



Fitters and Motor Mechanics Safe Working Practices

To comply with existing legislation, codes of practice and your employer's requirement on health and safety at work you must:-

1. Take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work.
2. Not interfere with or misuse anything provided in the interest of health, safety or welfare.
3. Take care to see that the public are not exposed to any hazards from work processes.
4. Use barrier cream before each work session. Wash hands before taking meals. Do not use degreasing agents such as paraffin or other solvents to wash your hands. This can cause skin infections and cancer of the scrotum.
5. Wear the appropriate items of clothing and safety equipment whenever risk assessment requires it, in particular:-

Goggles

Helmets - when working in hazardous conditions

Respirators - when working in dusty conditions

Fluorescent jackets - with reflective strips when working on or near the highway

Face shields - when arc welding

Ear protection - when using compressed air tools

6. Take particular care when near revolving machinery. Do not wear loose clothing such as wide sleeves and ties.
7. Before using a machine ensure that moving parts are securely guarded. Guards must not be removed during operational use. Under no circumstances must an unauthorised person remove guards **at any time**.
8. Ensure that when using portable electrical tools that the electrical supply does not exceed 110 volts by the use of a reducing transformer where necessary.
9. Check that the safe working load is clearly marked on lifting and jacking equipment and that it is capable of taking the weight to be lifted.
10. Before working under elevated machinery, ensure that it is propped.

11. Rail off or close in the inspection pit when you have finished working in it.
12. When inflating tyres ensure you always stand to the side.
13. Ensure that you have adequate ventilation when welding materials that could give off noxious fumes. When welding in the depot or under cover, screen off area to ensure that no one is exposed to welding flare. (You will also, of course, have to use your face shield).
14. Ensure that the floor is kept clear and free from slip hazards especially near machinery.
15. Not change the abrasive wheel cutting discs unless you have been trained and authorised to do so. These machines must not be operated unless the guard is in position.
16. If an accident occurs, ensure that an accident form is completed as soon as possible (see Accident Reporting).
17. Inspection pits should be closed in when not in use – See 11.
18. Do not work with defective tools or equipment. Report all defects without delay.
19. Smoking is prohibited in all areas of the workshop.
20. Before using compressed airlines check the hosepipes for defects. Ensure also that the safe working pressure is not exceeded.
21. Safety footwear must be worn at all times whilst at work.
22. Always safely route leads, cables and airlines. Ensure these items are stored away once you have finished with them.