

Welcome to Phase 2 Electrical

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Introduction to PH2 Electrical

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PH2 Electrical Induction

Building Safety & Security.

Emergency Procedures.

Workshop Safety.

Duties.

PPE.

Timekeeping.

Tools.

Workshop Discipline.

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.

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 in an orderly fashion (shortest Route).?

Assemble as a group at the Assembly Point.

Remain alert & respond to the roll call when appropriate.

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 by:

keeping the workshop benches & tables tidy, at all times.

putting any rubbish in the waste bin immediately.

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

placing 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.

Disciplinary procedures will be used when necessary.

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!

Duties

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!

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:

Feet – Safety Boots. (Minimum requirement workshops)

Eyes - LEP, Goggles, Full Face Shields/Visors.

Hands – Gloves, Gauntlets, Barrier Cream.

Body – Overalls, Aprons.

Ears – Ear Defenders (Single Use).

Head – Safety helmet, bump cap.

Breathing - Respiratory Masks.

All replacement PPE will be available for issue **before 9am only**.

Timekeeping

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

Break periods are discretionary (20 minutes).

Lunch time is 35 minutes **unless otherwise stated**, and if you leave site at anytime you must swipe out and back in on your return.

(Fire Regulations).

Cleaning time 16:00-16:20 hrs.

(Team Leader to complete an End of Day Closure Form).

Workshop leaving time 16:30 hrs.

You are not to access the locker room before 16.30

Tools

All tools will be supplied.

Each toolbox contains a set of tools - these are checked as required at the start and 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

YOU MUST arrive **appropriately dressed.**

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.**

Workshop Discipline

Practical Assignments

Water **only**, **NO FOOD** is allowed at your desk **DO NOT** take water to the workbenches.

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

Remove metal watches rings etc, long hair tied up, no loose items or clothing.

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

Switch off all test instruments when not in use.

Training Overview

Electrical training is delivered in three or five carousels.

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

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

ALL COURSE PRESENTATIONS AND E-HANDOUTS IN LISA