

General Workshop Instructions:

- ✓ Always keep the workshop clean and tidy.
- ✓ Be in your uniform every time inside workshop.
- ✓ Always wear safety shoes.
- ✓ Duty timings are from 6AM to 4PM and 6PM to 6AM. You have to arrive 10 min before the start of duty time. And leave the machine 5 min before the end of duty time.
- ✓ Late coming not allowed.
- ✓ For day shift there are 3 breaks, from 9:00 to 9:15, 12:00 to 13:00 and 14:45 to 15:00.
- ✓ For Night shift there are 3 breaks, from 21:00 to 21:15, 12:00 to 1:00 and 2:45 to 3:00.
- ✓ Eating, chatting and washroom is only allowed during break times.
- ✓ Salah time is 15min for each.
- ✓ Use persons door to enter or leave workshop.
- ✓ Sign attendance immediately, avoid attendance delegation.
- ✓ Gathering during work hours is limited to work needs only, not more than three technicians together.

Do's

- ✓ Avoid storing food or any eatable things inside the workshop.
- ✓ Always put on protective glasses or goggles for eye protection.
- ✓ Use earplugs or muff when carrying out hot work.
- ✓ Always put on dust mast to get protection against saw dust and
- ✓ Wear protective helmets/hard hats and safety boots when entering the workshop.
- ✓ Put on welding jackets and face shield when carrying out welding job.
- ✓ Be gentle and systematic in handling hand and machine tools.
- ✓ Cultivate the habit of checking to see that everything in a machine is in order before turning it on.
- ✓ Always examine potential risk as well as safety guide lines attached to any machine before attempting to operate it.
- ✓ Always stop a machine before cleaning it or taking measurement from a work piece.
- ✓ Always ensure that all machine guards are put in position before operating.
- ✓ Wear gloves while handling material and chemical cleaning.
- ✓ Wear apron while grinding and welding.
- ✓ Materials to be received by Supervisor only.

Don'ts

- ✓ Do not allow unauthorized person to enter in the workshop.
- ✓ Do not use oil and chemical near welding.
- ✓ Do not smoke inside workshop.
- ✓ Do not allow the environment of the workshop to be littered with oil spills, water droplets, rags and dust.
- ✓ Do not hang or lay any object that can cover emergency signs and exits in the workshop.
- ✓ Do not run cables across emergency exits of the workshop.
- ✓ Do not run electrical cables and wires close to heat source, oils spill and sharp edges.
- ✓ Avoid horse play or any form of reckless behaviour in the workshop.
- ✓ Do not operate a machine you don't have much knowledge about it or how to stop it on emergency.
- ✓ Do not lubricate a machine while it is running.
- ✓ Do not manage unsafe working tool or operate a faulty machine tool.
- ✓ Do not work alone in the workshop.
- ✓ Do not cook food.
- ✓ Do not cut any materials without Supervisor's permission.
- ✓ Do not stay in an area that doesn't belong to your work.
- ✓ Do not use materials doors to enter or leave workshop.