

SAFETY GUIDE FOR PERSONNEL

THE DUTY OF THE PERSONNEL IS TO MAKE SURE THAT WHENEVER PERFORMING ANY JOB IN THE WORKSHOP IT MUST BE DONE WITH UTMOST CARE NOT HAVE ANY INJURY OR ACCIDENT BY ADHERING TO SAFETY GUIDES. HE OR SHE MUST KEEP THE WORKSHOP TIDY AND ORGANIZED . AVOID OVER CONFIDENCE , THOUGHTLESSNESS, FOOLISHNESS AND BEING ABSENT MINDED.

○ PERSONNEL MAKING USE OF THE WORKSHOP MUST ADHERE TO FOLLOWING GUIDES:

1. DO NOT WEAR LOOSE GARMENT
2. MUST WEAR TIGHT FITTING CLOTH
3. WEAR PROTECTIVE CLOTHING'S SUCH AS EYE SHIELD, HELMET, NOSE PROTECTOR .
4. AVOID PLAYING IN THE WORKSHOP
5. ALWAYS WALK AND NOT TO RUN IN THE WORKSHOP
6. REMOVE WRISTWATCHES OR ANY JEWELRIES WHEN IN THE WORKSHOP

7. WEAR SHOES WITH STRONG TOECAP AND HIGH SOLED
8. REMOVE TIE TO WHILE WORKING IN THE WORKSHOP
9. AVOID SPILLAGE OF OIL ON THE FLOOR OF THE WORKSHOP.
10. AVOID POURING OF WATER ON THE FLOOR OR ANY MACHINERY IN THE WORKSHOP.
11. NEVER OPERATE ANY MACHINERY YOU DO NOT KNOW HOW TO USE.
12. DO NOT LEAN ON ANY MACHINERY

13. ALWAYS KNOW THE CONDITION OF ANY MACHINE BEFORE OPERATING IT
14. NEVER MANAGE A FAULTY MACHINE
15. AVOID ANY ACTION THAT CAN LEAD TO INJURY E.G. FORGETTING THE JACOBS' CHUCK KEY IN MACHINE CHUCK
16. CHECK TERMINALS AND CABLES OF ELECTRICAL APPLIANCES FOR ANY EXPOSED PARTS MUST BE INSULATED.

INTRODUCTION TO TOOLS AND MACHINE TOOLS

● MEASURING TOOLS OR GAUGES

THESE ARE TOOLS USED TO MEASURE DIMENSIONS ON WORKPEICE .

- i. ENGINEER'S STEEL RULE : THIS MADE OF STEEL ON ONE OF THE FLAT FACE GRADUATIONS ARE MARKED IN CENTIMETER AND INCHES. USED TO SET OUT DIMENSIONS.
- ii. FOLDING RULE IS OF 2 METERS LONG USED TO MEASURE AND LAYOUT LARGER WORK.
- iii. STEEL TAPE ARE OF LONGER LENGTH AND MADE OF FLEXIBLE STEEL CAN BE ABOVE 2 METERS IN LENGTH.
- iv. STEEL SQUARE IT IS L-SHAPED OF HARDENED STEEL