

Regulations of Workshop

1. Only student from School of the Architecture who have attended the Workshop 2016 – 2017 safety-training seminar are permitted to use the machines and tools.
2. Students are solely responsible for their personal safety and security when using the equipment and facilities in the mini workshop at all times.
3. Use safety equipment properly and return it to the assigned storage location after use.
4. No smoking, food and drinks are allowed in the Workshop.
5. Spray activities are only allowed inside the Mini workshop “SPRAY BOOTH “.
6. You are not allowed to store your model and materials in the Workshop. Any remaining materials left unattended in the mini workshop will be disposed of without notification.
7. Keep the working area and facilities clean and tidy after use.
8. If equipment is fitted with safe guards, the safe guards must be used. Equipment should never be used if the safe guards have been removed.
9. Personal Protective Equipment is provided and must be used where necessary. Suitable clothing, safety glasses/goggles and shoes are to be used as the work dictates. When working with machine tools or other equipment with rotating spindles, jewelry, loose clothing etc. are prohibited and long hair must be tied back.
10. Do not carry loads to such a weight that may be dangerous or with the vision obstructed.
11. No person shall mount any abrasive wheel, parts replacement etc. of the machines. Report any defective equipment to the technician-in-charge. If the defects cannot be repaired immediately, a note indicating that the equipment is out of order should be attached to the machine where it is clearly visible.
12. The gangway through the workshop must be kept clear. Any debris, waste, wood dust etc. must be cleaned up immediately.
13. Tools and equipment must not be taken away from the workshop without permission from the technician-in-charge.
14. All accidents/incidents/occupational ill health must be reported thereby the staff.
15. In the event of fire, leave the building immediately. Break glass of the nearby fire alarm call point to alert others user in the building and proceed to the assembly point.
16. Contact the staff of Workshop at 3943-6585 or send email to lg.workshop@eservices.cuhk.edu.hk if you have any enquiries.
17. In case of emergencies or any irregularities found, please contact the following person:

Technician in-charge	Leo DAI	3943-6585
Safety coordinator	Max LEE	3943-6589/ 3943-6585
General Office		3943-6583
Security Office (Non-Office hours)		3943-7999 (24-hr reporting)
Ambulance		2735-3355/ 999

**Note: Students are required to sign the log sheet every time when they enter the workshop.
(At least two students are required to work in the Workshop at the same time)**