Napier Boys' High School Workshop Safety Code of Conduct

Safety is our top priority, and the following rules must be followed to ensure everyone has a safe experience.

Introduction to the Workshop:
- Complete the mandatory safety unit before starting any workshop activities.
- Pay attention to the teacher's guidelines and demonstrations.

Personal Protective Equipment (PPE):
- Wear the provided safety gear, including safety glasses, ear protection, or any other specified PPE when
- required on machines or using tools or equipment.
- Ensure that PPE fits properly and is worn when required during workshop activities.
- If any PPE is damaged report, it to the teacher immediately.

Emergency Procedures:
- Familiarize yourself with the location of emergency exits, fire extinguishers, first aid kits, and emergency
- assembly points.

Tool, Machine and Equipment Usage:
- Only use tools, machines and equipment authorised by the teacher.
- Do not use any tool, machine or equipment you have not been instructed on how to use safely.
- Use the required PPE for any tool, machine or equipment. If unsure, ask what PPE is required.
- Do not crowd a machine and take care when passing by a machine in use so as not to disturb the user.
- Do not use damaged or malfunctioning tools; report any issues immediately.
- Always handle tools with care, and be aware of the potential risks associated with each tool.
- Return tools to the racks or place of storage when finished with the tool.

Workshop Area Safety:
- Keep the workshop area clean and organised. Place bags away in the storage area.
- Be aware of your surroundings and watch for trip hazards, loose cables, or other potential dangers.
- Report any spills or unsafe conditions to the teacher.

Electrical Safety:
- Do not overload electrical outlets or use damaged electrical cords.
- Report any electrical issues promptly.

Chemical Safety:
- Follow all safety guidelines when handling chemicals. Read instructions before use.
- Use protective gear such as gloves when working with chemicals.
- Know the location of the first aid kit and eye wash station.

Lifting and Carrying:
- Use proper lifting techniques when moving heavy objects.
- Seek assistance if an object is too heavy to lift on your own.

Personal Conduct:
- Follow the teacher's directions at all times.
- Bring all the required equipment to class, every lesson.
- Do not engage in horseplay or any behaviour that could compromise safety. This includes shouting and any behaviour that can distract other workshop uses.
- Do not use any unauthorised items including but not limited to ear pods, headphones, phones and devices.
- Do not wear jewellery, ties, or scarfs or loose clothing that may get caught in machinery.
- Report any injuries or incidents to the instructor immediately.
- Wear the correct covered footwear at all times in the workshop.
- Long hair must be tied up before entering the workshop.