

DEPARTMENT OF MECHANICAL ENGINEERING.

ENGINEERING WORKSHOP.

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The engineering workshop is a shared faculty facility, currently occupied by staff from both Mechanical and Chemical Engineering, it is also used by staff from Civil and Electrical Engineering. Staff and students who require workshop assistance are asked to refer their requests to Ron Jager, or if he is not available, one of the other Mechanical staff members.

Access: The workshop is a limited access area, it must not be used as a thoroughfare from the lift area to the laboratories. Closed toe shoes must be worn when entering the workshop. Staff and post-graduate students may be given permission to carry out work in the work shop, 2nd year students may be allowed access to bench space to work on their design project at designated times. 4th year students may also be allowed to do project work. Permission must be obtained from a workshop staff member prior to any work being done, any instructions given by a staff member regarding safety or workshop use MUST be carried out, you may only work when a staff member is present.

Hours: The workshop is nominally open from 8.00am to 5.00 pm, but persons other than workshop staff are asked to leave by 4.45 to allow staff to check machines and lock up, the workshop is also closed between 10.30 to 11.00 and from 1.00 to 2.00.

Tools: There are a limited number of tool kits available for staff and student use, see Malcolm Bethune for these, portable electric tools and hand tools may be available on request to a staff member, but must be signed out and returned promptly. Access to the workshop store is to workshop staff only. When in the workshop you must not remove any tools or equipment from any toolbox, cupboard or drawer without first asking a staff member, as staff have personal tools and equipment for their own use. The machine tools in the workshop are generally restricted to use by the workshop staff only, refer to the Department policy on machine tools.