

# 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.
-



---

## 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.
- 

---

**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.
- 



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.
-

---

## 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.
-

---

# 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.
-

---

## Approved Spray Paints



Montana GOLD



Screen Products - Dirty Down



Flame Ultra Acrylic Paint



Rustolem 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.
- 

---

# 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.
- 

---

## PPE Signage



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

---

# 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.
-



---

## 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](http://3DWorkshoplcc.co.uk).
  - Email us at [3dworkshop.lcc@arts.ac.uk](mailto:3dworkshop.lcc@arts.ac.uk).
  - Previous projects can be seen on our Instagram [@3DWorkshopLCC](#).
  - Find us on Moodle under [Technical Resources](#) at LCC.
- 

---

Revision #5

Created 16 October 2020 09:18:22 by Natalie

Updated 28 September 2021 08:57:36 by Natalie