

**UNIVERSITY OF STELLENBOSCH
DEPARTMENT INDUSTRIAL ENGINEERING**

GENERAL HEALTH & SAFETY INSTRUCTIONS (Form 1.1)

- **Help prevent risks to people and machines by being careful, alert and pro-active.** When in doubt, ask the technician or lecturer in charge.
- **According to the Public Health and Safety Act (no 85 of 1993), a student is considered an employee of the University of Stellenbosch.** Copies of the Public Health and Safety Act, no 85 of 1993 are available from the Departmental Chairman.
- **If a student is instructed by either his/her supervisor, another lecturer or technician in with regards to safety, the Act prohibits him/her from disobeying such instructions. The Act does not recognise a statement such as "at their own risk".**
- **These instructions are applicable to students, personnel and persons entering the laboratories and other rooms of the Department of Mechanical and Mechatronic Engineering.**

| In case of an emergency: Contact the technician/lecturer/ Campus Security: (021) 808-2333 | | | | |
|--|---|-------------|--------------------------------------|----------------------------------|
| DIVISION | TECHNICIAN / LECTURER IN CHARGE | ROOM No. | WORK TEL No. | Cell No. |
| General | Prof Corne Schutte <i>CAMPUS SECURITY</i> | B2005 | (021) 808 4250 (021) 808 2330 | 082 447 7780 |
| Stellenbosch Technology Centre | Mr Devon Hagedorn-Hansen | 198 A & B | (021) 808 4128 | 084 810 9281 |
| Metrology Lab | Mr Devon Hagedorn-Hansen | M197 | (021) 808 4128 | 084 810 9281 |
| LaserCusing Lab | Mr Devon Hagedorn-Hansen Mr Xola Madyibi | M196 | (021) 808 4128 | 084 810 9281 078 212 2712 |
| Senrob – Learning Factory | Mr Devon Hagedorn-Hansen Prof Louis Louw | M262 & M263 | (021) 808 3733 (021) 808 4448 | 084 810 9281 082 365 0061 |
| Fire Brigade | | | (021) 808 8888 | |
| Ambulance | | | 10177 / (021) 883 344 | |
| ER24 | | | 0729806353 | |
| Police | | | 10111 / (021) 809 5015 | |
| Student Health Services | | | (021) 808 3496 | |

| FIRST AID | | | |
|--------------------------|--------------|----------|---------------|
| TRAINED PERSONNEL | TEL No. | ROOM No. | FIRST-AID KIT |
| Mrs Karina Smith | 082 386 2239 | B2005 | Yes |
| Mrs Amelia Henning | 083 635 5775 | B2003 | Yes |
| Mr Devon Hagedorn-Hansen | 084 810 9281 | B1008 | Yes |

All Hours

- **No person is permitted to work alone in a laboratory.** When a student has permission to work after hours, another person should always be present, regardless of the nature of the work.
- **Do not enter the Laser Cusing lab without supervision and safety gear.** There could be harmful gasses or powders in the air.
- **After hours emergencies:** Campus Security (021) 808- 2333

Reporting of safety risks and incidents

- **Report all safety risks, for example unsafe/defective electrical wiring and cables, air-pressure pipes, etc. either to the technician/lecturer in charge or to the Departmental Chairman.**
- **Report all incidents of injury to persons either to the technician/lecturer in charge or to the Departmental Chairman.**

Dress & Safety Equipment

- **Closed shoes should always be worn in the laboratories. Bare feet or open toed shoes are not allowed.**
- **Safety shoes must be worn when heavy equipment is being moved.**
- **Eye protection safety equipment must be used where eye injuries could possibly occur.**
- **Ear protectors should be used in case of moderate to high noise levels.**
- **Breathing apparatus should be worn where exposure to harmful gasses or fumes is a risk.**
- **All persons should be aware of the location of fire extinguishers or fire hoses.**
- **Loose clothing or long hair is not allowed near moving machines.**

Permission required

- **No person is allowed to handle dangerous equipment on his/her own.** Dangerous equipment refers to any equipment with rotating or moving parts or equipment that can cause any other danger such as explosions, fire or electrocution. At least one other person must be present in the laboratory when such dangerous equipment is used. When a student has permission to work after hours, another person should always be present, regardless of the nature of the work.
- **Only authorised personnel are allowed to operate electrical equipment.** The Act is very strict in this instance and a student is not even allowed to connect a 15 A plug.
- **Students should first acquire permission before they work in any laboratory or with any equipment.** Permission should be obtained from the person in charge of the particular equipment or laboratory. The names of the relevant personnel are clearly stated on the doors of the laboratories.

General safety regulations applicable to laboratories

- **Smoking is not allowed in either the laboratories or the workshops.**
- **No one is permitted to work in a laboratory after consuming alcohol.**
- **The laboratories should be cleaned every day after the completion of any work.**

- **Persons working in laboratories where gases and fumes can build up must personally ensure that the ventilation is adequate.**
- **Fuels, paints and other flammable materials or materials that give off fumes, should be stored in the correct manner.**

Misuse of Equipment and Negligence

- **Any student that fails to return equipment to its rightful place and pack it away as it was found will be subject to disciplinary action.**
- **If equipment must be replaced or repaired as a result of negligence by a student, the student must contribute towards the costs. The student's contribution will be calculated as follows:**
 - If the replacement / repair cost of the equipment is R300 or less, the student will be held responsible for the entire amount.
 - If the replacement / repair cost of the equipment in excess of R300 the student must pay one third of the insurance excess fare, or a third of the equipment's replacement / repair cost if the insurance does not accept the claim.
 - The student must pay the contribution at Admin into cost centre 0272B and must then show the receipt to the laboratory manager before he/she will be allowed to use departmental equipment again. The decision of whether contribution costs are applicable to the student, will be with the laboratory manager, but the student may appeal the decision with the Departmental Chairman.

Every student doing any work in any of the Labs must sign the form below and hand it in at B2003.

If a student does not comply with this, he/she may not use the laboratories.

I (name).....(student number) acknowledge receipt of a copy of the document titled "General Safety Instructions" and "Work Specific Safety Instructions" of the Department of Industrial Engineering. I hereby declare that I have studied the document and understand it.

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|--|-------------------------------|-------------|
| Signed Student | | Date |
| | | |
| Study Leader Name & Surname | Signed by Study Leader | Date |