Workshop Safety Procedure

1 Purpose

Outlines access provisions in relation to University workshops.

2 Scope

Applicable to all workshops within the University. The term "workshop" includes, but is not restricted to, studios, laboratories and manufacturing facilities.

3 Procedure Overview

Access to University workshops is restricted to authorised personnel and those under their supervision.

4 Procedures

Employees, Students, contractors and visitors are restricted from entering University workshops unless:

- they are trained and proficient in the operation of workshop equipment; or
- they are working under the supervision of a trained operator and are undertaking simple or straightforward tasks.

The Supervisor in charge of the workshop must ensure that any Students and Employees using the workshop equipment are trained in the correct operating Procedures and safety requirements for machinery in the workshops; and that records are kept.

5 References

Nil.

6 Schedules

This procedure must be read in conjunction with its subordinate schedules as provided in the table below.

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7 Procedure Information

Accountable Officer	Chief People Officer
Responsible Officer	Director (Health, Safety and Wellbeing)
Policy Type	University Procedure
Policy Suite	Work Health and Safety Policy
Subordinate Schedules	
Approved Date	29/8/2024
Effective Date	29/8/2024
Review Date	29/8/2029
Relevant Legislation	*Work Health and Safety Act 2011* (Qld)
Policy Exceptions	Policy Exceptions Register
Related Policies	
Related Procedures	Work Health and Safety Management System Framework
Related forms, publications and websites	
Definitions	**Terms defined in the Definitions Dictionary**
	Employee A person employed by the University and whose conditions of employment are covered by the Enterprise Agreement and includes persons employed on a continuing, fixed term or casual basis. Employees also include senior Employees whose conditions of employment are covered by a written agreement or contract with the University. Student A person who is enrolled in a UniSQ Upskill Course or who is admitted to an Award Program or Non-Award Program offered by the University and is: currently enrolled in one or more Courses or study units; or not currently enrolled but is on an approved Leave of Absence or whose admission has not been cancelled.

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	University The term 'University' or 'UniSQ' means the University of Southern Queensland.
	Definitions that relate to this procedure only
Keywords	Safety, workshop
Record No	13/486PL

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