



NOTE DE SÉCURITÉ

SAFETY NOTE

NS 26

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REMINDER ON BASIC SAFETY RULES FOR WORKSHOPS

- Any premises containing at least one non-portable machine-tool are considered to be workshops.
- The personnel must abide by the safety rules laid down in the safety documents (SAPOCO/42, codes, instructions, notes, etc.) available from the workshop supervisors.
- The personnel must not work alone where a significant hazard exists (Safety Code A6).

1 GENERAL SAFETY RULES :

- Machine-tools must be fitted with the statutory safety devices.
- Machine-tools may be used only by **qualified** personnel who have **authorization** from the workshop supervisor.
- Safety devices on machines (electrical or mechanical protection) must not be modified or removed without the permission of the workshop supervisor. Protecting shields in particular must be used (danger from pieces or swarf flying out, from liquids being projected, etc.).
- Entrances, passageways and work places must be clean, tidy and free of objects, oil spillages must be cleaned up and swarf swept up regularly.
- The operator must alert the workshop supervisor to any danger or abnormal circumstances encountered.
- The wearing of suitable (not loose) work clothing and safety footwear is **compulsory**. Loose hair must be tied back to avoid any danger of being scalped. It may be necessary to wear additional individual protective clothing (goggles, gloves, aprons, masks, ear protection, etc) for specific tasks.

2 SPECIFIC RULES ABOUT CERTAIN COMMON MACHINE-TOOLS:

Grinding wheels: Grinding wheels must be set up and used in accordance with the manufacturer's instructions, the tool support must be adjusted at less than 2 mm from the grinding wheel.

Lathes: When machining long bars which project beyond the headstock, protect the protruding part. Swarf must be cleared up using gloves and a hook.

Drilling machines: Do not hold with your hand the part to be drilled if it may rotate.

Shearing machines, presses, bending machines: The sheet metal must not be of a heavier gauge than that recommended by the manufacturer. Respect the correct operating conditions for these machines which are classed as dangerous (do not work from behind the machine).

Band saws: Use the table guide; the blade shield must be correctly adjusted.

3 RULES ON OXYACETYLENE, ARC, TIG AND MIG WELDING :

Condition of equipment: Gas cylinders must always be fastened, the tubing must be in good condition and fixed with straps. Pressure reducers must be checked at regular intervals in accordance with the Flammable Gas Manual.

Electrical welding units must always be earthed; cables, fittings and electrode holders must be in good condition and properly insulated.

Protective equipment and its use: Use suitable goggles, shields and gloves and be sure they are in good condition. Protect other workers by using shields designed to block effectively the radiance (arc and argon welding).

Use local exhaustion systems adapted to the different kinds of welding to clear the air of smoke and ozone.

4 VARIOUS TASKS:

Repairs, services: Disable electrical, hydraulic or pneumatic power sources and make sure that the residual energy is dissipated.

Working in a confined space (inside tanks, reservoirs, enclosed spaces): **Abide strictly by the instructions given in Code A4** (Entry permit, extraction of smoke and gas, ventilation, use of rubber insulating matting, etc.).

Working with chemical and toxic products: Inform the direct supervisor, **abide by Code B**. Such products must only be used in suitable, ventilated, premises.

Handling: Hoisting gear, overhead travelling cranes and fork-lift trucks must be operated only by competent personnel.

Hygiene and cleanliness: Cloakrooms, refectories and refrigerators must be kept clean; do not place dangerous products in the same cupboard or refrigerator as food.

ACCIDENTS

Call the Fire-Brigade: 112 and await its arrival.

The workshop supervisor and the Group Leader must be informed of any accident by the victim or a witness. Always report accidents (see Code A2). Members of CERN personnel must fill out an HS50 form in the event of injury.

If you have any specific queries about safety, contact the work supervisor or a TIS Commission representative.

The workshop supervisor is: Tel