CITY OF GLASGOW COLLEGE

RIVERSIDE WORKSHOPS

CLEAN & TIDY

PROCEDURE

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PURPOSE

The purpose of the clean and tidy procedure is to ensure that all workshop areas are left in a clean and safe state after every lesson.

SCOPE

All workshop users must adhere to the aspects contained within this document. Lecturers and trainers must enforce this procedure to ensure a safe working environment is promoted throughout all workshop activities and on concluding each lesson promote and check that the work area is vacated leaving a clean safe environment.

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Fitting Workshops

All fitting marine/mechanical workshops must ensure the following procedure is carried out at least 20 minutes prior to the end of the allocated lesson:

- All tooling borrowed from the main store is returned and signed back in
- All tools must be returned to the correct workshop tool cabinet/box/shadow board
- Any damaged tools must be reported to the lecturer/ trainer at once
- Any missing tools must be reported to the store supervisor
- All machine and workshop power is isolated prior to workshop clean up
- All work in progress is returned to the lecturer/trainer for storing
- All benches must be brushed of all swarf and debris
- All benches should be left clear
- All artefact drawings should be returned to the folder/cupboard
- Swarf segregation is very important and must be placed into the appropriately marked bin within the workshop
- On completion all students must remain within their allocated workshop
- The lecturer/ trainer must communicate with the main store to ensure all tooling booked out, has been returned before any student can leave the workshop area.
- It is the lecture/trainers responsibility to ensure the workshop they have occupied is left in a good state of cleanliness prior to leaving that area.
- Should the workshop be used jointly i.e. a third party, it is at the lecturers discretion. The lecturer must ensure that area of work is left clean prior to leaving the area. The workshop supervisor should be informed in this instance

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Machine Workshops

All marine/mechanical turning workshops must ensure the following procedure is carried out at least 20 minutes prior to the end of the allocated lesson:

- All tooling borrowed from the main store is returned and signed back in unless previous arrangement to keep out for next day's work with the same class.
- All tools must be returned to the correct workshop tool cabinet/box/shadow board
- Any damaged tools must be reported to the lecturer/ trainer at once
- Any missing tools must be reported to the store supervisor
- All lathe tools must be placed onto the appropriate shadow board at the side of the lathe
- All machine and workshop power is isolated prior to workshop clean up
- All work in progress is returned to the lecturer/trainer for storing
- Any artefacts and tooling that are left in the machine chuck and tool post must be communicated to the workshop supervisor (local agreement)
- All machines must be brushed of all swarf and debris
- Coolant spillage onto the floor area must be cleaned at the end of each lesson using a mop and bucket with the use of absorbent granules where necessary. Mops and buckets **MUST** be rinsed and left clean after use
- All machine swarf trays should be left clear and clean
- The machine saddle should be parked alongside the tail stock at the end of the machine bed once cleaning is concluded
- All artefact drawings should be returned to the folder/cupboard
- Swarf segregation is very important and must be placed into the appropriately marked bin within the workshop, failure to do this will cost the college in increased fees by the contractor.
- On completion all student must remain within their allocated workshop

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- The lecturer/ trainer must communicate with the main store to ensure all tooling booked out that day has been returned and accounted for before any student can leave the workshop area.

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Electrical and Smart Meter Workshops

All fitting Electrical/Smart Meter workshops must ensure the following procedure is carried out at least 15 minutes prior to the end of the allocated lesson:

- All tooling borrowed from the main store is returned and signed back in
- All tools must be returned to the correct workshop tool box and checked to confirm all is present
- Any damaged tools must be reported to the lecturer/ trainer at once
- Any missing tools must be reported to the lecturer/ trainer at once
- All tool boxes after tool check and with the instruction from lecturer/ trainer returned to the correct storage area in the Electrical/Smart Meter workshop
- All workshop/Smart Meter area power is isolated prior to workshop clean up
- All work in progress is returned to the correct storage area for the group or area designated by lecturer/ trainer
- All benches must be brushed of all cable cuttings and installation debris
- All benches should be left clear and floors swept clean
- All artefact drawings/work sheets and information should be returned to the students folder and handed to lecturer/ trainer at end of session
- All electrical activity materials returned and store in the appropriate section/box or cupboard
- All electrical test equipment of any description returned to lecturer/ trainer in the correct and tidy order with all leads and connection in good working order.
- Report **ALL / ANY** damaged electrical test equipment immediately to lecturer/ trainer including test leads and connections and **taken out of use**

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- Electrical installation materials **MUST** be segregated and **MUST** be placed into the appropriately marked bin within the Electrical/Smart Meter workshops
- On completion of workshop duties all students must remain within their allocated workshop
- The lecturer/ trainer must communicate and agree that area is correct before any student leaves the workshop area.
- It is the lecture/trainers responsibility to ensure the workshop they have occupied is left in a good state of cleanliness prior to leaving that area.

The Electrical/Smart Meter Workshops **CAN NOT** be used jointly i.e. a third party, as there will be live testing in all areas at points throughout any lesson/tutorial and activity.

