

Electrical Workshop Induction



June 2024



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Purpose, Scope and Responsibility

Purpose : This workshop induction is intended to any person working or using the equipment in the electrical workshop.

Scope : It is intended for Employees, Contractors, new Employees and Apprentices, revalidation required after 1 year.

Responsibility

Maintenance manager:

Has overall responsibility for ensuring people who work in the electrical workshop are familiar with hazards and precautions to take.

Electrical Team Leader, Electrical engineer and Section electricians: Are responsible for ensuring Contractor, Employees and Apprentices have been inducted.

It is the responsibility of each person using the associated equipment in the workshop, to ensure that they safely do so. When not skilled at using a machine, they must recommend the services of a suitable, competent employ



Electrical Workshop

Emergency Exits



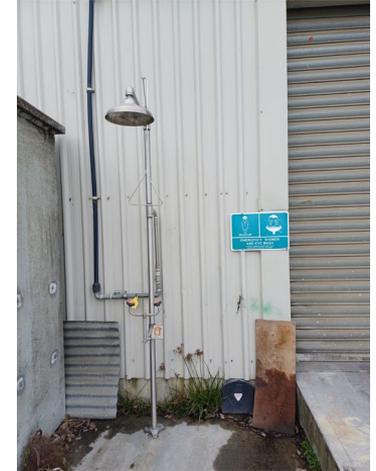
Emergency exits

- Roller doors
- Front door
- Side door
- Back door
- Side door to toilets

All emergency exits are marked inside the Rooms.
Keep emergency exits clear.

Electrical Workshop

Nearest first aid kit locations



First Aid Station and eye wash station is located by the sink area.

The nearest defibrillator is located in the Mechanical workshop.

An emergency shower and eye wash station is located outside at the rear of the workshop.

All staff are first aid trained

Electrical Workshop

Fire Extinguisher Location



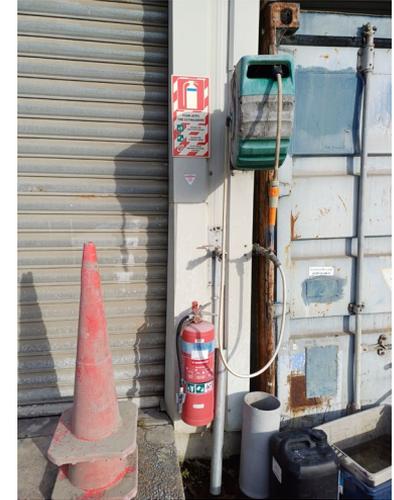
Hot work bay



Workshop



Workshop



Rear of workshop

In each work section inside the workshop, there are marked fire extinguishers.

Electrical Workshop

Fire Alarm Call Points



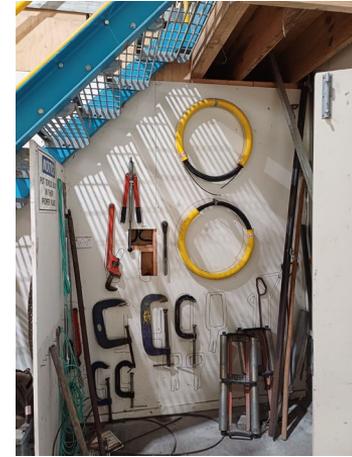
Located by main entrance



Located at rear exit

Electrical Workshop

Tool Storage



Tools are stored in lockups and shadow boards, containing

- Blowers, jigsaws, drills, sanders heat guns, engravers, hand tools, cable locaters and meters, etc.
- If these tools are lent out please note in the book, name and date.

Electrical Workshop

Part Wash Station & Cable Storage



A wash station is located in the workshop for washing parts.



Cable storage area.

Electrical Workshop

Spill/Chemical Spill



Mineral sponge is stored, next to the stores entrance.
There is a Spill Kit located inside stores.

