

Welcome to Phase 1 Electrical

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Introduction to Electrical

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Electrical Induction

Safety. Boots to be worn at all times, gloves and safety glasses minimum when doing practicals

Timekeeping.

Start time in class 08:35 swipe out time 16:35

Breaks 10:00 - 10:15, 12:00 - 12:35, 14:00 - 14:15

Tools. Tool box check every Friday

Cleaning Rota. Cleaning to start at 16:10

Electrical Induction

Workshop Discipline.

Drinks - Water only in sports bottles.

No food in workshop.

You will need pen, pencil clear ruler and calculator

Laptops and tablets to be turned off and closed during inputs

You are responsible for all your personal and company items and equipment.

Training Overview.

Building Safety & Security

Identify the Fire Alarm, Emergency Exits & the corridors leading to them.

Keep corridors, stairwells, & walkways clear at all times.

Maintain building security - make sure external doors close properly & the magnetic latches operate correctly.

If you identify anything suspicious, or anyone acting suspiciously, tell a member of staff.

Workshop safety

Always wear the minimum Personal Protective Equipment (safety boots).

you will be informed when safety spectacles, gloves, &/or overalls are required.

Minimise the opportunities for “minor” accidents.

keep the workshop benches & tables tidy at all times.

put any rubbish in the waste bin immediately.

do not leave engineering debris on the floor, it is a trip/slip hazard.

place chairs under the table when not in use.

Leave rucksacks/handbags in locker room.

Report all accidents & near-miss incidents.

Horseplay is not acceptable at any time.

Remember!

YOU are responsible for YOUR safety!

YOUR actions are likely to impact on YOUR colleagues!

BE RESPONSIBLE – your actions could prevent someone getting hurt!

Environment

In the workplace it is essential that the work area & the surrounding environment are kept clean.

Each group will have cleaning responsibilities via the Cleaning Duty Rota (see notice-boards).

These duties are supplementary to your responsibilities for cleaning the workshop at the end of the working day.

YOUR actions will represent the group!

Emergency procedures

On hearing the Fire Alarm you must:

Stay calm (even if you see or smell smoke)!

Switch off any equipment you are using.

Evacuate the workshop in an orderly fashion.

Assemble as a group at the Assembly Point.

Remain alert & respond to the role call when appropriate.

Personal Protective Equipment (PPE)

The wearing of PPE is mandatory in all areas, especially for practical work (it is also a Legal requirement).

You should wear PPE because **YOU WANT TO**, not simply because you have been told to!

Available PPE at TTE includes:

- Eyes - safety spectacles, goggles, visor.

- Head – helmet, bump cap.

- Ears – ear defenders.

- Hands – gloves, gauntlets, barrier cream.

- Feet – safety boots.

- Body – overalls, apron.

- Breathing - respiratory masks.

Mobile Phones

Mobile phones to be switched off and placed in charging station during lessons.

The student is responsible for there own mobile phone.

Timekeeping

You **MUST** be in the workshop & ready to start work at **08:35 hrs.**

Break periods are discretionary.

Lunch time is 35 minutes unless otherwise stated, if you leave site at anytime you must swipe out.

(Fire Regulations).

Cleaning time 16:10-16:25 hrs.

Workshop leaving time 16:30 hrs.

(BTEC Night School **ONLY** 16:25).

There will be no access to the locker room before 16.30.

Tools

All tools will be supplied.

Each toolbox contains a set of tools - these are signed for as required & checked at the end of the working day.

Many tools have cutting edges or points of contact that can cause a serious injury if used incorrectly.

Any missing or damaged tools must be reported & will be replaced.

Any specialist tools required will be provided.

Workshop Discipline

DO NOT enter the adjacent workshops without specific permission from the relevant Training Officer.

NEVER leave your work area without informing the Training Officer.

ALWAYS knock & wait before entering an office.

NEVER enter an empty office.

Mobile phones **MUST** be switched **OFF.**

Horseplay will NOT be tolerated.

Workshop Discipline

Water **only** is allowed at your desk **DO NOT** take it to the workbenches.

DO NOT switch on any electrical equipment without permission from your training officer.

Switch off all test instruments when not in use.

During break periods remember to power off all equipment you are using in your practical assignments

Disciplinary procedures will be used when necessary.

Training Overview

Electrical training is delivered in three carousels.

Take notes during lessons it will benefit you when it comes to the tests

All tests and written assignments carry a minimum pass mark of 70%

Students are allowed one re-sit of each test with a maximum pass of 70%.