

Workshop Safety Procedure



1 Purpose

Outlines access provisions in relation to University workshops.

2 Scope

Applicable to all workshops within the University. The term "workshop" includes, but is not restricted to, studios, laboratories and manufacturing facilities.

3 Procedure Overview

Access to University workshops is restricted to authorised personnel and those under their supervision.

4 Procedures

Employees, Students, contractors and visitors are restricted from entering University workshops unless:

- they are trained and proficient in the operation of workshop equipment; or
- they are working under the supervision of a trained operator and are undertaking simple or straightforward tasks.

The Supervisor in charge of the workshop must ensure that any Students and Employees using the workshop equipment are trained in the correct operating Procedures and safety requirements for machinery in the workshops; and that records are kept.

5 References

Nil.

6 Schedules

This procedure must be read in conjunction with its subordinate schedules as provided in the table below.

7 Procedure Information

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| Accountable Officer | Deputy Vice-Chancellor (Enterprise Services) |
| Responsible Officer | Deputy Vice-Chancellor (Enterprise Services) |
| Policy Type | University Procedure |
| Policy Suite | Work Health and Safety Policy |
| Subordinate Schedules | |
| Approved Date | 16/12/2020 |
| Effective Date | 16/12/2020 |
| Review Date | 3/4/2022 |
| Relevant Legislation | Work Health and Safety Act 2011 (Qld) |
| Related Policies | |
| Related Procedures | Work Health and Safety Procedures and Safety Manuals Procedure |
| Related forms, publications and websites | |
| Definitions | <p>Terms defined in the Definitions Dictionary</p> <p>Employee</p> <p>A person employed by the University and whose conditions of employment are covered by the USQ Enterprise Agreement and includes persons employed on a continuing, fixed term or casual basis. Employees also include senior Employees whose conditions of employment are covered by a written agreement or contract with the University.</p> <p>Student</p> <p>A person who is admitted to an Award Program or Non-Award Program offered by the University and is: currently enrolled in one or more Courses or study units; or not currently enrolled but is on an approved Leave of Absence or whose admission has not been cancelled.</p> <p>University</p> |

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| | The term 'University' or 'USQ' means the University of Southern Queensland. |
| | Definitions that relate to this procedure only |
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| Keywords | Safety, workshop |
| Record No | 13/486PL |