Located in stores

Electrical Workshop

Electrical Test Benches



There are test benches located at the rear of the workshop for test running small equipment, care to be taken as expose to live terminals and various voltages.

Located in 110 Store
For test running motors.

Electrical Workshop

Storage of Chain Blocks, Strops and Harness



Storage cupboard for strops and chain blocks.

- Check test expiry date prior to use that it is current.
- Report and damage or malfunction to Electrical Team Leader



Storage cupboard for harness and accessories.

- Check test expiry date prior to use that it is current.
- Report and damage or malfunction to Electrical Team Leader

Electrical Workshop

Evacuation Point



In case of evacuation, all contractor personnel must evacuate to an assigned safe area, located in the parking lot outside the Golden Bay main gatehouse.

Electrical Workshop

Emergency procedures

If an accident happens

Advise your Golden Bay host/job coordinator/Team leader Immediately

The Golden Bay host/job coordinator/ Team leader is responsible for calling emergency services.

If a spill happens

Use the spill kit or portable spill pads available on location

A roll of Oil Soak pad is located in the Number 1 tool store

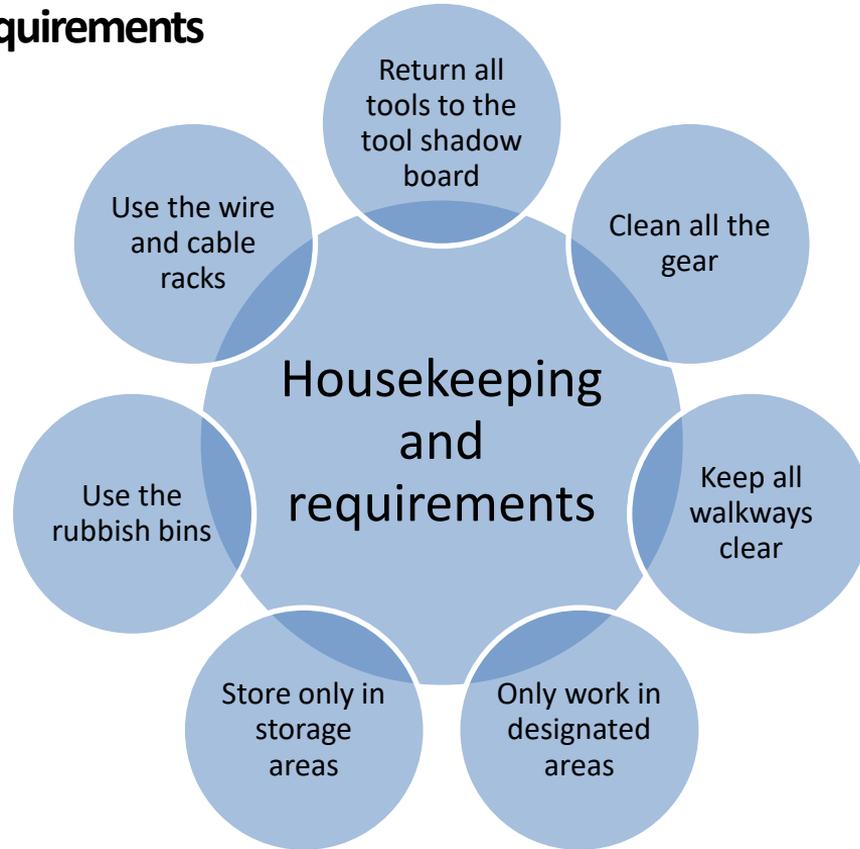
If the fire alarm sounds

Go to the evacuation point, located on the carpark outside of the gate.

If you are trained, and there is a fire, use the fire blankets located : By the drop saw and by the horizontal press. Or if required, a fire extinguisher.

Electrical Workshop

Housekeeping and requirements



Use vacuums in preference to brooms

Electrical Workshop

Access and checks prior to leaving,
at end of day.



