

Main Workshop (LG01, LSK Building) Regulation

The Workshop working environment may contain various hazards, including machinery, electricity, and toxic substances. You must obtain proper instructions from the technician and follow all health and safety rules before working in the Workshop. **If in doubt, consult the technician first.**

1. General Access and Usage

- Ensure that you are **dressed appropriately** before entering the Workshop:
 1. Wear **enclosed shoes** or safety shoes. Slippers, sandals, shoes with holes, and ballet flats are not permitted.
 2. **Long hair must be tied back.****Users who fail to comply with the above dress requirements will be asked to leave the workshop.**
- Users are required to complete the **Current Year Workshop Safety Training** before entering the Workshop.
- Users are **not allowed to work alone** in the Workshop.
- **Cooking, eating, drinking (except water), smoking and gambling are strictly prohibited** in the Workshop.
- Users are required to return the work area and any furniture to their original positions.
- Users are required to maintain a clean work area at all times. All debris, waste, wood dust, and other materials must be removed, and floors, tables, and machines beds must be left clean and free of dust after use.
- Upon leaving the Workshop, users must remove all personal belongings and materials from the Workshop and must not leave any items unattended.
- Users are not allowed to store your model, materials or any personal belongings in the Workshop. Any belongings or remaining materials left unattended in the Workshop will be disposed of without notification.

2. Clothing and Attire Checkage before Operating Power tools and Machines

1. **Long hair must be tied back.**
2. Personal Protective Equipment (PPE): **Safety goggles and earmuffs** are provided and must be worn when operating power tools and machines. Please return them to the assigned storage location after use.
3. Masks or respirators are self-prepared and recommended to use when generating dust.
4. Remove all necklace, neckties, scarves, shawls, chain accessories or any loose items worn around the neck that may become entangled in rotating machinery.
5. Remove loose-fitting clothing and heavy coats.
6. Remove all watches, bracelets, wrist straps or any other items worn on the wrists.
7. Remove all rings or any items worn on hands.
8. **Wearing gloves is prohibited** when operating power tools or machines.
9. Wear **enclosed shoes** or safety shoes. Slippers, sandals, shoes with holes, and ballet flats are not permitted.

3. Safety operation of machines and tools

- It is recommended that users consult the technician in advance. Please prepare the following information:
 1. Design Sketches
 2. Intended date and time
 3. Project deadline
 4. Expected materials
 5. Production steps and methodsThe technician will provide guidance (materials, methods) and schedule a working timeslot to work with you.
- Choosing the correct machines / tools for the job, performing accurate measurements and calculations, and consulting the working procedure in advance can reduce the time, amount of work and improve safety.
- Pay attention to the warning signs posted on each machine and within the work area
- Before using any machine, ensure that it is in good operating condition. If the machine is found to be worn, deformed, cracked, leaking oil, or producing abnormal noises, notify technician immediately.
- Do not use defective or damaged equipment, report any defective equipment to the technician-in-charge.
- If any defect cannot be rectified immediately, the equipment must be clearly labeled as "Out of Service" and taken out of operation until the necessary repairs have been completed.
- If equipment is fitted with safety guards, they must be always used. Equipment should never be operated on if the safety guards have been removed.
- Do not disturb or talk to others while they are operating a machine.
- Never leave or put down a machine while it is operating. Switch off the power before putting the machine down.
- No person shall mount any abrasive wheel, parts replacement etc. of the machines.
- All machines must be switched off after use.
- Do not bring potentially dangerous power-driven portable equipment, such as angle grinders, electric saws into the workshop for use.

4. **Workshop Safety**

- Students are solely responsible for their personal safety and security when always using the equipment and facilities in the Workshop.
- Spraying activities are only allowed inside the "SPRAY BOOTH" at 213A Spray Room.
- Flammable and dangerous gases stored indoors must be placed in the Flammable Cabinet.
- No flammable or hazardous materials should be stored in workshop.
- In the event of a fire, evacuate the building immediately. Activate the nearest manual fire alarm call point by breaking the glass to warn other occupants and proceed directly to the designated assembly area.
- Use the emergency stop in the event of a workshop machine malfunction.
- All accidents, incidents, near misses, and cases of occupational ill health must be reported promptly to the technician.
- The workshop is equipped with a ventilation system. Users can ask the technician to turn on the ventilation and use the Dust Extractor if necessary.
- All hand tools must be returned to their original position after use.
- All hand tools may only be used inside the workshop and may not be taken out of the workshop.
- Tools and equipment must not be taken away from the Workshop without permission from the technician.
- Students are prohibited from using power machines outside normal office hours and must only operate such equipment under the supervision of a technician.
- Students are not permitted to borrow power-driven portable equipment, except for drills and sanders, from the workshop.

5. **The following behaviors are strictly prohibited:**

- Cooking, eating, drinking (except water), smoking, and gambling.
- Improper operation, unsafe handling or support of machinery, and improper transportation of materials.
- Approaching or entering hazardous areas, including areas where machinery is in operation.
- Cleaning, refueling, adjusting, or repairing machinery while it is in operation.
- Starting or operating machinery without first notifying nearby users.
- Using an inappropriate machine or using damaged or defective machinery.
- Leaving a machine unattended while it is in operation / place machinery, tools, or materials in an unsafe location
- Damaging, disabling, bypassing or removing safety devices, including machine guards and protective equipment
- Refusing to wear required personal protective equipment (PPE), misusing PPE, or wearing improper clothing.
- The use of volatile materials, including spray paint, fiberglass-reinforced plastic (FRP), enamel paint, contact adhesive or similar substances, is prohibited in the Workshop indoors unless prior approval has been obtained.
- Open flames and indoor fires are strictly prohibited. Appropriate caution must be exercised when using heating tools. If an open flame is required for a project, prior approval must be obtained from the technician, and the activity must be conducted only in designated areas and in accordance with established safety procedures.

This building is under 24-hour CCTV surveillance. If any violation of regulation is detected, the School may investigate by reviewing CCTV recordings and Door Access control records. A warning will be issued for the first violation. Users who repeatedly violate the regulations may have their rights to access and use the facilities suspended or withdrawn.

The workshop will be cleaned regularly, including at the end of each term. Any items left in the workshop after the specified disposal date will be removed by the school. The school accepts no responsibility for any loss of property resulting from the removal of these items.

The School reserves the right to seek compensation for, and recover, any losses or damages arising from the improper use of the facilities. The School also reserves the right to amend these rules and regulations at any time and retains the right of final interpretation of all terms and conditions.

6. **Emergency Contacts**

Emergency	Call 999 for the police and call the Security Office for assistance in directing ambulance	999 (24hrs) / 2735 3355(24hrs)
Emergency	CUHK Security Office	3943 7999(24hrs)
Head of Workshop	Technician and First Aider - Henry Chang lg.workshop@eservices.cuhk.edu.hk ylchang@cuhk.edu.hk	3943 6585(Office-hr)
Safety Coordinator	Max Lee	3943 1027(Office-hr)
Emergency	School General Office	3943 6583(Office-hr)

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