The lecturer **must ensure that area of work is left clean** prior to leaving the area. If the Electrical/Smart Meter workshop is found in a dysfunctional state due to any of the above not being met by lecturer/instructor and students the workshop supervisor should be informed in this instance and a report to the Curriculum Head of Electrical and Electronics made as soon as possible.

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Welding & Fabrication Workshops

All welding/fabrication marine/mechanical workshops must ensure the following procedure is carried out at least 15 to 20 minutes prior to the end of the allocated lesson:

- All tooling borrowed from the main store is returned and signed back in.
- All tools must be returned to the correct workshop tool boxes
- Any damaged tools must be reported to the lecturer/ trainer at once
- Any missing tools must be reported to the store supervisor
- All welding and fabrication power and gas in workshop is isolated prior to workshop clean up.
- All work in progress is returned to the lecturer/trainer for storing
- All benches must be brushed of all debris and all benches should be left clean, floors must be swept clean.
- All artefact drawings should be returned to the folder/cupboard
- Swarf segregation is very important and must be placed into the appropriately marked wheelbarrow within the workshop.
- Senior technician to be advised when scrap metal barrow needs emptied and he will arrange removal.
- On completion of tasks all students must remain within their allocated workshop
- The lecturer/ trainer must communicate with the main store to ensure all tooling booked out, has been returned before any student can leave the workshop area.
- It is the lecture/trainers responsibility to ensure the workshop they have occupied is left in a good state of cleanliness prior to leaving that area.
- Should the workshop be used jointly i.e. a third party, it is at the lecturers discretion. The lecturer must ensure that area of work is left clean prior to leaving the area. The workshop supervisor should be informed in this instance

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Working Engine Room

Working Engineroom must ensure the following procedure is carried out at least 15/20 minutes prior to the end of the allocated lesson:

- When engines are running ear defenders **MUST** be worn at all times by all personnel in the working engineroom.
- Earplugs supplied at the entrance are for short term exposure only.
- Any tools used must be returned to the correct cabinet/toolbox
- Any damaged tools must be reported to the lecturer at once
- Any missing tools must be reported to the lecturer.
- On completion all students must remain within the working engineroom.
- It is the lecturers responsibility to ensure the working engineroom is left in a good state of cleanliness prior to leaving.

- Should the working engineroom be used jointly i.e. a third party, it is at the lecturers discretion. The lecturer must ensure that area of work is left clean prior to leaving the area.

- Any engineroom floor grates that are lifted to allow access for cleaning/maintenance are to be roped off and clearly marked.

- Bilge wells are to be cleaned on a regular basis.

- Working engineroom floor area to be cleaned on a regular basis.

- Entrance to working engineroom to be included in cleaner's routine cleaning schedule.

- Oil spills/leaks are to be cleaned up immediately

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- Chemicals used for jacket water and boiler tests are to be kept in a locked cabinet and only used under supervision of Lecturer
- Any waste bins that require to be emptied are to be left outside the working engineroom for the store man to empty and return. ‘This is necessary as the store man does not have access to the working engine room’.

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Marine Maintenance Workshop

Marine maintenance workshop must ensure the following procedure is carried out at least 15 to 20 minutes prior to the end of the allocated lesson:

- All tooling and toolboxes signed out from store to be checked by student that all tools are present and correct.
- All tooling borrowed from the main store is returned and signed back in
- All tools must be returned to the correct workshop tool cabinet/box/shadow board
- Any damaged tools must be reported to the lecturer/ trainer at once
- Any missing tools must be reported to the store supervisor
- All benches must be brushed of all swarf, debris and oil contamination
- All benches should be left clear where possible, floor to be swept
- All drawings handed out should be retained and removed by students
- Swarf and oily rags segregation is very important and must be placed into the appropriately marked bin within the workshop
- On completion of tasks all students must remain within their allocated workshop
- The lecturer/ trainer must communicate with the main store to ensure all tooling booked out, has been returned before any student can leave the workshop area.
- It is the lecture/trainers responsibility to ensure the workshop they have occupied is left in a good state of cleanliness prior to leaving that area.
- Should the workshop be used jointly i.e. a third party, it is at the lecturers discretion. The lecturer must ensure that area of work is left clean prior to leaving the area. The workshop supervisor should be informed in this instance

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All marine, mechanical, electrical, smart meter and turning workshops must ensure the following procedure is carried out at least 15 - 20 minutes prior to the end of the allocated lesson:

- Should the workshop be used jointly i.e. a third party, it is at the lecturers discretion. The lecturer must ensure that area of work is left clean prior to leaving the area. The workshop supervisor should be informed in this instance
- It is the lecture/trainers responsibility to ensure the workshop they have occupied is left in a good state of cleanliness prior to leaving that area.

Duties and Responsibilities

Note: NO FOOD OR DRINK IS ALLOWED IN ANY WORK AREA

Safety

All safety workwear must be worn during workshop activities and during clean/tidy up.

All mops and buckets used during the tidy up **MUST** be rinsed clean and left in a safe and tidy manor.

All damaged tools and tooling must be reported to the lecturer/trainer immediately.

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