Electrical workshop

Use of chemicals

When using chemicals

- Read SDS before using chemicals (Located on the stores and the intranet)
- Read and check labels before use.
- Wear face/eye protection
- Wear gloves
- Only use chemicals if you are competent
- In case of emergency use the wash down areas
- Do not leave chemical and paints lying around the workshop.
- Always return chemicals to the cupboard.

When using gas bottles

- Read the SDS before use.
- Gas bottles are kept on a location outside of the stores at the back of the workshop.
- Keep stores bottles chained upright.

Never mix chemicals



Electrical Workshop

Tools and Equipment : Hand-Held Grinders

Equipment	Risks and Hazards	Do	Don't	Minimum Requirements	Permission and Authority
<ul style="list-style-type: none">• Hand-held grinder.	<ul style="list-style-type: none">• Cuts• Debris• Electrocutation• Noise• Vibration	<ul style="list-style-type: none">• Use only if trained• Secure properly cutting discs.• Change discs with the machine disconnected• Use only appropriate cutting discs for the task at hand• Check electrical connections• Only hold the grinder by the handles.• Hold the grinder with both hands.	<ul style="list-style-type: none">• Don't pull the electrical cord to disconnect the equipment.• Do not carry the cable over surfaces with oil, high temperature or cutting surfaces.• Never hold the grinder by the body or the protective surface.	<ul style="list-style-type: none">• Trained in grinder operation• Use of face shield, gloves are required.• Wear a P2 mask• Hearing protection is required• All grinders must have a dead man switch installed.	<ul style="list-style-type: none">• 9" grinders, only to be used by management approval.



Hand held grinder

Electrical Workshop

Tools and Equipment: Pedestal Grinders

Equipment	Risks and Hazards	Do	Don't	Minimum Requirements	Permission and Authority
<ul style="list-style-type: none">• Pedestal grinders	<ul style="list-style-type: none">• Cuts• Debris• Electrocutation	<ul style="list-style-type: none">• Use only if trained• Secure properly grinding discs.• Change discs with the machine disconnected• Use only appropriate grinding discs for the task at hand• Check electrical connections	<ul style="list-style-type: none">• Don't use for Aluminium or other soft metals.• Don't grind if Tool Post is more than 3mm from Disc.• Don't use the side of the disc to grind.• Don't use grinder with gloves or loose fitting clothing.	<ul style="list-style-type: none">• Trained in grinder operation• Use of face shield, gloves are required.• Hearing protection is required.	



Pedestal Grinders

Electrical Workshop

Tools and Equipment: Drill Presses

Equipment	Risks and Hazards	Do	Don't	Minimum Requirements	Permission and Authority
<ul style="list-style-type: none">• Drill Presses	<ul style="list-style-type: none">• Cuts• Debris• Electrocutation• Loose clothes, gloves or hair, caught on the rotating drill bit.	<ul style="list-style-type: none">• Use only if trained• Keep the guarding in place.• Tighten securely the drill bit.• Check electrical connections	<ul style="list-style-type: none">• Don't wear loose clothes, loose hair.• Remove all jewels, including watches.• Don't touch the drill bit	<ul style="list-style-type: none">• Trained in drill press operation• Use of face shield, safety glasses is required.• All drill press should have a guarding system in place.	<ul style="list-style-type: none">• Your Golden Bay supervisor or team leader will sign you off to use this tool.

