

Workshop Safety Regulations in VTC Training Centres

1. Follow instructors' directives in the operations of machines and the use of equipment. Unauthorized handling of machinery, equipment of tools is strictly prohibited.
2. Use protective equipment provided. Beware of moving parts, heated parts, sharp edges and highly pressurized hydraulic and compressed air equipment.
3. Never operate machines with the machine guards removed.
4. Switch off the power of the machine before undertaking any cleaning inspection or adjustment work on the machine.
5. Become familiar with the locations of the emergency stop buttons on machines and on the walls of the workshop.
6. Never leave machines unattended.
7. Do not stand behind the machine while it is being operated. Do not touch electrical wiring. Be particularly careful of heater wiring which is often unavoidably exposed and easily damaged.
8. Report to the instructor when you feel sick or uncomfortable.
9. Keep the work area clean and tidy.
10. Smoking is strictly prohibited.
11. Keep tools in proper place when not in use.
12. Before leaving workshop, return all tools and borrowed articles to the places as directed by the instructor.