

## **Training protocol regarding the use of hand tools and the operation of machine tools as well as on the associated special risks**

(online 15.09.2016)

### Definitions:

**Special risk:** A source of danger or risk of accident that is beyond the normal risks of daily life. For special risks, it is generally expected that there are mandatory protective measures.

**Escape route:** Marked route or routes which should be used to leave the building in case of fire or other dangers.

**Designated Trainer:** Permanent member of the Institute staff, who is technically qualified to carry out the training. Generally, this is an employee of the mechanical workshop.

**Person requiring training:** Any person who wishes to carry out work tasks, however small, in the workshop, for example, students.

**Training:** The designated trainer explains and demonstrates to the person requiring training the basics of how to work with the relevant tool or machine. Where necessary, certain maintenance activities are also explained and demonstrated. In particular, the special risks highlighted below, as well as the necessary and mandatory protective measures to address them, are discussed and demonstrated.

**Responsible person:** Head of the organisational unit

### General:

As part of the training, the closest first aid kit and fire extinguisher as well as the escape route(s) must always be discussed and shown to the person being trained.

The handling of tools and the use of machine tools are only permitted after the relevant training has been completed. The training applies only to the specific tools and machines discussed in the training.

Training must be documented using the form provided below. A copy of this form should be handed in to the secretary's office of the *Atominstitut*.

Should there be any incidents or accidents, these must be reported immediately. Such reports should be made to the relevant work group management, the workshop management, the management of the Institute and the safety officer.

In the case of serious incidents or accidents, the emergency services (fire, ambulance) must be alerted immediately via the porter.

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<sup>1</sup> The training is not able to cover all of the content of an apprenticeship.



Defibrillator in the Porter's Office

Porter: ext. 14111, Occupational Health Service: ext. 400650

Person requiring training:

Name: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Status<sup>\*)</sup>: Employee / Doctoral student / Diploma student / Undergraduate student /

Other: \_\_\_\_\_

Work group: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Designated trainer:

Name: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Status<sup>\*)</sup>: Head of the workshop / Workshop employee /

Other: \_\_\_\_\_

Tool: \_\_\_\_\_

Machine: \_\_\_\_\_

There are written safety instructions for the machine <sup>\*)</sup>: yes/no \_\_\_\_\_

Workshop operations: \_\_\_\_\_

Maintenance activities: \_\_\_\_\_

<sup>\*)</sup> Please delete as applicable.

Special risks which were discussed in the training:

- Splinters
- Compressed air
- Rotating shafts
- Personal protective equipment:
  - Shoes: \_\_\_\_\_
  - Goggles: \_\_\_\_\_
  - Clothes: \_\_\_\_\_
  - Other: \_\_\_\_\_
- Cryogenic liquids
- Chemicals:
  - Cooling lubricant emulsion: \_\_\_\_\_
  - Other substances: \_\_\_\_\_
  - Flammable substances: \_\_\_\_\_
- Crane operation
- Other: \_\_\_\_\_

Place, date

\_\_\_\_\_  
Time

Person requiring training

Designated trainer

Head of the Institute