out CEME's policy on safe working procedures in the mechanical and motor vehicle workshop.

General Health and Safety

All persons working in the mechanical and motor vehicle workshops must have been fully briefed in basic Health and Safety principles and have signed to confirm that they have read and understood the applicable COSHH and risk assessment for the work they are carrying out or the equipment they are using.

Access to the workshop areas is restricted to authorised personnel only and all visitors must remain within the designated walkways unless accompanied and wearing the appropriate PPE.

No substance hazardous 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.

Students must not enter or work in the workshop without a tutor.

Machines, tools and equipment must be used in the correct manner and never left unattended at any time during their operation or use.

Protective guarding must be used if fitted to a machine.

Risk assessments relating to all workshop activities must be submitted to CEME for approval prior to commencement of the activity.

Personal Protective Equipment

The wearing of personal protective equipment (PPE) is mandatory within your work area as instructed by your tutor / lecturer following a risk assessment of the activities within your work area.

The wearing of relevant PPE is also mandatory where indicated by safety signage both within and outside your work area.

Appropriate work wear, affording adequate protection will be worn when working in the workshop – the wearing of shorts is prohibited.

With the exception of pedestrian traffic on the Green (safe route) walkways, safety shoes with steel toe caps must be worn at all times.

Protective, clear safety goggles must be worn in designated “Eye Protection Areas”

Appropriate ear protection must be worn in areas where the wearing of hearing protection is designated and where local rules apply.

Long hair can easily be caught in moving machinery and must be secured by being tied back.

The wearing of rings, dangling jewellery (neck chains and earrings etc.) is very dangerous and must be removed before work commences.

Prohibited Behaviour

- Smoking, eating and drinking in workshop areas is strictly prohibited at all times
- The playing of music or the use of personal music equipment is prohibited at all times
- Fooling around, unruly behaviour or horseplay will not be tolerated at any time in the workshops
- The driving of vehicles within the workshop by an unlicensed person
- The running of vehicle engines without the attachment of the exhaust extraction equipment.

Housekeeping

After immediate use, during the day, tools must be stored in the correct location and all tools issues from stores must be returned to the stores at the end of each session.

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.

Contain and clean up any spillages immediately and ensure that all walk-ways are kept dry and clear of any obstructions

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.

All waste must be disposed of at the end of each session, using the correct bins.

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 the walkways or encroaching on user's space

Safety and Fire Precautions

On hearing the fire alarm, all occupants must evacuate the building immediately, using the CEME fire evacuation procedure for the area and assemble at the assembly point for your area as indicated.

Before commencing any welding operations, make sure that an appropriate fire extinguisher is readily accessible. Only trained persons should use the fire extinguishers.

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

- 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.
- Enable the reporting of machine faults and to arrange and carry out repairs
- Machines will be periodically cleaned and correctly lubricated
- Lighting, heating and other building related services will be provided, as required
- First aid boxes will be provided and kept stocked including emergency eye wash
- The Stores will be open between 0815-1200hrs and 1230-1600hrs
- Annual review of all workshop risk assessments will be undertaken.