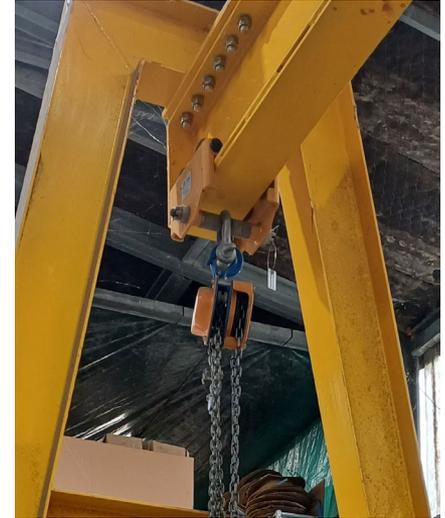


Drill Presses

Electrical Workshop

Tools and Equipment: Overhead Hoists, Chain Blocks

Equipment	Risks and Hazards	Do	Don't	Minimum Requirements
<ul style="list-style-type: none">•Overhead chain blocks• Manual lift.	<ul style="list-style-type: none">•Load falls•Hit by the load•Trapped by the chain•Cuts to the hand•Muscle strain•Equipment failure	<ul style="list-style-type: none">•Use only if trained•Select correctly the chain block for the weight to be lifted•Inspect the conditions of the equipment.•Check the certification of the equipment.•Use only for vertical lifting.	<ul style="list-style-type: none">•Don't operate if not trained.•Don't exceed the rated load.•Don't trespass the exclusion zone.•Don't leave suspended load unattended•Don't modify the chain block or its accessories.•Don't use as grounding for welding.	<ul style="list-style-type: none">•Trained in chain block operation•Eye protection, safety boots, high visibility clothing.



Overhead Chain Blocks

Electrical Workshop

Tools and Equipment: Overhead Lifting Beams

Equipment	Risks and hazards	Do	Don't	Minimum requirements
<ul style="list-style-type: none">•Overhead lifting beams.• Manual lift.	<ul style="list-style-type: none">•Load falls•Hit by the load•Trapped by the chain•Cuts to the hand•Muscle strain•Equipment failure.	<ul style="list-style-type: none">•Use only if trained•Select correctly the chain block for the weight to be lifted•Inspect the conditions of the equipment.•Check the certification of the equipment.•Use only for vertical lifting.	<ul style="list-style-type: none">•Don't operate if not trained.•Don't exceed the rated load.•Note these have been tested to 1050Kg and 500Kg. Do not exceed this load.	<ul style="list-style-type: none">•Trained in chain block operation•Eye protection, safety boots, high visibility clothing.



Overhead Lifting Beams

Electrical Workshop

Tools and Equipment: Manual Chain Blocks

Equipment	Risks and Hazards	Do	Don't	Minimum Requirements	Permission and Authority
<ul style="list-style-type: none">• Manual chain blocks.	<ul style="list-style-type: none">• Load falls.• Hit by the load.• Trapped by the chain.• Cuts to the hand.• Muscle strain.• Equipment failure.	<ul style="list-style-type: none">• Use only if trained.• Select correctly the chain block for the weight to be lifted.• Inspect the conditions of the equipment.• Check the certification of the equipment.• Use only for vertical lifting.	<ul style="list-style-type: none">• Don't operate if not trained.• Don't exceed the rated load.• Don't trespass the exclusion zone.• Don't leave suspender load unattended.• Don't modify the chain block or its accessories.• Don't use as grounding for welding.	<ul style="list-style-type: none">• Trained in chain block operation.• Eye protection, safety boots, high visibility clothing.	



Manual Chain Blocks

Electrical Workshop

Tools and Equipment: Lifting Equipment (Strops, Jacks and Lifting Trolleys)

Equipment	Risks and Hazards	Do	Don't	Minimum Requirements	Permission and Authority
<ul style="list-style-type: none">•Strops.•Jacks.•Lifting trolleys.	<ul style="list-style-type: none">•Load falls.•Hit by the load.•Collapse by trying to go beyond the capacity of the equipment.•Muscle strain.•Equipment failure.	<ul style="list-style-type: none">•Use only if trained.•Select correctly the equipment for the weight to be lifted.•Inspect and tag on a regular basis.•Check the certification of the equipment.•Create an exclusion zone below the load lifted.• Always set up the jack on an even, firm foundation.	<ul style="list-style-type: none">•Don't operate if not trained.•Don't exceed the rated load.•Don't trespass the exclusion zone.•Don't leave suspender load unattended.•Don't use untagged or uninspected equipment.•Discard damaged strops.	<ul style="list-style-type: none">•Strops should be inspected and tagged.•Trained in jacks and lifting trolley use operation.•Eye protection, safety boots, high visibility clothing.	



