

CENTRE : DDU KAUSHAL KENDRA

NAME OF THE PROGRAMME : B.VOC AUTOMOBILE TECHNOLOGY

PROGRAM CODE :3UAB.VOCAT

COURSE CODE :AT17202

COURSE NAME :INDUSTRIAL SAFETY AND INSPECTION

FACULTY NAME :A.MANIKANDAN M.E

DESIGNATION : GUEST FACULTY

TOPIC :INTRODUCTION OF INDUSTRY SAFETY

Basic Hand Tool Safety Rules

- 1 Use tools that are the right type and right size for the job.
- 2 Always inspect tools before use. Remove any damaged or worn tools from service.
- 3 Never place tools where they hang over the edge of a bench.
- 4 Use non-sparking tools when there is a possibility of flammable vapors or dust.
- 5 Use electrically insulated tools when working around electrical components.
- 6 After using a tool, clean it and return it to its proper storage space.

Personal Protective Equipment

Always wear proper personal protective equipment when using hand tools. This includes:

- ✓ Safety glasses with side shields
- ✓ Standard leather work gloves
- ✓ Cut resistant gloves when working with sharp edges
- ✓ Closed-toe shoes



Proper Work Practices

- Wrenches

- Use metric wrenches for metric bolts and American wrenches for inch bolts.
- Do not over torque a nut or bolt.
- Pull rather than push on a wrench.



- Pliers

- Do not substitute pliers for a wrench when turning nuts or bolts.
- Cut wire only with pliers designed for that purpose.
- Be sure the pliers jaws can grasp properly.



Proper Work Practices



- Hammers

- Use a hammer of proper weight and size for the task.
- Do not strike a surface at an angle.
- Do not use if the handle is loose or damaged.

- Screw Drivers

- Do not use as a pry bar, chisel, or punch.
- Prevent slips. Ensure the tip properly fits the screw slot and don't force screws.
- Use both hands. One to guide the tip and the other to turn the handle.



Proper Work Practices

- Saws

- All work being cut should be secured to prevent movement.
- Keep hands and fingers away from the blade.
- Protect the saw blade when not in use



- Utility Knives

- Always cut away from your fingers and body.
- When carrying, always keep the blade pointed down towards the floor.
- Cover or retract the blade when not in use.



Injuries



- In the event you are cut:
 - Stop the bleeding- Use gentle pressure
 - Clean the wound- Rinse with clean water
 - Cover the wound- Bandage or gauze
- Seek medical attention immediately through Health Services in Building 26. Call **X6266**.
- Notify your supervisor of the injury.
- Health Services will initiate an Accident Report.
- Follow all recommendations given by the physician or nurse to prevent infection.

Workplace Safety

**Awareness training for
support staff working
in a Disability
Employment Service**

Creating a safe workplace

What is your involvement with OH&S?

Communication

Care

Consultation

Providing and maintaining safe machines and systems of work for supported employees

How can we
achieve this in
our workplace?



Organising the safe use of dangerous goods and hazardous chemicals

How can we achieve this in our workplace?



Controlling hazards such as dust, noise and fumes

How can we achieve this in our workplace?



Providing hygiene facilities such as toilets and change rooms

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Hygienic work practices

Safe work practices and methods

Like all employees, supported employees must use safe work practices and methods.

As support staff, your role is to **assist** supported employees to use safe work practices and methods.

How do you achieve this?

Case study

Rona enjoys working on the assembly line. However, she seems to repeatedly forget the instructions you have given her about safe lifting practices.

What are some techniques you would use to help Rona work more safely?

Safety clothing and equipment

Like all employees, supported employees must use safety clothing and equipment (PPE).

As support staff, your role is to **assist** supported employees to use safety clothing and PPE.

How can you do this?

Case study

Daniel is required to wear ear-plugs when he works near loud machinery. He is very good at inserting the ear-plugs correctly, but you have noticed that he sometimes arrives at work wearing his ear-plugs. You suspect he is not removing them when he finishes work.

How would you address this issue?

Misusing equipment

Like all employees, supported employees must **not** interfere with or misuse equipment.

As support staff, your role is to **assist** supported employees not to interfere with or misuse equipment.

How can you do this?