

Health & Safety in the 3D Workshop

First Aid and Health and safety information.

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Health & Safety Essential Info

In order to use the workshop you will need complete our online health and safety induction. When booking a workbench via the [ORB](#) you will be prompted to complete this induction and pass a quiz before allowing you to book. In this induction you will get an introduction to the 3D Workshop, what you can do here, and all the essential Health & Safety information.

If you would like a recap once you've attended download the [induction notes](#) and [induction slideshow](#).

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General Health & Safety in the Workshop

- No using machinery without one to one technical instruction first.
- All large machines use must be supervised by a technician.
- Do not distract someone when they are using a machine.
- Only workshop tools allowed in workshop.
- No headphones/earphones in the workshop
- No eating and drinking
- Hair must be tied back, sleeves rolled up and long jewelry tucked away when using machinery.

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First Aid



The **First Aid Box** is located on the sink in the wood workshop room WG34.

The **Eyewash Station** is located beside the sign-in computer in the bench room WG33.

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Emergency Evacuation Procedure

If you discover a fire

Activate the fire alarm at the nearest call-point located adjacent to all emergency exits.

If the alarm sounds

- Leave the building immediately by the nearest emergency exit
- DO NOT use the lifts
- DO NOT stop to collect personal belongings
- Evacuate the building by the shortest route to the assembly point at [St Mary's Churchyard](#) (see photo below) and await further instructions



- **DO NOT** re-enter the building until you are given the all clear

If the doors do not automatically open, please press the green call points to override the locks.

The weekly alarm test occurs every **Tuesday at 9:45am**.

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Health and Safety Induction

3D Workshop

Health and Safety Induction

Introduction



This induction will cover:

- The Workshop areas.
 - Coronavirus measures in the 3D workshop.
 - Health and Safety rules.
 - Chemicals used in the workshop.
 - Workshop based Personal Protection Equipment (PPE).
 - Contact details.
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Workshop Areas

The Workshop is broken up into 5 separate areas:

Bench Area

- Where workbenches for general building work can be booked through the ORB.

Laser Cutter Room

- Where files will be laser cut and vinyl cut after the machines are booked on the ORB.

Plastics Workshop

- Where plastic and foam can be heated, formed and shaped by students after a one to one induction and supervision.
- There is also a spray booth for any aerosol use.

Wood Workshop

- Where wood is machined to size and shape by staff and students, after a one to one induction and supervision.

3D Printing and Scanning

- Where files will be 3D printed after the machine is booked on the ORB.
 - 3D scanning can be booked via the ORB. Masks must be worn when scanning.
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Coronavirus measures in the 3D Workshop



Health and Safety in the workshop – Coronavirus Specific Rules

- Please continue to wear a face-coverings unless exempt. This is due to the close contact nature of the teaching and working within the 3D workshop.
 - Wash or sanitise your hands on entry to 3D Workshop
 - Try to stay at least 1m+ from others.
 - You will be assigned a workbench when working in the 3D Workshop.
 - Type II masks will be supplied if you are working in close proximity with another person for 15 minutes or more.
 - Follow social distancing measures, floor markings and traffic systems.
 - Sanitise your workbench before and after use - Hygiene stations are available throughout the workshop.
 - Technicians will issue tools and materials.
 - All tools, equipment and materials must be sanitised or quarantined after use. Technicians will advise which based on the item.
 - Wash or sanitize your hands regularly while in the 3D Workshop.
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Technician only



Pay attention to our Coronavirus specific signage which has been added to each machine and workspace.

Health and Safety in the 3D workshop

Fire Evacuation



There is Fire Alarm Test every Tuesday at 9:45 - You do not need to leave the building when this happens.

If the fire alarm sounds at any other time you must leave the building via the closest exit.

- Through the main 3D Workshop doors and turn left.
- Through the fire exit at the back of the 3D Print room.
- If in doubt, follow the technician on duty.

The Fire Evacuation Point is at St Mary's Churchyard (the park beside the Pret a Manger cafe).

- Do not gather in front of building – this blocks the road and becomes dangerous.
 - Evacuations generally take 30 minutes.
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First Aid

- The majority of the 3D workshop team are first aid trained.
- The front desk staff are also first aiders.

List of First Aiders



Found across campus.
Use this list to call a first
aider.

First Aid Box



At Sink in Wood
Workshop

Eyewash Station



In the Bench room

Health and Safety in the workshop – The Basic Rules

1. **Do not** use machinery without technical instruction and supervision.
 2. **Do not** talk to or distract someone when they are using a machine.
 3. **Do not** wear headphones/earphones in the workshop. You need to hear what's happening behind you.
 4. **No** eating and drinking in the workshop.
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Chemicals in the Workshop

Chemicals in the Workshop - COSHH



- Chemicals include - Spray Paint, Glue, Resin, Silicone, Spraymount, Paint and Cleaning products. The workshop has some of these available to students.
 - Every chemical used in the 3D workshop needs to be COSHH (Control of substances hazardous to health) assessed to ensure it is used in a safe way.
 - If you would like to use a new or unusual chemical talk or email a Technician first.
 - Many chemicals are highly flammable and for safety they are kept in a flame cabinet.
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Approved Spray Paints