Lifting Strop



Lifting Jack



Lifting Trolleys

Electrical Workshop

Tools and equipment : Compressed Air

Equipment	Risks and hazards	Do	Don't	Minimum requirements	Permission and authority
<ul style="list-style-type: none">• Air compressors	<ul style="list-style-type: none">• Noise• Electrical risks• High pressure• Muscle strain• Air embolism	<ul style="list-style-type: none">• Use only if trained	<ul style="list-style-type: none">• Don't use compressed air to clean yourself.• Don't point at any face	<ul style="list-style-type: none">• Trained in air compressor operation• Eye protection, noise protection.	



Compressed Air

Electrical Workshop

Tools and Equipment: Electric Power Hacksaw, Bandsaw, Dropsaw

Equipment	Risks and Hazards	Do	Don't	Minimum Requirements	Permission and Authority
<ul style="list-style-type: none">• Including Saw Tools: electric power hacksaw, bandsaw and dropsaw.	<ul style="list-style-type: none">• Excessive force, muscle strain.• Contact with blades that can cause cuts and amputation.• Exposure to dust.• Hit by flying particles.• Contact with cutting oil.• Noise.	<ul style="list-style-type: none">• Use only if trained.• Adjust the blade guide and guard as close as possible to the material being cut, to prevent fingers from reaching the blade.• Keep fingers off the cut at all times.• Ensure that the safety devices are in place and use guards.	<ul style="list-style-type: none">• Don't operate if not trained.• Don't force a wide blade on a curve or small radius.• Don't stack pieces of material, to ensure the piece moves smoothly along the blade.• Don't remove the guarding.	<ul style="list-style-type: none">• Trained in sawing machine operation.• Eye protection, safety boots.	<ul style="list-style-type: none">• Your Golden Bay supervisor or team leader will sign you off to use this tool.



Electric Power Bandsaw

Electrical Workshop

Tools and Equipment: Arc, Tic, Mig Welders. Plasma Cutter

Equipment	Risks and Hazards	Do	Don't	Minimum Requirements	Permission and authArity
<ul style="list-style-type: none">•Arc, Tic, Mig Welder, Plasma Cutter.	<ul style="list-style-type: none">•Exposure to welding fumes•Arc eye•Burns•Electric shock•Heat stress.	<ul style="list-style-type: none">•Use only if trained.•Use exhaust ventilation when possible.•Use a respirator when welding.•Use correct PPE (Welding helmet, gloves and welder spats).• Set limits on working time and exposure to fumes.•Use welding techniques that produce less fumes.	<ul style="list-style-type: none">•Don't operate if not trained.•Don't weld near fuels or ignitions sources.•Don't weld on with equipment that has not been checked or tagged.•Don't work with leads that have not been tagged and checked.•Avoid direct contact with live parts of the welding equipment such as the electrode and the workpiece.	<ul style="list-style-type: none">•Trained in welding operation.•Welding PPE: Welding helmet, gloves.•Use local Fume Extraction or P3 mask.	<ul style="list-style-type: none">•Your Golden Bay supervisor or team leader will sign you off to use this tool.



Mig



Plasma Cutter

Electrical Workshop

Declaration

- I understand the risks and hazards of the area.
- I understand the emergency response procedure and equipment response location.
- I will not use equipment and tools that I have not been trained to use and that I am not competent to use.
- I will at all times, adhere to the rules explained in this induction document.

Remember, safety is the responsibility of all of us. By working together, we can keep this workplace safe for everyone. Thank you for your attention and commitment to safety!

When in Doubt, Shout!!

Thanks!

Link to complete Online Test [HERE](#)

