

DEPARTMENT OF MECHANICAL ENGINEERING.

MACHINE TOOL POLICY.

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Authorised By: C. Hansen.

This policy recognises that the health and safety of all staff and students, using machine tools within the Mechanical Engineering Department is the responsibility of the Head of Department. In fulfilling this responsibility, the Head of Department has a duty to provide and maintain, so far as is reasonably practicable, a working environment that is safe and without risk to health. The Head of Department through the workshop supervisor is responsible to ensure that the following requirements are satisfied:

- No person other than those specified in this policy are permitted to use the machine tools in the workshop. Those that are accredited to use them, may only do so when a member of the Department workshop staff is present.
- Only properly trained persons, who are assessed, inducted and accredited by the workshop supervisor, will be allowed general use of the machine tools in the workshop, without supervision.
- Post graduate students, and undergraduate students and non-workshop staff who have a job that only requires a simple one or two component operation, eg cutting or polishing samples, drilling holes or sawing lengths of metal, may by special arrangement with the Workshop Supervisor receive induction, training and accreditation to do that job under limited supervision.

This Policy also applies to the machine tools at Thebarton.