Montana GOLD



Screen Products - Dirty Down



Flame Ultra Acrylic Paint



Rustoleum Metallic Spray Paint



MTN Water Based



Halfords Enamel Spray Paint



Belton Molotow - Aerosol Thixotrop



Kobra High Pressure



Liquitex Professional Spray Paint

- These spray paints have been COSHH approved for use in the 3D Workshop.
 - All other spray paints must be COSHH assessed by a Technician before use.
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PPE - Personal Protective Equipment

Workshop based Personal Protective Equipment (PPE)



Ear Plugs



Safety Glasses



Nitrile Gloves



Safety Gloves



Dust Mask

- Different types of workshop PPE will be provided, depending on what your project needs.
 - If you are given safety glasses they are yours to keep. We ask that you bring those safety glasses every time you visit the 3D Workshop.
 - Ear plugs, chemical gloves and dust masks are disposable.
 - Safety gloves will be quarantined for 72 hours after use.
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PPE Signage



- You will find PPE signage on the doors to rooms.
 - Ensure you have the correct PPE before entering that room.
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Machine Safety in the Workshop

Safety dress code in Workshop



- Long hair must be tied back.
 - Long sleeves must be rolled up.
 - Rings and bracelets must be removed.
 - Long necklaces and loose clothing must be tucked in.
 - Closed toe shoes must be worn in the workshop.
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Machinery Colour Codes

Each machine in the 3D workshop is marked according to our colour code.

- Green – You will be given a one to one induction with a technician and can then use the machine without supervision.
- Yellow – You will be given a one to one induction and can use the machine under the supervision of a technician.
- Red – Technician only. These machines can cause serious harm and should only be used by trained technicians.

WELCOME TO THE WORKSHOP

Machinery colour codes

 <p>GREEN</p>	<p>Students can use the equipment once they have had an induction and one on one training. However no lone working is permitted.</p>
 <p>YELLOW</p>	<p>Students can use the equipment but must get staff approval before each use. The staff member will supervise, and students may not use the equipment if no staff are within proximity</p>
 <p>RED</p>	<p>Only trained staff members can use this equipment. Students are not permitted to use the equipment at any time.</p>

Safe Systems of Work

Machinery Colour Code

Keen Cut wide format guillotine

Students can use the equipment once they have had an induction & training. However no lone working is permitted.



GREEN

PERSONAL PROTECTIVE EQUIPMENT (PPE)

SAFETY SHOES	SAFETY GLASSES	HEARING PROTECTION	WORKING AT HEIGHT
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SAFE STARTING PROCEDURE

Ask a technician or qualified individual for the guillotine. Ensure the guillotine and power cables for any details or changes.

SAFE STOPPING PROCEDURE

If you need retraining ask a technician. Always allow to cool at any intervals.

SAFE WORKING PROCEDURE

Make sure to get help and ensure that it does not cause any damage.

Machinery Colour Code

Starfile 502 Bandsaw

Students can use the equipment but must get staff approval before each use. The staff member will supervise and students may not use the equipment if no staff are within



YELLOW

PERSONAL PROTECTIVE EQUIPMENT (PPE)

SAFETY SHOES	SAFETY GLASSES	HEARING PROTECTION	WORKING AT HEIGHT
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SAFE STARTING PROCEDURE

Ensure equipment PPE is worn. Check all cables are correctly connected. Check the guillotine and power cables are correctly connected. Check all guards are in place and locked.

SAFE STOPPING PROCEDURE

If you need retraining ask a technician. Always allow to cool at any intervals.

SAFE WORKING PROCEDURE

Make sure to get help and ensure that it does not cause any damage.

Machinery Colour Code

Felder k700S Circular Saw

Only trained staff members can use this equipment. Students are not permitted to use the equipment at any



RED

PERSONAL PROTECTIVE EQUIPMENT (PPE)

SAFETY SHOES	SAFETY GLASSES	HEARING PROTECTION	WORKING AT HEIGHT
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SAFE STARTING PROCEDURE

Ensure equipment PPE is worn. Check all cables are correctly connected. Check the guillotine and power cables are correctly connected. Check all guards are in place and locked.

SAFE STOPPING PROCEDURE

If you need retraining ask a technician. Always allow to cool at any intervals.

SAFE WORKING PROCEDURE

Make sure to get help and ensure that it does not cause any damage.

Behind each machine you will find a Safe System of work. This shows

- The colour code of the machine.
- The PPE needed to use the machine.
- A basic starting, working and finishing procedures but **always** speak to a technician first before using..

Contact us

- Book a workspace, laser cutting, 3D printing and more on the [ORB](#).
 - More info about all our machinery and equipment on our website 3DWorkshoplcc.co.uk.
 - Email us at 3dworkshop.lcc@arts.ac.uk.
 - Previous projects can be seen on our Instagram [@3DWorkshopLCC](#).
 - Find us on Moodle under [Technical Resources](#) at LCC.
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